



Faculty-Led

# Study Abroad



## Table of Contents

Introduction.....	2
Getting Started.....	2
Planning Resources.....	4
General Principles for Academic Programs Abroad.....	6
Pre-Departure Orientation.....	9
Faculty Leader Responsibilities.....	10
Frequently Asked Questions.....	12
Safety and Security.....	14
Appendix	
A. Course Abroad Proposal Application.....	20
B. Sample Budget.....	24-25
C. Checklist for Course Abroad Proposal.....	25-26
D. Checklist for Pre-Departure.....	26-27
E. Checklist for Re-Entry.....	27
F. Course Abroad Faculty Agreement.....	28
G. Doctor's Release Letter.....	28-29
H. Medical History Form.....	29-33
I. Statement of Responsibility.....	34
J. Emergency Contact Information.....	37-38
K. Early Departure Release of Liability.....	39
L. Provost Approval Checklist.....	40
M. Fiscal Affairs Guidelines.....	40
N. Sample Course Abroad Application.....	41

Timeline for Faculty-Led Courses Abroad



## Introduction

This handbook guides WCSU faculty who wish to develop and lead a short-term study abroad program. It provides processes and policies regarding:

- Types of short-term study abroad programs
- Developing a short-term overseas academic program
- Securing the necessary approvals
- Recruiting students
- Budgeting, organizing and conducting a short course
- Safety

When determining the program's subject and course content, faculty should consider how the selected location complements academic studies. Although some locations fit naturally with academic coursework, other combinations may require stronger justification or research.

Academic and International Services at WCSU encourage faculty to collaborate in the development of this type of overseas academic program. Short courses are a major highlight of our students' college experiences, and we rely on the participation of faculty to make the opportunity for overseas study a reality for every qualified WCSU student.

Developing and leading a short course abroad offers faculty members a unique opportunity to interact with students in ways not experienced elsewhere in a teaching career. The faculty leader sees students mature and grow in the short time that they are overseas, and has a significant and lasting impact on their education, confidence and drive to pursue other international opportunities.

Early planning encourages the success of a faculty-led study abroad program. **Planning should begin at least nine months prior to the start of the program.** Items that should be completed during this time include preparing a proposal that fully demonstrates the academic, professional, and cultural relevance of the intended program for both you and your students. You may find that, if your program complements another professor's course, it may be beneficial to create an interdisciplinary approach to the study abroad program.

## I. Getting Started: Write the Proposal and Have the Program Approved

If you think that you are interested in leading a short course abroad, the next step would be to consider the following: **Are you certain that you are comfortable in the role of leading a group abroad?** Keep in mind that this critical role requires first-hand experience in country, academic expertise in the content areas covered by this course, organizational and planning skills and detailed record keeping, health that will allow you to handle the physical and emotional demands of the program abroad, willingness to provide support and care to students who are many miles from home, and an appreciation for increased contact with students. You are "on" call 24/7 during the travel portion of the course abroad. If you feel that you are ready for this

adventure (similar to the Peace Corps, faculty tell us it is the toughest teaching job they'll ever love!) then read on.

## **See Appendix C – Checklist for Short Course Abroad Proposal**

### **A. Meet with Your Department Chair**

The first step is to seek encouragement from your department chair. Before beginning the planning process, consult with your department chair to discuss the validity of the program you would like to propose. If you are collaborating with another department, be sure to meet with both department chairs. You should discuss your plans to submit a proposal and gain department support for the course offering(s).

### **B. Meet with Your Dean(s)**

You should discuss your plans to submit a proposal and gain the dean's support for the course offering(s). **Ultimately, your dean will need to sign the required Travel Authorization(s), so ensure that s/he intends to do so before you dedicate resources to planning a course.** If you are planning to co-teach a course with faculty in another school, you will need the support of both deans.

Letters of support from your department chair and dean are required and should illustrate their level of support and commitment to the proposal. The dean's letter should discuss how the proposal contributes to the values and goals of the study abroad program and to that of the university. The department chair's letter should describe why the proposed program is relevant in terms of topic and location for the course being taught and how it effectively fills a need in the department.

**C. Meet with the Provost for Review** Complete your proposal and submit it, along with a course syllabus and letters of support, for review by the Provost's office. **These documents should be submitted at least eight months in advance of the start date.** The Provost will determine how many projects will be approved per academic year.

Note: All short courses abroad shall adhere to the curriculum routing procedure. Please meet with your department chair/dean to facilitate this process as early as possible. We do not want to plan a short course abroad if the course is not approved internally. All classroom hours and supplemental hours for credit bearing courses shall equal at least the required contact hours of an on-campus course.

## **II. Develop the Idea**

In your proposal, indicate the country to be visited, length of visit, staffing requirements, and culture component complementing the academic program.

### **Develop an Outline for the Trip:**

- Provide a compelling academic reason for hosting the study abroad experience in a particular international location.
- Describe how the program will integrate course content with on-site living and learning opportunities, including all planned excursions.

- Using the documents you've provided, demonstrate that your program is feasible.
- Identify specific benefits that students will gain by studying abroad.
- **Provide a budget with estimated costs for WCSU and for students. (Use template, Appendix B, page 24-25)**
- Identify any available financial resources.
- Indicate whether you have visited the site and whether you can prove that it has the necessary resources and support for participants.
- Indicate that the study abroad location does not fall under a U.S. State Department travel warning.
- Indicate whether you plan to organize and lead such a program annually or biannually.
- Provide an Emergency Action Plan that will assure the safety and security of all students, faculty and staff.

**Please note:** As with standard on-campus courses, short-term study abroad programs are subject to assessment relative to student learning outcomes, teacher effectiveness and other quality and satisfaction factors.

#### **A. Review Planning Resources**

The following websites are useful tools when planning a short course abroad. (Please notify us as you discover others that should be added to this list.)

- Exchange rate:  
[www.oanda.com](http://www.oanda.com)  
This is the state-mandated site for international travel.
- Estimated costs of flights:  
[www.expedia.com](http://www.expedia.com)  
An excellent site for comparing airfares.
- Host country information:  
<http://www.embassyworld.org>  
Using this site, you can search embassies to find information on visas, tourist boards, history, maps and more.
- U.S. passport information and travel/safety advice:  
<https://travel.state.gov/content/passports/en/country.html>
- How to get a U.S. passport, travel warnings and alerts, safety, etc.  
<https://travel.state.gov/content/studentsabroad/en.html>  
This site was created by the State Department to provide a hub for students who require tips on international travel. This is very useful for faculty, too.
- List of US Embassies:  
<http://www.usembassy.gov/>
- Safety:  
[http://globaled.us/safeti/safeti\\_index.asp](http://globaled.us/safeti/safeti_index.asp)

This site is a FIPSE funded project that provides a well-organized database of articles and policies, largely adopted from Peace Corps Pre-Departure Handbooks.

- Centers for Disease Control – Traveler’s Health:  
<https://wwwnc.cdc.gov/travel>  
Provides general information on health concerns associated with regions of the world, as well as information on immunizations required to visit certain countries or regions.
- Tourism Worldwide Directory:  
<http://www.worldtourismdirectory.com/>  
Tourism offices, visitors’ bureaus, Chambers of Commerce and similar agencies.

### **B. Draft the Short Course Abroad Proposal Form**

Create a rough first draft of the proposal. Then meet with the Provost who will schedule a meeting to review the draft and provide tips and feedback. The Academic Short Course Abroad should:

- Integrate students into the local academic and community lives.
- Expose students to the host country language and culture in a measurable way.
- Include pre-departure materials and session(s) that prepare students for the academic and intercultural experiences.
- Provide access to medical and safety facilities.
- Include counsel on how to spend free time – with suggestions of free activities/events in the host country.
- Avoid overscheduling as it causes information overload and exhaustion.
- Be as rigorous as courses taught on campus in terms of academic requirements.
- Consider local cultural events that can enhance the learning experience.
- Recognize that “more” is not always better — consider depth vs. breadth of the experience for your students.
- Keep in mind that for many students this is their first time outside of the U.S. Too much may overwhelm.
- Serve as a stepping stone to encourage students to travel and study abroad in the future.
- Have clear pre-requisites and clear academic goals..
- Allow for flexibility due to the unique opportunities and challenges of international travel.
- Be scheduled to fit into an existing semester, recognizing that the Registrar cannot hold up grades (for reporting purposes).

- Not allow students to independently travel across country borders or into regions where there are safety issues or travel warnings.

### C. General Principles for Academic Programs Abroad

In addition to the standard WCSU course requirements, there are key areas worth highlighting for short course abroad approval:

- **Academic Integrity:** Short Course Abroad programs are serious and meaningful academic experiences and the fastest growing type of study abroad in U.S. institutions. The course should be as challenging as any course at WCSU: we intend to dispel the myth that short courses abroad are “study vacations,” “field trips,” or “tours.” Therefore, program approval relies upon the level and seriousness of the academic elements of the short course abroad.
- **Cultural Integration:** Central to the short-course experience is the ability for students to integrate into the culture as much as possible. We realize that one cannot completely acculturate during a very short stay abroad. Nevertheless, please keep in mind that every effort should be made to expose students to the local people and customs. By connecting with the host culture and society, students will not only have an opportunity to engage locally, but to reflect upon their own cultural norms and values. This is often where considerable personal growth occurs during shorter experiences abroad.
  - A very strong short course abroad includes homestays whenever possible (recognizing that these may not always be the most cost-effective option), opportunities to participate in the local community (i.e., volunteer work), and partnering with a local institution so that students are meeting local students. The goal is to avoid student experiences that replicate an American enclave abroad.
  - Volunteer work in the community is also a best practice for successful short courses.
- **Safety and Security of Program Participants:** The safety of faculty and students is of the highest importance. WCSU will not approve programs in countries that have U.S. State Department Travel Warnings. Each location will need to be carefully considered and programs will be canceled if local events warrant such measures.
- **Fiscal and Budgetary Responsibility:** WCSU recognizes that traveling abroad is an additional cost to a degree-seeking student and that many of our students are on a financial assistance package. Therefore, we do all that we can (within travel policy guidelines) to establish cost effective pricing for each program abroad. At the same time, we have a financial responsibility to ensure that we are adequately covering the cost of the program. **All program fees and budgets must be approved by the Provost.** All proposals for new programs need to present evidence that they will provide the highest quality program in the most fiscally conservative and cost-effective manner. Funds expended for programs are carefully monitored and accounted for, and each faculty taking students abroad is expected to reconcile her/his expense report with the travel office in a timely manner.
- **Support and Care of Each Program Participant:** The faculty course leader is the main source of support while the group is abroad. This role requires constant care of program participants. You will act as not only their instructor, but you will serve as their mentor, tour guide, translator of language/culture, health resource, disciplinarian, emergency



contact and more. To lead a course abroad is a tremendous responsibility as it requires 24/7 attention. Please keep this in mind when considering whether to submit a short course abroad proposal.

- **Seamless Administration Processes:** There are many people who “touch” a student’s file when they participate in a Short Course Abroad. This includes faculty, financial aid, the registrar, and cashier. WCSU’s goal is to facilitate a process that is user friendly for all parties.
- **Potential for Program Sustainability over Time:** Due to the time and funding that is required to develop a new program abroad, WCSU will examine whether the program proposal has potential to be sustainable over time. This may also mean that some programs will need to run every other year to ensure adequate participation.
- **Upon return to campus, faculty members conduct debriefing sessions** to help students integrate what they have learned. Students should expect to share their experiences through public presentations.

**See Appendix A - Short Course Abroad Approval Form**

### **III. Develop a Budget**

When planning the program budget, include airfare, room and board and all trip-related expenses for group activities (museum admission, cultural activities, etc.). Once all expenses have been considered, estimate a “per student” fee. **The costs should include the program costs for the faculty leaders, which are then incorporated into the student costs.** While travel programs must be priced to be as affordable as possible for WCSU students, the price of the travel program must be sufficient to cover all program costs and to provide a small margin for unforeseen emergencies and other costs such as fluctuating exchange rates.

**See Appendix B - Sample Budget -**

Trip fees are collected by your department administrative assistant/secretary, and brought to Fiscal Affairs/Travel, who will hold the checks and give them to the Cashier’s office once the minimum number of participants is reached. Copies of the students’ passport identity page and p. 1 of the application form should also be given to Fiscal Affairs/Travel.

### **IV. Enrollment Targets**

There are two types of enrollment targets that must be considered:

- 1) Academic Course minimum: The minimum number of students enrolled to ensure that the course will run.

and

- 2) Travel program minimum: A travel service provider being used may require a certain number of participants to guarantee pricing.

Generally speaking, academic courses are required to have at least 10 students enrolled in order to run. For a course with two faculty leaders, the minimum number is 16.

**Both (travel program and academic course) minimum enrollment targets must be met in order for the course abroad program to run and operate at the agreed upon price.**

## **V. Program Approval**

The program proposal and budget are submitted to the Provost and Associate Vice President for Academic Affairs. The Provost will contact you if the short course proposal is approved or denied. **No action should be taken until you have approval.**

The steps to take if the program is approved are:

### **A. Travel Authorization**

A TA will need to be completed based on the proposed maximum number of participants. As a state institution, we must carefully follow the guidelines for travel. Please see <http://www.wcsu.edu/travel/> for details about the travel policy.

Use the Travel Worksheet on the website to calculate costs:

<https://www.wcsu.edu/travel/Travel%20Worksheet%201-17.pdf>

- Faculty may suggest vendors. The Purchasing office will handle in-state transportation. In accordance with the State of CT purchasing procedures, under no circumstances may faculty enter into verbal or written contracts with travel providers independent of the travel/purchasing policy described in (A) of this outline above.
- Health & Accident insurance: All programs abroad will require international health and accident insurance. This covers extreme medical crises and repatriation of remains. This typically is approximately \$40 per person with no age restriction.
- Cash advances: If you receive a cash advance, you must submit receipts against that advance within 30 days of your return to the U.S.
- However, do not finalize/process payments with providers (domestically and internationally) until the Provost gives approval to do so.

### **B. Application**

If your program meets the enrollment minimums/trip is a “go:”

- Obtain marketing material (flyers, etc.) from Publications and Design.
- Contact ITI at x7-8901 regarding how to set up a web page about your program.
- Schedule information sessions and plan to convey firm application deadlines.
- Finalize the itinerary and facilitate payments to providers (domestic and international) via Fiscal Affairs/Travel (University Hall, 2nd floor).
- Obtain student roster/copies of application forms from your department administrative assistant.
- Set up a pre-departure meeting. It should take place at least 4 weeks prior to departure. See VI below, for required topics to cover.

## See Appendix D – Checklist for Pre-Departure

### VI. Mandatory Pre-Departure Orientation

All short courses abroad are required to have at least one pre-departure meeting that covers the following information. This meeting need to be mandatory and a minimum of two hours long to adequately touch on the following required subjects:

- Academic components/ itinerary
- Personal safety/health (**See page 14-19**)
- Communication with parents
- Use of cell phones/email access
- Insurance provider/cards
- Detailed itinerary draft
- Emergency phone numbers and embassy information
- The value of writing in a journal

**Note: If you would like the international services coordinator to co-present, please request this as early as possible and provide a copy of your pre-departure materials.**

The faculty leader is responsible for thoroughly managing the travel program. While the international services coordinator conducts a general orientation for ISEP study abroad students, that session shall complement (not replace) a program-specific orientation provided by the faculty leader. These meetings can set the stage for the experience: carefully planned pre-departure meetings stimulate active learning about the destination prior to departure. During the orientation, faculty should address topics such as:

- Housing
- Behavior expectations and consequences if these are not met
- Academic expectations
- Program calendar/logistics
- Health and safety issues (specific to city and/or country)
- Contact information for emergencies while abroad
- Hotel contact information (share with family)
- Cross-cultural issues
- Itinerary
- Money matters and requirements (estimated out-of-pocket costs)
- Course materials and requirements/workload

Students should also be provided with a preliminary version of the itinerary, program-specific policies, requirements and guidelines, all relevant deadlines, travel and housing information, relevant medical and health information, a “what to pack” list, money handling information, any forms required by the university and notices of Western’s refund policy, behavioral expectations and alcohol and drug policies.

Students should be asked to complete these forms:

- Signed code of conduct contract  
<http://www.wcsu.edu/stuaffairs/forms/StudentCodeofConduct16.pdf>
- FERPA waiver (to give parents information while away)  
<https://www.wcsu.edu/registrar/Family-Educational-Rights-and-Privacy-Act.pdf>
- Emergency contact information (**See page 31 - Appendix J**)
- Medical History Form
- Statement of Responsibility
- Early Departure Form (if needed)

Faculty should discuss the importance of cultural immersion and stress that this is not a vacation or field trip. It is a good idea to review the educational components and make it clear to the students what is expected academically in order to be successful in the international portion of the class.

### **In-Country Orientation**

You are encouraged to hold an orientation session as soon as possible after arriving on-site.

Topics that should be covered are:

#### ***Safety and Emergency Protocols:***

- How to reach you (mobile phone 24/7) and the secondary leader
- Other emergency contacts and procedures (e.g., in-country helpers)
- What parts of city to avoid completely, what parts to avoid after dark
- How to be street smart
- Establish a primary (e.g., hotel lobby) and secondary (e.g., metro stop) meeting place in case of emergencies.
- Use of public transportation and any restrictions (e.g., no metro after 11 p.m.)

#### ***Critical Information:***

- Internet and telecommunication
- Money matters

#### ***Expectations:***

- A refresher of the Student Code of Conduct, located in the *Student Handbook*
- Academic and cultural expectations, including clothing recommendations
- Local laws and law enforcement

**Student behavior that interferes with the program and the group will be cause for dismissal, which will mean immediate departure for home with notification of such action to family members.**

**See Appendix E – Checklist for Re-Entry**



## **VII. Faculty Leader Responsibilities**

During the program, faculty will supervise and be responsible for their students, making health and safety a primary concern.

In addition, faculty are required to ensure that students receive appropriate instruction in order to justify receiving academic credits. Students should receive (separately) the portion of the syllabus pertaining to the trip.

### **A. General Responsibilities and General Ethical Guidelines**

- Understanding the culture in which the program is conducted.
- Exercising caution before engaging the services of local tour operators or local transportation companies.
- Planning ahead for potential risks, and creating an emergency plan which describes the appropriate steps to take in the event of an emergency.
- Explaining your role, responsibilities and program requirements/rules to students before collecting non-refundable deposits.
- Keeping student needs and education as your primary objective. Study abroad programs are not a means to accomplish personal goals, such as travel or visiting family.
- The faculty leader must be present at the program's location from the beginning to the end.
- The faculty leader cannot arrive late or leave early. At least one faculty leader (if there is more than one within a specific program) must attend all excursions, even if they are led by a third-party organization.

### **B. Guidelines to Minimize the Possibility for a Crisis or Situation**

- Share both the students' and your contact information with all traveling participants so that everyone can remain in close communication throughout the program.
- Share the travel itinerary, consulate information, local contacts and hotel information with students before you leave. Include an address and phone number for each contact.
- Create check-in times and locations during student free time.
- Discuss university policies regarding alcohol.
- Provide your students with relevant cultural information concerning the country you are visiting in order to help them deal with problems they may encounter.

### **C. In the Event of an Emergency Situation, Follow These Procedural Steps**

- Stay calm, assess the situation and act (make use of local resources).
- Make sure your group is safe and remains informed of the situation as needed.
- Contact the university (Campus Police, who will inform International Services)
- Continue the program or modify plans as needed.

### **D. WCSU Deals with Crises Using the Following Operating Principles**

1. All responses to a crisis will be undertaken with the highest concern for the health, safety, and well-being of program participants and staff.

2. All reasonable and prudent measures will be taken to limit the university's legal liabilities, while at the same time conforming to the standards of ethical practice for study abroad.
3. WCSU will exercise caution and restraint in deciding when, and with whom, information about an emergency should be shared.

#### **E. Contact Information**

Faculty leaders should also include information concerning medical facilities in the areas where travel will occur. Please list relevant addresses and contact information in preparation for a medical-related situation or emergency, should it arise. Include the location of the nearest embassy/consulate and any other useful safety information.

### **See Appendix F – WCSU Short Course Abroad Faculty Agreement**

#### **VIII. Frequently Asked Questions**

##### **Q: I have an idea for a course. Where do I begin?**

A: You begin by contacting the Provost and the International Services coordinator.

##### **Q: I'd like to have a local university in the host country help with some lectures and perhaps use their housing. Do I need any special paperwork to do this?**

A: WCSU may need to create a Memorandum of Understanding (MOU), which is a legal agreement between WCSU and the host country university. It depends on a variety of factors, so please discuss this with the Provost.

##### **Q: I'd like to take my husband/wife/life partner/significant other on the course abroad. Can WCSU pay for a portion of the fees for this?**

A: WCSU is not permitted to pay for your spouse or significant other to join you on a course abroad. Unless spouses and children are enrolled in the course relevant to the trip, they would not be permitted to accompany you.

##### **Q: I'd like to bring my child with me.**

A: Due to liability issues, WCSU is unable to allow anyone who is not enrolled in a course abroad to accompany the group.

##### **Q: Does this also apply to students in the course who would like to bring a child abroad? A: Yes.**

##### **Q: What happens if I get injured while I'm abroad?**

A: If it is a life-threatening emergency, you should immediately contact the local "911" in the host country. You should also have a local emergency contact that can assist the students while you are unavailable.

You are provided with Health & Accident insurance, so you should not have to outlay any funds for emergency care. If for any reason you are charged, please keep receipts for review.

Contact the Campus Police at (203) 837-9300 24/7 as soon as possible after any incident. Emergency numbers should be a part of your checklist.

Please note, that if you are teaching abroad for WCSU, you will be covered by the state worker's compensation policy. You will need to fill out some paperwork with Payroll as soon as possible following the incident.

**Q: What happens if a student gets injured while I'm abroad?**

A: If it is a life-threatening emergency, you and/or the student should immediately contact the local "911" in the host country. (Be sure to provide this information on a list of emergency numbers.) You should assist the student at the time of injury. If you are teaching the course alone, this will mean that you have to suspend the lesson for the moment and/or call in an emergency resource person (i.e. hotel staff, local police, local colleague, etc.) to provide additional support.

All students are provided with Health & Accident insurance, so they should not have to outlay any funds for emergency care. If for any reason they are charged, please have them keep receipts for review.

Contact the University Police at 203-837-9300 24/7 as soon as possible after any incident. Emergency numbers should be a part of your checklist.

**Q: How do students register for the course once it is approved?**

A: All students register as they would for any other course, once it has been determined that there are enough deposits to ensure that the course is moving forward. Students would need to understand that there are associated costs and the faculty leader should put it in the course description.

**Q: If a student has to drop the course, does he/she get her money back?**

A: The travel deposit is non-refundable. The course refund policy is listed at the end of each application form, so please refer the student to this. Regarding the tuition/fees, the refund policy is the same as for any other university course.

**Q: Is there any financial aid for students on short courses abroad?**

A: Students may be eligible for financial aid. They should visit the Financial Aid office located in Old Main, Room 107 or call 203-837-8580. They may also consider applying for loans.

**Q: A student's parent has left a message for me about the program abroad. Am I allowed to discuss the program with him?**

A: Feel free to discuss specific details of your trip, travel information, etc. However, FERPA (Family Educational Rights and Privacy Act) requires that we have written permission from the student to speak about him/her. Contact Student Affairs and they can request permission from the student. Should the student not want to offer permission, then you will have to inform the parent about FERPA, much as you would do if a parent inquired about a course on campus at WCSU.

## **IX. Safety and Security**

Student and faculty safety is paramount in study abroad. WCSU's programs abroad, therefore, must be designed with safety in mind.

WCSU acknowledges that while safety, in any setting, can never be "guaranteed" and that by attending a program that requires air travel and public transportation, there is an element of risk, we must give careful and thoughtful consideration to minimize the risk to our students and faculty/staff.

State Department Travel Warnings:

WCSU's policy is that we will not typically approve short courses abroad to destinations that have earned a State Department Travel Warning.

Travel Warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. Countries where avoidance of travel is recommended will have Travel Warnings as well as Country Specific Information.

Visit <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html> for the current list of travel warnings and alerts.

### **State Department Travel Alerts:**

WCSU's policy is that we require faculty and staff to be aware of travel alerts and to adjust approved programs accordingly.

Travel Alerts are a means to disseminate information about terrorist threats and other relatively short-term and/or trans-national conditions posing significant risks to the security of American travelers. The Travel Alerts are made when there is a specific threat that cannot be confirmed. In the past, Travel Alerts have been issued to deal with short-term coups, violence by terrorists and anniversary dates of specific terrorist events.

### **Students Abroad – State Department Resource:**

All students should be aware of, and provided with, information on the local emergency phone number for the host country. The State Department has put together an easy-to-use web site with this, and other useful information: <http://www.studentsabroad.state.gov/>

### **Centers for Disease Control:**

The CDC provides health information on destinations abroad:  
<http://wwwnc.cdc.gov/travel/default.aspx>

### **SAFETI: Safety Abroad First – Educational Travel Information:**

One of the best resources on safety abroad, The SAFETI Clearinghouse is located at the Center for Global Education at the University of Southern California. The SAFETI Clearinghouse is supported through the Fund for the Improvement of Post-Secondary Education (FIPSE) in the



U.S. Department of Education. It provides a wealth of information about safety and crisis management abroad. Please take the time to review this invaluable website.

### **Adjusting Program Based on Local Issues:**

Should there be a local issue that requires program adjustment, please keep in mind that the changes must be approved within the budget established (i.e., transportation strike, travel warning, in-country emergency, etc.).

### **Emergency Procedure for Student Trips**

The faculty leader must be available for students who may need assistance during the trip, which may include having a cell phone number made available to students and hotel room number (in the case of a conference or overnight trip).

- In the event of an emergency:
  - The students **MUST** make contact with the faculty leader (via information given on the Trip Information Card).
  - The faculty leader will then contact University Police (203-837-9300) and explain the emergency situation.
  - The University Police officer/dispatcher will then reference the itinerary and roster for the trip (left by the faculty leader at the police department). University Police will contact the Student Affairs administrator on duty and have the Student Affairs administrator speak directly to the faculty leader.
  - The faculty leader will need to be in constant contact with University Police or the Student Affairs administrator with any updates about the emergency situation.
- Upon departure, be sure that all students are accounted for. If there are students not returning with the group, a note must be taken and the student must sign an Early Departure Release of Liability Form. (**Appendix K**)

Faculty assume responsibility for students when leading courses abroad. Should a student be injured and require hospitalization, faculty essentially act as a guardian. This could require taking students to the doctor when ill, handling issues with lost/stolen items, and in rare cases, assisting during extreme emergencies. Faculty are not only teaching while abroad, they are playing the role of caretaker, enforcer, counselor and more. While it is not often that emergencies take place abroad, please recognize that events can happen and that you will be “on call 24/7” during your time abroad.

All students and faculty will be provided with mandatory Health and Accident insurance. The Fiscal Affairs Office will provide faculty with the group's individual insurance cards prior to departure.

The insurance provider is currently CISI (Cultural Insurance Services International). Should there be an emergency, please follow the emergency instructions on the back of your insurance card. Instruct all students to do the same, especially if they are not physically with you at the time of a medical emergency.

Emergency Processes:

**It is important that students and faculty members are able to distinguish between real emergencies and perceived emergencies. Real emergencies pose a genuine and immediate risk to the well-being of the group. Examples include natural disasters, serious illness, physical assault and terrorist attacks. Perceived emergencies pose no significant threat to the health, safety and well-being of the program participants. Examples include nervous family members, missing luggage and lost passports.**

**While both types of emergencies can be stressful, perceived emergencies usually do not affect the group as a whole and can generally be solved on site.**

In the event of a true emergency (terrorism, natural disaster, etc.), WCSU expects that faculty and students will seek support from the following resources and notify WCSU (via the emergency phone # and/or email list) as soon as reasonably possible:

- Local police/fire/emergency coordinators
- CISI Health Insurance resources
- U.S. State Department
- Local hotel or homestay/local faculty

Students should be advised to carry the local emergency phone numbers with them at all times, as well as their insurance card and a photocopy of their passports.

Faculty and students should arrange a meeting place in case of an emergency. In the event that it is unsafe or illogical to attempt to meet at the assigned meeting place, they should do whatever logically is the safest at the moment and attempt to communicate with faculty, WCSU, family or local authorities to seek assistance.

In the event of any emergency, the faculty members should contact University Police as soon as possible to discuss the situation and possible options.

**Personal Safety/Health Abroad:**

While we cannot enforce students to stay together as a group 24/7, please recognize that all students must be reminded, daily, of the importance of personal safety. This means that it is appropriate to set a curfew depending on where you are traveling.

**Alcohol and Drug Policy:**

Other cultures have different attitudes about alcohol. For example, European culture can revolve around food, wine and conversation, but binge drinking is rare. Remind students to observe how others are managing their drinking. They should not feel pressured into drinking. The risks of alcohol and drug use are available through our CHOICES Center. Contact Sharon Guck at [gucks@wcsu.edu](mailto:gucks@wcsu.edu) or x7-8899.

As a general rule, alcohol is not permitted by students abroad, even if they are of the legal drinking age. WCSU students are expected to follow rules of conduct established and stated in the *WCSU Student Handbook*.

- A. Possession or consumption of alcoholic beverages by persons under the legal drinking age is prohibited.
- B. Students of legal drinking age may not have alcohol in their room/apartment at any time if any of the students residing in the room/apartment are under the legal drinking age. No alcohol will be visible or consumed while anyone under the legal drinking age is in the room or apartment (*Western Connecticut State University Student Handbook*).

***Drug/alcohol use or possession will not be tolerated and will incur immediate termination of participation in the program and return to Danbury — which means returning HOME. The return flight ticket charge is borne by the student.***

Faculty may not in any situation purchase alcohol, participate in any activity where students are drinking or drink socially with students. Faculty cannot use any program funds to purchase alcoholic beverages, and should not privately purchase alcohol for students' consumption. They are also generally discouraged from holding any official program meetings in places where alcohol is served (i.e., the hotel bar, pub, etc.).

Please note that drugs are never permissible on study abroad. It is important that you inform students that if they are caught with any drugs abroad, they can be arrested and imprisoned. The U.S. government, their parents, WCSU, their attorney, the State Department, etc., cannot intervene. In some countries, carrying illegal drugs is punishable by death.

Theft:

Remind students to be aware and responsible. They should leave their valuable possessions at home (jewelry, laptops, etc.) They should not be permitted to invite new friends to the hotel or homestay.

### **General Tips to Share with Students:**

- When you first arrive, be especially observant of any specific religious or cultural customs that may apply to your destination. For example, when women meet men do they touch them on the arm or keep their distance? Do you need to cover your head, shoulders and legs when entering a church, mosque or temple abroad?

- Dress conservatively and in keeping with local traditions. It is important not to invite unwanted attention or alienate locals.
- Don't be alone with a stranger. This includes anyone in your hotel or residence — ask for their identification if you are unsure.
- Practice the buddy system at all times.
- Do not walk in poorly lit areas.
- Never leave a fellow student behind alone.
- Be aware of pick-pockets and scam artists offering tours or bargains.
- Conceal your valuables.
- Use taxis with official markings only.
- Know how to contact the faculty leader should you find yourself in trouble.
- Know where the nearest US consulate/embassy is in the places you are going to and in case of an emergency head for either the nearest consulate/embassy or any five-star hotel.
- US Embassy information: <http://www.usembassy.gov>
- Register on the [Smart Traveler Enrollment Program](#) (STEP).
- Make sure your phone is able to receive/send calls and text messages.
- Make sure your GPS is activated.
- Communicate your well-being to your family.
- If you find yourself in a difficult situation remove yourself as quickly as possible.
- Firmly say no to any unwanted invitation and give contact information only to people who can be trusted. Be cautious until you can be confident.
- For women especially, if you feel uncomfortable on public transport, sit by the nearest female.
- Stay in public areas.
- Please remember that you should not lower your personal security awareness while you are abroad.

### **Sexual Health:**

While it may be an awkward topic to raise with students, it is important that we remind them that if they choose to have sex while abroad, they should avoid unprotected sex. Risk of STDs, pregnancy, as well as Acquired Immune Deficiency Syndrome (AIDS) are important to mention. While AIDS seems to have dropped out of the news, it has been reported in over 125 countries, and there is still no vaccine.

### **Inoculations/Vaccinations:**

Please remember that some countries require inoculations and vaccinations. You will need to provide information regarding any mandatory or recommended inoculation or vaccinations to students.

### **Prescriptions and Other Medicines:**

Students should be reminded to bring any regular medication for an ongoing health condition abroad with them. They should ensure that they have access to a regular supply for the entire period abroad as medications, trade names and dosage levels may vary abroad. Make sure that



they label any medication and keep it in containers that clearly show the prescription. If they need to take a large amount of medication, they should ask their doctor to provide them with a diagnosis/prescription describing the medicine. Not all medications are legal in all countries; anyone planning on bringing medication abroad should cross check this with the local consulate.

Students who wear glasses or contact lenses should take a spare pair and plenty of contact solution if needed — it might not always be available abroad.

### **Bon Voyage!**

WCSU's International Services office believes a student's study abroad experience can be one of the most enriching and inspiring of his or her life, and we are pleased you have decided to join them on this journey. Leading a WCSU study abroad program will give you the opportunity to reach students in a way you never could here in Danbury alone. You will be spending much more time with your students than you ever would at home, and will likely serve as an advisor and mentor. By sharing this experience abroad with your students, you will see their perspectives broadened and their minds extended. The effect you have on our students will last through their lifetime and will change the way they think forever.

### **Planning Resources:**

#### **EMERGENCY CONTACT NUMBERS:**

(203) 837-9300 University Police Dispatch Center  
 (203) 837-9301 Chief of Police Roger Connor  
 (203) 837-9302 Lieutenant Richard Montefusco

#### **Links to safety-related websites:**

- <http://travel.state.gov> – Bureau of Consular Affairs, US Department of State, Travel Warnings/Public Announcements/Consular Information Sheets
- <http://www.state.gov/travel/> – Travel and Living Abroad site, providing emergencies and warnings, passport and visa info, living abroad info, etc.
- <http://www.cdc.gov/travel> – Centers for Disease Control - Travelers' Health
- <http://www.globaled.us/safeti/> – Study Abroad First Educational Travel Information (SAFETI - University of Southern California)
- <http://studyabroad.msu.edu/safety/index.html> – Study Abroad Safety Information from Michigan State University
- [Tips for Traveling Abroad](#) – Traveler's Check List published by the U.S. State Department
- ["Crisis Abroad -- What the State Department Does"](#) - summarizes the work of the State Department during a crisis overseas
- <http://www.danburyhospital.org/departments/corporate-health-care/corporate-health-care/travel-medicine-and-vaccination> – Danbury Hospital Travel Medicine and Vaccination information

### Academic affairs staff contacts for the course abroad program:

Dr. Missy Alexander  
Provost/VPAA  
Academic Affairs

Telephone: (203) 837-8275  
Email: [alexanderm@wcsu.edu](mailto:alexanderm@wcsu.edu)

Donna Warner  
International Services Coordinator

Telephone: (203) 837-3270  
Email: [warnerd@wcsu.edu](mailto:warnerd@wcsu.edu)

### Appendix A

### Western Connecticut State University Course Abroad Program Proposal Application

- **Target class size (final enrollment must be a minimum of 10 – or maximum of 20)**
- **Once the Course Abroad has been approved by the Provost, advertising may proceed. The number of participants who submit travel deposits by the application deadline will determine whether the course is a “go,” NOT enrollment through the Registrar.**

Date:

### Course Abroad Program Model

Check the type of program you are proposing:

### Proposed Period Abroad:

Intersession 20 \_\_\_\_

Spring course with spring break travel 20 \_\_\_\_

Spring attachment course 20 \_\_\_\_

Summer 20 \_\_\_\_

### Instructor Information

#### *Faculty Leader:*

Name (**exactly** as it appears in passport): \_\_\_\_\_

#### *Second Faculty Leader, if applicable:*

Name (**exactly** as it appears in passport): \_\_\_\_\_

**Destination** (city/cities and country) \_\_\_\_\_

**Course Abroad Program Title:**

(will be published; should clearly reference main academic theme of the program):

**Courses Offered in Conjunction with this Course Abroad Program:**

Department/Course #      Complete Course Title      # of Credits      Instructor of Record Course      Prerequisites


*If any course above is cross-listed or linked, please indicate the pairings below. Cross-listed, linked or bridged courses must be listed as such in the Undergraduate or Graduate Catalogs.*

**Course Abroad Program Schedule**

*(Note: Keep in mind WCSU's academic calendar, major U.S. and overseas holidays, as well as days when required museums, etc. are closed.)*

**Phase I: Pre-Departure On-Campus Meetings**

On-campus class meetings will begin on \_\_\_\_\_ and end on \_\_\_\_\_

Contact Hours:

**Phase II: Travel Component**

The travel component of the Course Abroad will begin on \_\_\_\_\_ and end on \_\_\_\_\_

Contact Hours:

**Phase III: Post-Travel On-Campus Meetings**

On-campus class meetings will begin on \_\_\_\_\_ and end on \_\_\_\_\_

Contact Hours:

## Course Abroad Description

Attach a 500-word description of your Course Abroad Program. Be sure to include its title, primary academic theme, curriculum, and the major cultural and historical points of interest you will incorporate into your course. To help standardize our publication, we suggest that your description be written in third person plural (they).

**Note:** Your description will be the most compelling means of recruiting students to your Course Abroad. It will be published on the website and used on other electronic resources made available to students.

## Tentative Program Itinerary

Please provide a tentative itinerary for your program, including your dates of departure and return, the dates when you change cities/locations, destination for each day, location of the nightly lodging, and any excursions or academic site visits tentatively planned.

Using the template below, **please offer specific details** for your day-to-day itinerary. Your itinerary will be used to:

- Establish the **tentative budget** for your program (which includes determining actual costs of airfare and lodging for the dates specified in this proposal);
- Calculate the per-student cost of your program.

***In all cases, the Fiscal Affairs office will make a timely final determination concerning financial payments,*** including airfare, vendors, excursions, and accommodations. State and WCSU regulations, as well as strict vendor deadlines and fluctuating currency rates, mandate cost efficiency and early decisions.

## Proposed Itinerary

**Note:** Before completing this itinerary, be sure you have checked the schedule of national holidays for the country/countries you will be visiting. This can have a major impact on program costs and some site visits (e.g., museums, historic sites, etc.) that you wish to incorporate into your program may be closed on national holidays. If you are planning to visit a higher education institution, please check their academic calendar to see if they will be in session during your planned visit.

<i><b>Date</b></i>	<i><b>Destination/Location</b></i>	<i><b>Location of Lodging</b></i>	<i><b>Excursions or Academic Sites to be Visited</b></i>	<i><b>Total # of contact hours (Total must equal Phase II contact hours)</b></i>


### **Course Abroad Approval – Required Signatures**

#### **1. Faculty Consent and Departmental Approval**

**The faculty leader's signature(s) affirms the commitment**

- To attaching the course syllabus/syllabi
- To addressing the Learning Outcomes/Competencies
- To following the *Handbook for Faculty-Led Courses Abroad*

**The Department Chair's signature(s) indicates the Course Abroad has the support and approval of the sponsoring department(s).**

Faculty Leader's Signature:

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Second Faculty Leader's Signature (as applicable):

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Department Chairperson's Signature (as applicable): \_\_\_\_\_

(Date) \_\_\_\_\_

*Department Chair Comments, if any:***Dean's Approval(s)** – If this proposal involves faculty from two schools, it must be approved by each Dean respectively.

Dean's Name: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_


*Dean's Comments, if any:***Provost's Approval**

Provost's Name: \_\_\_\_\_

Provost's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix B – Sample Budget**

	<b>Sample Budget</b>	
<b>Name of Event/Project:</b>		
<b>Dates of Project:</b>		
<b>Facts</b>		
Number of WCSU Faculty		
Number of WCSU Students		
Duration:		
<b>Income:</b> Examples of possible income sources	<b>Amount</b>	<b>Total</b>
Faculty travel fee		
Other: e.g., Rollover Funds		
<b>Total Income:</b>		
<b>Expenses:</b>		
Transportation to & from airport in U.S. Arr. & Dep		
Transportation to & from airport in Destination		



Arr. & Dep		
Transportation to and from for side trips		
Airfare RT + \$50 PP mandatory service fee		
Taxis/Buses		
<b>Lodging***</b>		
Lodging: Second Destination		
Cultural Activities		
Entrance fees for museums, historic sites, etc.		
Supplies for Courses		
<b>Phone**</b>		
Health & Accident Insurance		
Other Fees/Expenses		
Other		
10% added PP to reflect fluctuations in pricing		
<b>Total Expenses</b>		

**\*\*The daily flat rate for use of data, phone, GPS, text. Students should be informed about arranging for their own cell phone data plans while abroad.**

\*\*\*Budgets for lodging should be calculated on double occupancy rooms per gender. If there is not an even number of students per gender, a single room will be offered. Faculty will have a single room and are not permitted to room with students.

#### Course Fees

- For courses with travel fees up to \$2,500: Payments will be broken down into two payments with a deposit of \$1,200 – \$1,500.
- For courses with travel fees over \$2,500: Payments will be broken down into three payments with a deposit of \$1,200 – \$1,500.
- **Due dates for deposits and payments are based on payment schedule of expenses (i.e., airfare, lodging, transportation)**
- Spring Break trips – Recommend paid in full by last day of fall semester classes
- Spring attachment trips – Recommend paid in full by 1<sup>st</sup> day of spring semester in January
- Summer trips – Recommend Deposit December 1<sup>st</sup>/Balance by March 1<sup>st</sup>

#### Appendix C

#### Checklist for Faculty-Led Course Abroad Proposal:

CHECK	TASK	TIMELINE
√	Read the International Services Guide to Faculty-Led Study Abroad.	9 months prior to proposed course proposal.

	Ensure that your personal passport is VALID and will be valid for at least six months after your proposed course's return date.	8 months prior to proposed course departure.
	Discuss your ideas with Department Chair and your Dean. Obtain formal support from your Dean.	8 months prior to proposed course departure.
	Complete the Course Abroad Proposal Form and prepare a draft budget.	8 months prior to proposed course departure.
	Submit the Course Abroad Proposal Form and budget draft to the Provost (soft copy).	8 months prior to proposed course departure.
	Upon approval from the Provost, have the travel authorization prepared and sent to the Fiscal Affairs/Travel (University Hall, 2nd floor).	At least 6 months prior to departure
	Obtain a course number per the University's curriculum approval process.	5 months prior to the proposed course departure.
	Contact Director of Fiscal Affairs to set up a Banner org. # for the trip. Contact Publications to finalize marketing.	At least 3 months prior to departure
	Check your costs against your budget regularly.	Ongoing
	Review the section page 10 on items to be covered in the mandatory pre-departure meeting(s).	At least 2 months prior to departure.
	Communicate the mandatory pre-departure meeting(s) to enrolled students.	At least 6 weeks prior to departure.
	Prepare all course materials for distribution. Reminder: You and the students will have to carry these materials abroad; virtual resources may be more efficient.	At least 2 months prior to departure.
	Dept. secretary accepts applications, deposits, medical forms and passport copies. Bring checks, passport copies and p.1 of the app. form to Fiscal Affairs/Travel.	Ongoing from publication of trip to program deadline.
	Copies of itinerary, final roster, emergency contact list given to Campus Police.	At least 3 days before departure.
	Submit all receipts to Fiscal Affairs/Travel.	Within 30 business days of return to U.S.

## Appendix D

### Checklist for Pre-Departure:

CHECK	TASK	TIMELINE
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	Invite your Dean and the Provost to the departure “send-off”.	At least 2 weeks prior to departure
	Collect FERPA forms, signed waivers, copies of students’ passports and insurance information from dept. secretary.	One week prior to departure
	Pick up travel advance. (University Hall, 2nd floor).	3 days prior to departure
	Pick up insurance cards. (University Hall, 2nd floor).	3 days prior to departure
	Give a copy of the trip roster, itinerary emergency contact list to Campus Police.	3 days prior to departure
	Bring the medical forms and students’ emergency contacts sheet.	
	Register all students with the Department of State at <a href="https://step.state.gov/step/">https://step.state.gov/step/</a> .	
	Check that the departing flight is running on time (by web or phone). Know if there is a delay before you meet the students.	

## Appendix E

### Checklist for Re-entry:

CHECK	TASK	TIMELINE
	Submit all receipts and documentation related to travel authorization(s) within 30 calendar days of the completion of the program.	Within 30 days of your return
	Write a post-program report for your Dean. It should include – minimally – a list of any incidents/issues, evaluation of service providers and recommendations for future courses.	Within 30 days of your return
	While the program is fresh in your mind, write a summary of the experience using these guidelines: <ul style="list-style-type: none"> <li>• What went well?</li> <li>• What did not go well?</li> <li>• Have the learning objectives been met?</li> <li>• What will you do differently next time?</li> </ul>	Within 3 days of your return

	<ul style="list-style-type: none"> <li>• What will you include again?</li> </ul>	
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## Appendix F

### WCSU Course Abroad Faculty Agreement:

I, \_\_\_\_\_, have read the WCSU International Services Guide to Faculty-Led Courses Abroad and understand my role and responsibilities related to teaching a course abroad.

Name of Course:

---

Course Number:

---

Signature:

Today's Date:

---

## Appendix G – Doctor's Release Letter

**Please have your doctor return this form to (name/address/phone number of Department Administrative Assistant)**

I, Dr. \_\_\_\_\_, declare that Dr./Mr./Mrs./Ms.

\_\_\_\_\_ is medically fit and able to travel to (*name of country*) to participate in Western Connecticut State University's International Course Abroad. I have read and reviewed the Centers for Disease Control's health and safety information pertinent to the study abroad destination and find no inherent or latent dangers with regards to my patient's well-being.

I have enclosed any pertinent information concerning my patient's health condition and/or treatment that could aid the Course Abroad Director in safeguarding the health of my patient should a medical situation or necessary treatment arise.

To the best of my knowledge, the prescription medication listed by the participant on WCSU's Medical History Form for Study Abroad Programs is both legal and readily available in the host country.

---

Doctor's Name/Address/Phone

---

Doctor's Signature

Date

## **Appendix H – Medical History Form**

### **WCSU Student Medical History Form**

**(Name of Trip and Date)**

<b>Last Name:</b>	
<b>First Name:</b>	
<b>WCSU ID#:</b>	
<b>Dr.'s Name:</b>	

<b>Complete Mailing Address:</b>	
<b>Dr.'s Phone #:</b>	
<b>Blood Type:</b>	
<b>Height:</b>	
<b>Weight:</b>	

Your candid responses to the questions following will help Western Connecticut State University assist you in safeguarding your health while you are abroad. This information is not a criterion for selection. However, please be aware that facilities or services in your host country may not be comparable to those in the U.S.

In order to provide you with relevant information about the services of your host country, it is in your best interest to complete this form thoroughly and accurately. *Your responses will be held in strict confidence by Western Connecticut State University* and will be shared only with medical personnel if consultation is necessary.

**If you answer YES to any of the following questions, please provide details of the condition and the treatment you received or are continuing to receive on a blank sheet of paper.**

Write the number of the question beside each response. Please contact us if any conditions or treatments change before the start of your program.

1) Are you currently under medical treatment?

☐ NO ☐ YES

2) Do you have any chronic medical condition (e.g. Asthma, Diabetes, etc.)?

☐ NO ☐ YES

3) Do you have any allergies (animals, food, environment, medication, etc.)?

☐ NO ☐ YES

4) Have you had any diseases or significant injuries within the last five years?

☐ NO ☐ YES



5) Have you had any surgical operations or been advised to have any?

☐ NO ☐ YES

6) Are you currently taking any medication?

☐ NO ☐ YES

If yes, please list:

7) Do you have any dietary restrictions or preferences (e.g. vegetarian, diabetes, food allergies, etc.)? If yes, please explain.

☐ NO ☐ YES

8) Have you been treated in the last 24 months for a mental, emotional, nervous disorder or depression?

☐ NO ☐ YES

9) Do you or have, or have you ever had, an eating disorder?

☐ NO ☐ YES

10) Do you have a history of drug or alcohol abuse?

☐ NO ☐ YES

11) Are you currently under treatment for drug or alcohol abuse?

☐ NO ☐ YES

12) Do you have any physical impairment, learning disability or other condition that might restrict your mobility or require special facilities or assistance while abroad?

☐ NO ☐ YES

13) Are you pregnant or do you have any reason to suspect that you might be?

☐ NO ☐ YES

14) Do you have any neurological disorders (epilepsy, multiple sclerosis, etc.)?

☐ NO ☐ YES

15) Have you ever been treated for cancer, tumor or other malignancy?

☐ NO ☐ YES

16) Do you have an immunodeficiency disease (AIDS, Lupus, Scleroderma, etc.)?

☐ NO ☐ YES

17) Do you have diabetes?

☐ NO ☐ YES

18) Do you have frequent or severe attacks of hay fever, allergy or difficulty breathing?

☐ NO ☐ YES

19) Do you have a history of blackouts or fainting (full/partial loss of consciousness)?

☐ NO ☐ YES

20) Do you frequently suffer from motion sickness (carsick, airsick, etc.)?

☐ NO ☐ YES

21) Do you have a history of bleeding or other blood disorders?

☐ NO ☐ YES

22) Do you sleepwalk?

☐ NO ☐ YES

23) Do you smoke?

☐ NO ☐ YES

24) Do you have any other health condition that might limit your participation in this program?

☐ NO ☐ YES

### **Authorization Statement**

I hereby authorize the release of information from my medical history upon the request of Western Connecticut State University. I further authorize the release of information by Western Connecticut State University to its administrative centers and to cooperating or affiliated foreign institutions. I certify that the information on this Medical History Form is true and correct, and I will notify Western Connecticut State University hereafter of any relevant changes in my health that occur prior to the start of the program. I understand that this information will be used only for the purposes for which it was prepared.

I hereby release and forever discharge Western Connecticut State University, its officers, agents, and employees from all claims, rights, demands, actions, obligations, and causes of action of any and every kind, nature and character, whether known or unknown, which I may have arising from or in any way connected with the rendering or provision of medical care or services or treatment on my behalf while living abroad as a participant in Western Connecticut State University's Course Abroad Program and I hereby agree to hold harmless its officers, agents, and employees from any liability resulting from or arising in connection with the rendering or provision of medical care or services or treatment on my behalf while living abroad as a participant in the Western Connecticut State University Course Abroad Programs.

---

STUDENT SIGNATURE

DATE

---

DOCTOR'S SIGNATURE

DATE

(Return to: Name/Address/Phone of Faculty Leader)

OR

Name/Address/Phone of Department Administrative Assistant

## Appendix I – Statement of Responsibility

Instructions:

**Do not sign anything before you go to the notary.** Your notary is your witness, so the document must be signed in his/her presence. There are several notaries on campus, if needed.

YOU MUST SHOW VALID PHOTO ID (WCSU ID / Driver's License).

Make sure to initial all sections.



### Statement of Responsibility, Release, Indemnification and Authorization to Participate in the (Semester)

Course Abroad to (Country and Date)

---

I, \_\_\_\_\_, agree to participate in the (Semester) course abroad to (Country) sponsored by Western Connecticut State University (WCSU) from (Dates), as well as attend pre- and post-travel meetings. I understand and hereby acknowledge that my participation in the Program is wholly voluntary. In consideration of being allowed to participate in the program, I hereby agree as follows (please initial on the line at left after reading each section of the Agreement):

\_\_\_\_\_ I have been advised and am aware of the inherent and/or latent danger (including but not limited to: risk of serious injury, the hazards of travel, accident, or illness, or acts of God) of participating in a program requiring international travel. I am aware and have been advised to have a medical examination prior to participating in this activity to make sure that I am in good physical health. Further, I hereby represent and warrant that I am and will be covered throughout the Program by a policy of comprehensive health and accident insurance which provides coverage for injuries or illness I may sustain or experience overseas. By my signature below, I certify that my health insurance policy will adequately cover me while outside the United States;

and, I absolve WCSU and the host institution of all responsibility and liability, except for that which arises out of the negligent acts or omissions of the University or its employees, for any injuries (including death), illness, claims, damages, charges, bills and/or expenses I may incur while I am abroad. I agree to report to the University any physical or mental condition I have which may require special medical attention or accommodation during the program at least thirty (30) days prior to departure. I am also aware and have been advised that WCSU will automatically enroll me in a supplemental insurance.

\_\_\_\_\_ I understand that this is a university sponsored program, and that standards of Western Connecticut State University must be observed. I accept that the University reserves the right to decline to accept or retain me in the Program at any time should my actions or general behavior impede the operation of the Program or the rights or welfare of any person. Similarly, if my conduct violates any WCSU policy or procedure, I understand that I may be required to leave the Program at the sole discretion of the employees, agents, or representatives of WCSU, and I may be referred to the appropriate WCSU officials for further disciplinary or other actions. In such an event, I am responsible for reimbursing WCSU for the cost of my participation in the Program. WCSU reserves the right, in its sole discretion, to cancel the Program or any aspect thereof prior to departure; and, in its sole discretion to cancel the Program or any aspect thereof after departure, may require that all participants return to the United States, if WCSU determines or believes that any person is or will be in danger if the Program or any aspect thereof is continued.

\_\_\_\_\_ I understand that WCSU reserves the right to make changes to the Program itinerary at any time and for any reason, with or without notice, and WCSU shall not be liable for any loss whatsoever to me by reason of any such cancellation or change. WCSU is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether WCSU makes a flight arrangement. Any additional expense resulting from the above will be paid by me. WCSU reserves the right to substitute hotels or accommodations or housing of a similar category at any time. Specific room and housing assignments are within the sole discretion of WCSU.

\_\_\_\_\_ I, \_\_\_\_\_, understand and acknowledge that the University assumes no responsibility or liability except for that which arises out of the negligent acts or omissions of the University and its employees, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonored hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, weather, strikes, acts of God,

circumstances beyond the control of the University, force majeure, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, accident, damage to property, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection with any accommodations, restaurant, transportation, or other services or for any substitutions of hotel or of common carriers beyond the University's control, with or without notice, or for any additional expense occasioned by any of the foregoing. If due to weather, flight schedules, or other uncontrollable factors I am required to spend additional nights in travel status, the University will not be responsible for my hotel, transfers, meal costs, or other expenses. My baggage and personal property are transported at my risk entirely.

\_\_\_\_\_ I understand and hereby acknowledge that I have reviewed the U.S. Consular Information Sheet for the country/countries to be visited, ([http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1024.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1024.html)) as well as the Centers for Disease Control information, on travel to (<http://wwwnc.cdc.gov/travel/destinations/traveler> **name of country**), in and around the country/countries to be visited; that I am aware of and understand the risks and dangers of travel to, in, and around the country/countries to be visited, including but not limited to the dangers to my own health and personal safety posed by the use of public transportation, and by civil unrest, political instability, terrorism, crime, violence, and disease in the country/countries to be visited. I hereby assume, knowingly and voluntarily, each of these risks and all other risks that could arise out of or occur during my travels to, from, in or around the country/countries to be visited.

\_\_\_\_\_ I understand that I bear full legal and financial responsibility for all indebtedness or other legal obligation incurred by my while a Program participant.

\_\_\_\_\_ In the event of sickness or injury, I hereby authorize the Program Directors/ the host institution, or his or her designee, to secure whatever medical treatment is deemed necessary, including admission to a hospital, the administration of anesthetics, the transfusion of blood, and surgery.

\_\_\_\_\_ I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Connecticut, U.S.A.; and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect. In signing this document, I hereby acknowledge that I have read this entire document, that I understand its terms, that I will abide by each of the terms, that by



signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.

**THIS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC: DO NOT SIGN THIS UNTIL YOU ARE STANDING IN FRONT OF THAT PERSON AND THEY ARE WITNESSING YOUR SIGNATURE!**

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WCSU ID Number

\_\_\_\_\_  
Date of Birth

Address: \_\_\_\_\_  
Street City/Town State Zip Code

Notarization : \_\_\_\_\_ ( student's name)  
personally appeared before me, and by me known, and swore or affirmed that she/he freely and without reservation signed this release form.

Subscribed and Sworn to before me, a Notary Public, in and for the County of Fairfield and the State of Connecticut, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ My Commission Expires: \_\_\_\_\_

Notary Public

## **APPENDIX J – Emergency Contact Information**

Participant's Name: \_\_\_\_\_ WCSU ID#: \_\_\_\_\_

\_\_\_\_\_

**In case of emergency, who in the United States should we notify?**

**Primary Emergency Contact: Secondary Emergency Contact:**

Name:

Name:

Relationship to you:

Relationship to you:

Street address:

Street address:

City:

City:

State: \_\_\_\_ Zip: \_\_\_\_

State: \_\_\_\_ Zip: \_\_\_\_

Email address:

Email address:

Home Telephone: ( )

Home Telephone: ( )

Work Telephone: ( )

Work Telephone: ( )

Cell phone: ( )

Cell phone: ( )

Do you have Health Insurance?    Yes                      No

---

Name of Insurance Company

Policy Number

---

 Address

Telephone Number

---

 City

State

Zip

**Note:** You will be provided with emergency care health insurance for this program.

## Appendix K

### Early Departure Release of Liability and User Indemnity Agreement

I, (print full name) \_\_\_\_\_, hereby acknowledge that I have voluntarily and independently decided to separate myself from Western Connecticut State University's \_\_\_\_\_ Course Abroad Program prior to the scheduled return by the class to the United States. I understand that continuing my travels independent of the supervision of Western Connecticut State University employee(s) is strictly a matter of personal choice and has nothing to do with the course work for the \_\_\_\_\_ Course Abroad.

I understand that travel \_\_\_\_\_ may be hazardous, and I have been provided with the State Department and CDC warnings related to safety in the area. I agree that I am solely responsible for determining the safety of any other country I may choose to visit prior to my return to the United States. I acknowledge that I intend to leave the WCSU sponsored program voluntarily; I certify that I am in good health and fit to continue my travels and undertake responsibility for my own safety.

I also understand that the insurance provided through the \_\_\_\_\_ study abroad program will end on the day that the group departs the airport in \_\_\_\_\_ and that I am responsible for purchasing my own insurance/emergency policy beyond this date and location.

As lawful consideration for having been permitted to depart the scheduled program early to pursue personal, non-academic travel activity, **I hereby release Western Connecticut State University from any liability for any injury or death caused by or resulting from continued extracurricular travel activity.**

**It is my intention that this contract shall be legally binding upon me, my heirs, my estates, assigns, legal guardians, and my personal representatives.**

**DO NOT SIGN THE RELEASE IF YOU DO NOT UNDERSTAND OR AGREE WITH ITS TERMS.**

No one less than 18 years of age shall be permitted to take part in this activity unless they are accompanied by a parent or guardian who undertakes sole responsibility for their supervision and safety.

**SIGNATURE OF PARTICIPANT:**

**WITNESS:**

---

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Appendix L – Provost Approval Checklist**

Course Name \_\_\_\_\_ Semester/Year \_\_\_\_\_

\_\_\_\_\_ Faculty Leader - Initial course approval (initial/date)

\_\_\_\_\_ Cashier - Org. # set up (initial/date)

\_\_\_\_\_ Faculty Leader - Final budget approval (initial/date)

\_\_\_\_\_ Provost notifies Fiscal Affairs/Travel that trip is a “go.”

\_\_\_\_\_ Fiscal Affairs/Travel books tickets (initial/date)

### **Appendix M – Fiscal Affairs Guidelines**

1. Director of Fiscal Affairs checks the budget to confirm the calculations are correct.
2. Travel Authorization with attached worksheet given to Fiscal Affairs/Travel (similar to grant procedure)
3. Baggage fees are paid for by the participants.
4. Trip Cancellation insurance is paid for by the participants.
5. All contracts are signed by Fiscal Affairs/Travel.



## Appendix N – Sample Application

*Be sure to proof-read all payment dates to be sure they are correct!*



Application for \_\_\_\_\_ 20\_\_

Course Abroad Program to COUNTRY \_\_\_\_\_

DATES \_\_\_\_\_ 20\_\_

**If you are 18 years of age or over, please complete this application in its entirety and submit it before DATE \_\_\_\_\_, YEAR \_\_\_\_\_ along with a non-refundable deposit of \$\_\_\_\_\_ (money order or cashier's check ONLY) payable to WCSU to:**

**DEPT. SECRETARY'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_**

**\_\_\_\_\_ / EMAIL \_\_\_\_\_**

*Thank you!*

### I. Personal Information

Full Legal Name (as it appears on your passport): \_\_\_\_\_

First Middle Last

WCSU ID number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male Female

Nationality \*: \_\_\_\_\_ Current Citizenship\*: \_\_\_\_\_

U.S. Green card number\*, if applicable: \_\_\_\_\_

Permanent Address Local Address (On-Campus) through \_\_\_\_/\_\_\_\_/2016

Street: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Passport #: \_\_\_\_\_ Country of Passport Issue: \_\_\_\_\_

Date of Passport Expiration: \_\_\_\_\_

***If you do not have a passport or if it has expired, you MUST immediately apply for new passport!***

## II. Academic Information

Academic Major: \_\_\_\_\_ Minor/Concentration: \_\_\_\_\_

Academic Standing: Freshman    Sophomore    Junior    Senior    Grad Student

Number of Credit Hours Completed to date: \_\_\_\_\_ Current G.P.A.: \_\_\_\_\_

Have you met with the faculty member(s) leading this program to discuss the academic components?

Yes    No

Have you met with your academic advisor to discuss how this course fits in your degree program?

Yes    No

Are you currently in Good Academic Standing?    Yes    No    Uncertain

*\* This information is requested solely for the purpose of determining whether you need to obtain a visa for travel to the country/countries in which this program will take place.*

## III. Students with Special Needs

Any student wishing to assert a disability that requires accommodation must submit supporting documentation from the appropriate professional(s) to the AccessAbility Services Office. The documentation must demonstrate how the disability affects the learning situation for which the student seeks accommodation and that information must be shared with the faculty member(s) whose courses are involved in the requested accommodation. The AccessAbility Services Office



will notify the faculty affected of the accommodation request in a form that identifies the student, the disability, and the type of accommodation sought, as well as any additional information that will assist in the determination of a reasonable accommodation.

#### IV. Statement of Understanding

I understand the following statements, as they pertain to my participation in the stated Course Abroad program, and understand that I will be financially responsible for the cost:

##### Overall Program Cost:

- The program travel cost is \$\_\_\_\_\_ (country). This includes round-trip airfare from the NY/NJ metro area, transportation to/from the US airport, accommodation in \_\_\_\_\_ (List on-site places) (double room), emergency health insurance, airport transfers; trips to \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ and various activities.
- A non-refundable \$\_\_\_\_\_ deposit is due with this application. It MUST be submitted with this application — money order or cashier's check only — payable to WCSU. (Bring to dept. secretary's office)
- A \$\_\_\_\_\_ payment is due by \_\_\_\_\_, (month/day) 20\_\_\_\_. The program cost does NOT include:
  - WCSU tuition and fees (6 UG credits)
  - Visa, if required / Passport (required)
  - Recommended trip cancellation insurance (available through an insurance company)
  - Meals and personal expenses / incidental items
  - Local transportation

Attach your program cost on a separate page.

**Note:** In the event that WCSU is charged additional direct costs by 3<sup>rd</sup> party providers, WCSU will charge participants for these direct costs. For example, on occasion, the airline will charge a gas surcharge. This direct cost would be added to your program travel cost. It is rare that this happens, but it is a possibility.

##### Cancellation Policy and Fees:

The deposit of \$\_\_\_\_\_ is non-refundable. In order to cancel travel arrangements without losing the travel cost, written notice of the withdrawal must be received by Administrative Assistant \_\_\_\_\_ in LOCATION \_\_\_\_\_, prior to close of business (TIME \_\_\_\_\_) on DATE \_\_\_\_\_, 20\_\_\_\_. If canceling after this date,

you will be charged for any direct costs incurred by WCSU on your behalf, as well as a \$200 cancellation penalty. **Because cancellation fees can be as high as the full cost of the travel program, purchasing independent trip cancellation insurance/interruption insurance from an insurance company is highly recommended.** If WCSU cancels the program for any reason, all monies will be refunded. Withdrawal/cancellation of the course(s) should be addressed with FACULTY LEADER \_\_\_\_\_ OFFICE# \_\_\_\_\_. (Registration drop fees may also be charged, depending when you cancel/drop.)

Applicant's Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
**I certify that the information submitted on this application form is correct. I understand that additional forms will be required after I am accepted into the program and have paid my deposit. I agree to complete forms as required and pay by the required deadlines or risk losing a place in this program. I also understand that program information is subject to change.**

---

Student Signature

---

Date

Western Connecticut State University is committed to a policy of non-discrimination, equal opportunity and affirmative action for all persons regardless of race, color, religion, sex, sexual orientation, age, national origin, marital or veteran status, or disability. This policy is applicable to all employment practices, admission of students, programs, and services to students, faculty, staff, and the community. WCSU's affirmative action policy seeks to include persons of color, women, veterans and persons with disabilities in its educational programs and in all job groups of its workforce. The university's Office of Multicultural Affairs is located in University Hall, Room 214, (203) 837-8277.

## **Timeline for Faculty-Led Short-Term Courses Abroad**

### **Academic**

1. Faculty proposes new Short-Term Course Abroad with department chair and dean (**8 months prior to proposed program departure**).
2. If course is approved: budget, proposed program outline and program proposal are sent to Provost for review (**8 months prior to proposed program departure**).
3. Course originator sends final budget with proposed fee and application deadline to Provost for approval. Provost approves proposed fee and minimum # of students and notifies course originator via email. Note: Course abroad can still be canceled at WCSU's discretion (**6-7 months prior to program departure**).
4. Provost notifies Fiscal Affairs/Travel of program approval (**6-7 months prior to program departure**).
5. Course originator reminds Registrar of course abroad approval and agrees on open/close registration dates in system (**4-5 months prior to program departure**).

### **Marketing**

1. Course originator contacts Publications & Design to finalize marketing. Applications are to be made available (**3 months prior to program departure**).
2. Course originator sets pre-departure orientation meeting date (**students notified 6 weeks prior to departure**).
3. Mandatory pre-departure orientation takes place (**2 weeks prior to departure**).

### **Travel**

1. Once program is approved by Provost, course originator completes Travel Authorization based on the proposed maximum number of participants and gives it to Fiscal Affairs/Travel (**5-6 months prior to program departure**).
2. Course originator contacts Director of Fiscal Affairs to set up Banner org. number (**4-5 months prior to program departure**).
3. Students complete course abroad application and submit it and program deposit to their dept. secretary by program deadline. Department secretary brings checks, passport copies and p. 1 of the application form to Fiscal Affairs/Travel. Upon application/deposit, course originator gives all required docs to students to complete including release/health/FERPA by program deadline.
4. Dept. secretary confirms that students are paid in full (by **program deadline**).
5. Fiscal Affairs/Travel notifies course originator of any issues with payments to vendors (**ongoing**).

### **Pre-Post-Departure**

1. Program originator sends copies of final itinerary — detailed, with phone/contact info — final roster, flight details, and list of emergency contacts to Campus Police (**3 days prior to departure**).

2. Program departs! Upon arrival, course originator emails Provost/International Services to confirm arrival of group.
3. Program ends! Course originator and Provost/International Services meet to review program (within 2 weeks of return).
4. Faculty submits all receipts to Fiscal Affairs/Travel (within 30 business days of return).

Key to Current Names and Titles:

Dr. Missy Alexander, Provost

Mark Case, Director of Administrative Affairs

Peter Rosa, Controller and Director, Fiscal Affairs

Kim Spinelli, Fiscal Affairs/Travel

Donna Warner, International Services Coordinator

### **Group Travel Quick Checklist**

\_\_\_\_\_ Secure approval from Department Chair and Dean. Department approval is needed for course. Chair approval is needed to schedule. Review budget. Then meet with Provost. **Once approved, complete travel authorization.**

\_\_\_\_\_ Check to see if a contract is needed with school or program that you will be visiting. Electronic transfer of funds may be necessary. Administrative Affairs can help with this procedure.

\_\_\_\_\_ Contact Director of Fiscal Affairs to set up a Banner Org. number for trip.

\_\_\_\_\_ Arrange information sessions. Reserve a location.

\_\_\_\_\_ Have posters made to advertise program from Publications & Design. Include the dates/times of the information sessions.

\_\_\_\_\_ Contact IT to have trip and requirements posted on website, along with the application, necessary medical forms and meeting times.

\_\_\_\_\_ Arrange with Purchasing for a bus for transportation to/from airport, if applicable.

\_\_\_\_\_ When the number of students has been achieved and students have made their 1<sup>st</sup> payment (usually broken down into 3 payments), meet with Fiscal Affairs/Travel regarding purchasing plane tickets and health insurance.

\_\_\_\_\_ Department secretary accepts and records checks, completed applications, medical forms and passports. That person passes the checks on to Fiscal Affairs/Travel with the banner org. number that has been established for the trip.

\_\_\_\_\_ The cash advance is issued 3 days prior to the trip.

\_\_\_\_\_ Remember to keep all original receipts. You will need them in order to complete the travel voucher when you return from the trip.

***Should a faculty-led trip be canceled, all deposits will be refunded after everything is reconciled.***







