FACULTY-LED HANDBOOK

NDSU | INTERNATIONAL PROGRAMS

FACULTY-LED HANDBOOK

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Dear Faculty,

The staff of the Office of International Programs at North Dakota State University has compiled this handbook for both faculty and staff who are considering offering a study abroad program for the first time and also as a guide for those who have led program in the past.

The contents of this handbook will allow you to get a glimpse of what is in store for the program director before, during, and after the trip abroad. The handbook will also give you step-by-step instructions for creating successful programs, making travel arrangements, paying bills, and making sure that all participants are safe and healthy while away from our campus.

We hope you find this handbook helpful. Please contact us with any questions or comments.

Office of International Programs

*This document is adapted (with permission) from a similar document from Iowa State University.

Planning Your Program

Perhaps you've given some consideration to offering a group study abroad program; you have a topic in mind that you think students will enjoy, and you know just the location in which it could be best taught. What, though, do you do next, and what procedures do you need to follow to make it all work?

General Information

North Dakota State University faculty are encouraged to organize short-term study abroad programs. These programs can range from one week up to a semester in duration. Although there are many versions, the essence of a study abroad program is an academic course of approximately three to fifteen credits involving both traditional classroom learning and experiential learning opportunities in an international setting. The primary purpose of the course is to provide students with a first hand opportunity to investigate other cultures and apply this knowledge to their own academic development. A secondary goal is to provide international experience and development for NDSU's faculty. As the faculty director prepares the course proposal, particular attention should be directed toward a clear statement of how the program meets these goals.

Discuss Your Ideas

The Office of International Programs can provide you with valuable assistance as you formulate your plan. They will help you determine whether your ideas have the potential for reality as a study abroad program and whether the time-line you are considering is feasible. Considerations at this point will include whether your proposed topic of study is sufficiently focused or too narrow; whether similar programs already exist; how to develop a program budget; and how to recruit applicants.

Other faculty members who have led group programs can tell you what they have done in the past and what they might do differently in the future. Their first-hand experience can be extremely helpful to you as you define your program and decide how to administer it. Talking with others will help you determine the level of interest that others would have in participating in a program such as yours, how much they'd be willing to pay for such a program, and what sights they'd like to see while abroad.

Early in the process, meet with your department head or chair to determine the level of support that might be available to you in terms of program approval and salary funds.

Consider Program Details

Deciding where your program will be based, what time of year you'll be traveling, and how long the group will be gone will help you determine program costs and will also provide needed information for your Faculty-led Study Abroad Course Proposal.

Other considerations to consider would be weather in the host country, cele-

brations or other special events in the host country, seasonal changes in airfare and accommodation rates, and what you hope to accomplish academically. Also, how many different sites you wish to include in your program, how feasible it will be to move your group from one site to another (increased travel usually means increased cost), and how each of the sites might enhance your program objectives.

Determine the Semester

To determine the semester in which your program should take place there are many factors to consider. Financial Aid and loan disbursement dates should play a large part in determining when to hold your program. A fall or spring course works best for students who receive financial aid because the disbursement dates are early in the semester. Students who want to utilize summer financial aid to fund the program must be registered for six credits, so if the program you plan to create is only three credits, then the students will have to take an additional three credit course on campus in order to qualify for aid. Also keep in mind that summer financial aid is not disbursed until late June which means that this often interferes with the payment schedule for flights and other program related costs.

To help alleviate the issues surrounding financial aid disbursement for summer, the Office of International Programs recommends that programs with a departure date in late May or early June be created as a one or two credit spring course with a one or two credit summer course (a combination which creates a total of three credits.) The spring course will have regular class meetings to do course work during the spring semester which will prepare students for the abroad portion of the program and the summer course is for the actual experience abroad. Students must register for both sections as part of the program. This structure works best for early summer programs because the program fee can be attached to the spring course and students can adjust their spring financial aid.

To create your program as a spring course with a summer experience abroad you must hold regular classes. Many times the classes do not begin until March, but they can be set to take place at a predetermined time or you can set the meeting time at a later date based on group consensus. It is also recommended that you hold a final re-entry meeting with the students to complete any coursework and to allow them to reflect on their experiences as a group.

Course Number and Credits

In determining the course number and number of credits to assign to your course, bear in mind that study abroad programs must have the same academic rigor as on-campus classes. *Twelve and a half contact hours are required per credit hour (50 minutes, 1 time per week for 15 weeks)*; despite the fact that you will be with your students throughout the day, travel time does not count toward contact time. Contact hours may include any time the students are engaged in achieving course objectives: tours, classroom time, museum visits. Readings and other work assigned should be comparable to that assigned for an on-campus course of similar credit value. Consider assigning pre-departure readings, presentations, and/or projects, as these will enhance both the students' progress toward course objectives and their experience abroad.

When considering a course number, please remember that 379 has been assigned for Faculty-led Study Abroad. You can either use your department title (i.e. HIST, ARCH, etc.) for the course. If you choose to use the 379 course designation, please indicate that on your proposal and the course will be created. You may also wish to utilize a course that has already been approved through the curriculum committee, such as an independent study or seminar or other course which fits with your program goals. If you plan to create a new course, then the course would need to be approved through the curriculum committee following the standard procedures.

As faculty-led programs bear academic credit, the course proposal must include a syllabus that includes the requirements for the course as well as the means to evaluate the students. Requirements such as required reading prior to departure, written assignments during the stay abroad, the submission of a required journal, or any other means of evaluation should be clearly stated. It is the responsibility of a faculty member's department colleagues, chair (if appropriate) and dean to monitor the academic legitimacy of the proposed program.

Creating the Course

There are two options for creating your course: making it a normal NDSU course or having it be a Distance and Continuing Education (DCE) course. If you choose to create the course through DCE, then the completed proposal will be forwarded to DCE by the Office if International Programs for course creation. Any regular NDSU 379 course proposals will be forwarded to Registration and Records for course creation. Keep in mind that a DCE course may add to a student's tuition costs for Fall and Spring programs the credits do not fall under the tuition cap.

Develop Your Budget

Develop a program budget which estimates costs for each aspect of your program. The Faculty-led Study Abroad Course Proposal has a form to help you determine your budget. Budgets will normally include: air fare, accommodations, specified meals, ground transportation, faculty per diem, tips/taxes/incidentals, tours/site visits, and health insurance.

It is important that your budget be as accurate as possible. Transportation and housing can be affected by the number of participants (housing can also be affected by the male/female participant ratio). Adding a "contingency fund" of **$50-$100** (or more for longer programs) per student for unexpected occurrences (emergencies, opportunities that arise after you're in the host country, etc.) is recommended. You will also want to determine the minimum number of participants you must have on your program in order to cover costs yet remain affordable for students.

Remember that there are costs to participants beyond the program fee for your program. They will also be assessed tuition and designated fees. If you choose to run the program through Distance and Continuing Education (DCE), then students will be responsible for additional tuition above 12 credits. If the course is not run through DCE, then the students are billed for their typical semester tuition. Non-DCE semester programs are more affordable to students for this reason whereas summer program tuition is the same in both scenarios. Students will also have out-of-pocket expenses for passport, visa (if required), meals, airfare, personal expenses, etc.

Number of Students

The number of students selected for your program will be a factor in determining your budget. Large groups of students will not be as easily moved in some locations as in others (busses might work well in London though not in a rainforest, for instance). Large groups might, however, help to keep cost

-per-participant rates low, though groups of more than 15 students would necessitate having a co-director.

The size of most programs range from 10-20 participants. Because of the difficulty of ascertaining numbers in advance, budgets should be based on a minimum number of 10. Discretion should be used in determining the number of program directors, but as a guideline one person should be capable of leading a program of 15 participants with and additional in country contact who is there to assist.

Consider the Risks

Risk assessment is a vital part of program planning. Discuss any concerns regarding risk with the Office of International Programs. Be aware that this issue is closely monitored at all levels of the process and may result in your program's not receiving approval to proceed or being evaluated for cancellation.

Check the following key Web sites for all countries you will be visiting:

- U.S. State Department http://travel.state.gov/travel
- Canadian Department of Foreign Affairs www.voyage.gc.ca/index-eng.asp
- U.K. Foreign and Commonwealth Office www.fco.gov.uk/travel
- Centers for Disease Control and Prevention www.cdc.gov/travel

Issues of safety and health present the greatest exposure to liability for you and for the institution. There is a "standard of care" in the study abroad industry that provides a framework within which the institution must strive to operate. To obtain a better sense of what is involved please refer to the following:

- Interassociational Advisory Committee on Health and Safety statement on "Responsible Study Abroad". www.nafsa.org/uploadedFiles/responsible_study_abroad.pdf
- Audit Checklist from the SAFETI Clearinghouse http://globaled.us/safeti/program_audit_checklist.asp

As you look over your proposed itinerary, determine what could possibly go wrong at each step along the way and how those issues would or could be dealt with. Lost baggage, missed flights, the illness of a student or of the program director, and lack of transportation on arrival have all been known to happen, and you must be prepared to deal with them all. If you make program arrangements yourself and directly contract with providers, every effort should be made to check on the reliability, reputation, and safety record of each service provider you are considering employing (bus companies, hotels, etc.).

Work with a Provider?

There are many providers out there which can help you to create the perfect program, but it is ultimately up to you if you would like the assistance of a provider. The providers can assist you with flights, hotels, ground transportation, guest lecturers, translators, tour guides and much more. The Office of International Programs has worked regularly with the following providers in other capacities and highly recommends their services:

- EF Tours www.eftours.com/teacher-travel.aspx
- ISA www.studiesabroad.com/advisorsAndFaculty/document/customPrograms

- **API** www.apistudyabroad.com/advisors/customized/
- **GlobaLinks Abroad** www.globalinksabroad.org/for_advisors/study_abroad_advisors/academics/custom_programs/

Leader Responsibilities

Directing a study abroad program entails additional responsibilities compared with the on-campus roles you have. Many of these responsibilities may be new for you. Additionally, taking a group of students abroad becomes an institutional endeavor and becomes an extension of many critical functions of the institution. The situation is complicated by the fact that you become the representative of the institution, and all of this happens in the context of an international location far removed from the home campus; however, you have the resources of the institution behind you throughout the process.

One of the best strategies you can adopt is to gain a thorough understanding of the coordination necessary between you and the institution and to understand your role in this entire process. Broad areas of responsibility for leading a group abroad are:

- Instructor and Advisor
- Program Developer
- Recruiter
- Financial Manager
- Institutional Representative (predominately for Judicial Affairs and Counseling)
- Crisis Manager

You are already experienced in the role of instructor and advisor, though you may find these roles changing markedly in the study abroad setting. The other key responsibilities lie outside the realm of usual faculty/staff functions, and there are many specific processes, requirements, and legalities of which you need to be informed.

Program Director Guidelines

Program directors will be involved in determining dates and itineraries, setting budgets, producing publicity materials, promotion and recruitment, pre-departure orientation, and program evaluation in addition to their leadership duties while abroad. Program directors must be available to participants prior to departure.

Program directors must keep all receipts and be able to document expenditures while abroad. Upon return, program directors must submit a detailed account of their expenditures, on behalf of the group as well as personal expenses related to the program.

All program directors must be North Dakota State University faculty or

staff because of liability coverage. No compensation can be made to persons from outside the institution unless a special adjunct contract is drawn up, nor can any individual, including spouses of program leaders, receive any financial benefit from participation in the program unless he/she is acting in an official capacity and a special contract specifying duties and compensation has been drawn up.

Co-Directors
There may be circumstances when it might be beneficial for an additional faculty/staff member to accompany the program as a co-director. In order to do so, this individual must have a legitimate role in the planning, teaching and evaluation of the program, with the specific responsibilities of the co-director clearly stated in the course proposal. The co-directors' travel expenses may be covered by incorporating within the students' program fees a designated amount to cover these costs. In the latter case, there should be approximately ten students per faculty/staff member in order to make this cost effective for students. **Co-directors will not receive additional compensation unless arranged with the program director, Department Chair, or DCE (if applicable).**

Accompanying family members/friends/significant others
As individuals responsible for students' academic program and personal needs, it is understood that program directors and/or co-directors be available at all times to meet student expectations. Consequently, directors may not be accompanied by other family members, friends or significant others.

Laying the Groundwork

Conduct an Initial Site Visit

With the basics of your program in mind, you might want to consider conducting a site visit ahead of time. A site visit provides you with the opportunity to confirm any arrangements you may have made with colleagues or other contacts abroad; a chance to see what will be available to you and your students as far as lodging, meals, and transportation are concerned; and a view of the relative safety of the location you have selected. If you are going to a less-developed part of the world, take photos of terrain, housing options, vehicles, etc., so that you can show prospective students what to expect.

Contacts abroad may include colleagues at other institutions, local service providers such as tour companies, or members of professional organizations related to your field of expertise. These persons may be able to provide valuable guidance relative to facilities available to you and your group during your program. If you have no contacts at present, consider asking your NDSU colleagues to recommend colleagues in the target country, or check with the Office of International Programs regarding Memorandums of Understanding for the country in which you will be going to see if NDSU has a linkage with a school there.

Apply for Program Approval

All NDSU faculty-led programs, whether new or already established, are required to apply for annual approval by completing the Faculty-led Study Abroad Course Proposal. Students must be on approved programs in order to earn academic credit and to receive financial aid.

Applications must be submitted by the following deadlines:

Winter/Spring programs	May 1
Summer/Fall programs	October 1

Once your program is approved, the Office of International Programs will add your program to the study abroad website and give you online access to the student applications for your program.

Attracting Student Participants

Plan Your Marketing Approach

Program Directors will want to address the following: basic features of your course (countries, dates, purpose, etc.); program fee and what it includes (lodging, transportation, meals, events, etc.); and availability of financial aid (only for programs awarding three credits or more). Refrain from referring to your program as a "tour" or "study tour"; your program is an academic course offered by NDSU, and you need to reinforce to students that they are enrolling to study and learn, not sightsee. Consistent use of a particular graphic or design is helpful, so that students can easily recognize materials from your program.

Brochures, Fliers and Posters

Brochures, flyers and posters are simple ways by which to reach potential program participants. These can then be distributed in locations throughout campus or targeted toward specific groups. Brochures can be as elaborate as you choose to make them but regardless of graphics should contain course description, program features, Program Director's name and contact information, availability of aid, program dates, and the university-required Affirmative Action/Equal Opportunity statement. The Office of International Programs also has a standard brochure style that they can either send to you to update or you may contact Tanya.M.Kramer@ndsu.edu to ask that a brochure be made for your program. Posters or flyers providing key information and program director contact information can be posted throughout campus on "general" bulletin boards and can be mailed to offices with restricted boards.

Information Meetings, Classroom Visits and Word of Mouth

Information meetings about your program can be an excellent means for telling groups of students about your program, showing slides or video of the area to be visited, answering questions, gauging student interest and obtaining names of interested students for later follow-up. Email the student listserv, post flyers around campus or post notices in the Spectrum to announce where and when the meetings will be held.

Contact colleagues whose students are potential applicants and request a few minutes of class time to briefly promote your program. Tell students in your own classes, as well. Keep a list of names and e-mail addresses of potential applicants and send periodic reminders about application deadlines, information meetings, etc.

Study Abroad Fair

It may be possible for you to have a table during the Fall (mid-September) and/or Spring (early February) Study Abroad Fairs. Space can be limited, so contact Tanya Kramer if you are interested.

Program Web Site

Many program directors have created Web sites for their programs, and the-

se range from simple to quite elaborate. In addition to the information contained in your brochure, you might consider adding photos and perhaps an e-mail link so that interested students can contact you. Your site can also be linked to the Office of International Programs' site.

Determine Selection Criteria

NDSU requires students to have at least a 2.5 GPA. You, as Program Director, are free to set your own requirements in this regard as long as it is not below 2.5. You may also determine whether to limit admission to a certain group: Honors students, students in a particular major or minor, etc. You may wish to require and essay, letters of recommendation and/or an interview to ensure participants will interact well with you and the rest of the group. For individuals currently not enrolled at NDSU, he/she must enroll as a non-degree seeking student to participate in the program. Due to potential liability issues, all tour participants must enroll in the course.

You are the best judge of what the physical rigors of your program will be, so it will be up to you to determine whether or not students with disabilities or medical limitations will be able to participate successfully. On a safari, refrigeration for a supply of insulin may not be available. A tour including the Great Wall of China may not be a possibility for a student with limited mobility. On the other hand, special arrangements may not be necessary at all for many with disabilities. Ask the student what accommodations or modifications he or she may need, then determine whether or not these are within the scope of your program. Bear in mind that the university is bound by the Americans with Disability Act and program directors are expected to make reasonable accommodations for all applicants. Additional information can be obtained from Mobility International USA www.miusa.org (541-343-1284), or by contacting the NDSU Disability Services office (231-7671).

Student Application Process

The Office of International Programs creates the application within the study abroad software and submits the approved Financial Aid budget to Student Financial Services once the Faculty-led Study Abroad Course Proposal has been approved. Encourage students early in the application process to contact the Financial Aid Counselor in Student Financial Services, Ceres 202. The contact information and the "Apply Now" link can be added to your website in addition to it being available on the study abroad website. You will have direct access to applications via the study abroad portal.

Set an Application Deadline

In general, applications for Summer and Fall programs are due March 1st and those for Spring on October 1. You are free to set your own deadlines, determined by how much lead-time you need to make arrangements, secure group flights, etc. You can also decide to accept applications on a "rolling" or first-come/first-served basis.

Select Your Participants

As you planned your program, you looked at screening criteria such as GPA, letters of reference, etc. Now is the time to solidify your selection criteria, based in part on the volume of response you've received, and to make some decisions. First, decide whether you will simply accept participants on a first-come/first-served basis or whether you will have a method of screening applications. It is advisable to have your screening criteria in writing and perhaps keep a graph or other sheet for comparing applications, in case a student later questions why he or she wasn't accepted.

Criteria for selection can include but need not be limited to major, GPA, quality of written essay, and recommendations received. You may choose to interview all applicants before making your selection, having a set of questions that each is asked and determining in advance what types of responses you're looking for.

Keep in mind the physical and/or emotional rigors of your program, but also remember that NDSU and its programs are bound by law not to discriminate against those with disabilities. If you feel a candidate is not suitable for your program, by all means discuss with that student why you feel participation in your program may not be in his or her best interest. You may be able to suggest other programs for the student; consider recommending a visit to the Office of International Programs to seek other options.

International students participating in study abroad programs often have additional concerns regarding passport and visa issues for travel to a third country. Refer them to an International Student Advisor in the Office of International Programs. They need to take care of necessary paperwork as soon as possible after deciding to participate in the program.

After you have completed your selection process, inform the Office of International Programs so they may process their acceptance in the online study abroad portal.

Preparing for Departure

Complete Registration

Earlier in the planning process, you had a course number assigned to your program. The participants you've selected will now be able to register for your course by either enrolling themselves or if it's a DCE course the registration will be done for the student by the Office of International programs using the DCE Registration form that was completed during the application process.

Additional registration considerations:

- Non-NDSU students must register at and apply to NDSU by completing the admissions application where they indicate that they are a special student (non-degree seeking) on their application.

It is important to closely monitor key deadlines for registration and billing.

Billing and Payment Process

Program Fee:

The program fee is the cost of the program as described in the program's brochure and/or other advertising. This generally covers tuition at the host institution (if applicable), lodging, some meals, group transportation, excursions, health insurance, provider fees, the Program Director's expenses and may include airfare if group travel is being arranged.

The program fee breakdown is required early as part of the proposal process as these numbers are used for Financial Aid purposes. Please designate the department and fund number in which these program fees should be routed to in the space provided on the proposal.

The Office of International Programs shares the approved program fee and

budget with Student Financial Services. Many students base their decision to apply to a program once they have went over the budget and have discussed their personal financial needs with Student Financial Services.

Billing Student Accounts and Paying Program Related Expenses:

Once students have been accepted and registered for the course, the Office of International programs will place the program fee onto student accounts. Students with financial aid will pay for their program fee once financial aid has been disbursed. The Office of International Programs will pay health insurance invoices for both students and faculty and then transfer the remaining funds directly to the local fund that was indicated on the program proposal. It is the responsibility of the departments to pay program related expenses unless arrangements have been made with the Office of International Programs in advance.

Tuition and Fees:

Students are charged NDSU tuition at the appropriate rate for the number of credits that will be awarded by the program. This tuition is *not* included in the program fee. Salary budget is covered under tuition amount and students are charged regular student fees.

Program Withdrawal Penalties:

The Office of International Programs requires Financial Agreement Forms from all students attending all faculty-led programs. These forms are signed by the student during the application process and ensures that students are responsible for program fees upon acceptance into the program. If a student *chooses to withdraw after they have been accepted,* then we will determine the non-recoverable costs that can be refunded, if any. Typically the student will be responsible for the full program fee amount.

University Purchasing Cards:

NDSU Purchasing Cards can be issued for departmental purchases and/or study abroad. The card can be used for program expenses on the study abroad program itself and include expenses you incur for the group. Be sure you work with the Accounting Office to understand the rules for use prior to departure. Please note that the purchasing card is a MasterCard which may not be as widely accepted as Visa, especially in Europe.

Other Payment Options:

If you cannot use your Purchasing Card for advance program purchases, you are able to do wire transfers or request checks in foreign currency from the Accounting Office. Both of these methods of payment take several days for processing, so planning ahead is essential. Bills from service providers need to accompany any check requests to Accounting. E-mails and faxes of invoices are normally acceptable as long as the information is clear and the amount is included.

If you are using personal funds or a cash advance to pay program expenses, you will need to keep all receipts for any funds spent on the program. Attach to the receipts a complete listing of what the charge was for. After you return, a Travel Expense Voucher needs to be completed for reimbursement. The same voucher may be used for personal expenses and group expenses; however, personal expenses and group expenses should be separated on the form.

Airline Tickets:

The program fee can include flight costs for all participants or each student can be responsible for their own travel. Dates can be flexible to allow for independent student travel after the program.

International Student Participants:

International students will need to contact the Office of International Programs to determine if they need visa documents to enter other countries, to have documents signed for return to the U.S., and to determine if they have a valid U.S. visa.

Pre-departure Orientation

NDSU has an obligation to provide participants with certain types of information regarding programs abroad. Thus, an in-depth pre-departure orientation program must be made available for the students. In general, student participants should be given clear information regarding what a particular program entails. The most important types of information address the following issues: program requirements, behavioral expectations, safety, and health. Additionally, if the program involves exposure to the culture of the area, then participants need to be provided with information on local culture, cross-cultural communication, and cultural adjustment strategies.

Tanya Kramer in the Office of International Programs can be invited to assist with this orientation. The Office of International Programs provides pre-departure orientation that provides general information for all destinations on student conduct, safety, and health. Each participant is provided with a copy of the Faculty-led Study Abroad Student Handbook as part of their online portal.

The faculty leader should plan a minimum of one pre-departure preparation meeting in addition to a pre-departure orientation. We encourage faculty to incorporate the program as part of a class. If not possible, we recommend the director have at least one meeting focused on course content and academic preparation.

Program Requirements:

Be sure that all of your participants have a clear understanding of what the course requirements are and how their work will be evaluated and graded. Distribute a syllabus and an itinerary that shows both the course expectations for each day of the program and the destination for each day if the program moves from place to place. Hotel address, phone, and other contact information for each day would also be valuable in case a student becomes separated from the group. Please encourage your participants to share a copy of this itinerary/syllabus with their families or significant others, in case students should need to be reached during the program.

Ensure that students also understand what the course dates are, when and where they will be expected to make an appearance (if the group is not traveling together to the program site), when the program concludes, and when final projects are due.

Safety:

Although the *in loco parentis* laws no longer apply on the university campus, parents expect their children (including their adult children) to be supervised while abroad on a university-sanctioned program. Your responsi-

bility to your participants is to provide them with a stimulating academic experience in as safe an environment as is feasible given the nature of your program. You are liable for participants' safety only insofar as you put them at unnecessary risk, have not informed them of potential risk, or are not acting in your capacity as Program Director (i.e., are away from the group and unavailable for contact during the program).

Students remain subject to NDSU's student code of conduct regulations even when they are off campus or out of the country, and they need to be made aware of this. Your participants also need to be aware that they are subject to the laws of the host country; due process is not the "law of the land" in many parts of the world, and regulations regarding drugs, alcohol, driving, and general public behavior may be far more severe than in the U.S.

The university's alcohol policy is also binding upon NDSU students abroad. In many countries, the legal age for alcohol purchase and consumption is younger than in the U.S. Explain to your students what the ramifications of drunkenness will be in relation to host country law, to their personal safety, and to continuation in your group program.

The Conditions of Participation Form that your students signed should be reviewed with the group, with emphasis on the types of conduct that could lead to their being terminated from the program and sent back to the U.S. at their own expense, with forfeit of their tuition and program fees. Inform students of the disciplinary process, including verbal warning, written warning, and expulsion from the program.

Students should be strongly discouraged from putting themselves at increased risk during the program; for instance, even if hang-gliding lessons are available during their free time while on the program, they need to wait until they've returned to the States to learn that feat!

Check the State Department country-specific information and check for local safety and security conditions (www.state.gov). You checked this information in the planning stages of your program, but it is a good idea to check again just prior to departure.

Explain to participants what responsibilities are yours for the duration of the program and where your responsibilities to them, and to the program, end. Specifically, be sure students are clear which events mark the start and end of the program.

Health:

Inform your students about any health hazards in the host country (insects, drinking water, etc.). Check the Centers for Disease Control Web site (www.cdc.gov) and note if there are any required immunizations for the program destination. Be sure that students are advised of other risks or hazards inherent in your program, whether it's about the rafts that will be used to cross the river on your field trip or the three-mile hike with their gear to reach the first night's lodging.

In general, uninformed students are a tremendous risk to you and your program, both for reasons of sanity and of liability. For instance, if students know in advance that they will be spending two nights in a tent on a riverbank, you will have less whining about the living conditions while on the program and fewer chances of damage claims after you've returned to campus.

Health Insurance:

All students participating in a North Dakota State University program are required to be covered by international health insurance which is arranged by the Office of International Programs. This insurance includes medical coverage with a $50 per illness deductible, coverage for emergency evacuation services, repatriation expenses and more. It is the responsibility of the director to make sure that

students are informed of this requirement. It is recommended that the fee associated with the health insurance is included in the program fee, however the Office of International Programs can bill the charge to each student's account.

Check Last-Minute Details

Check that each student has the following:

- Valid passport (expiration date at least six months after return)
- Valid visa (if needed)
- Copy of the course syllabus
- Copy of the course itinerary (including each destination, hotel address, phone number, and schedule of events)
- Emergency Card (provided by International Programs)

Check that you have the following:

- Valid passport (expiration date at least six months after return)
- Valid visa (if needed)
- Your NDSU Purchasing Card (and your PIN)
- **Program Director Handbook (contains NDSU emergency contact)**
- Copies of provider contracts
- List of your in-country contacts (including medical, legal, local police)
- U.S. Consulate or Embassy telephone and fax numbers and e-mail address
- Photocopy or email version of page one of each participant's passport
- Photocopy or email version of each participant's insurance card
- Your insurance card

Check that you have forwarded the following to the OIP:

- Complete itinerary
- Your 24/7 contact information while abroad
- Your emergency contact information
- Copy of your in-country contacts list

Following your return

1. Complete course and grading requirements.
2. Meet with the person who will reconcile your account.

3. Submit your final report to the Office of International Programs or meet in person to discuss the following items:

    - Issues or concerns that may have arisen
    - General assessment of your program
    - Suggestions for when you run the program again
    - Remaining program funds still available

You've done it! You've provided a group of students with a life-changing learning experience, one that could never have been accomplished on the home campus. In the process, perhaps you've learned what you'd like to try next on another group study abroad program. And when you're ready, the staff at the Office of International Programs will be waiting to help you do it again.

Additional Information

Emergency Contact Information

International Programs

During Office Hours, 001-701-231-7895

After Hours:

Tanya Kramer, Assistant Director of Study Abroad, 001-701-730-2181

Alicia Kauffman, Associate Director, 001-701-367-9735

University Police, 001-701-231-8998

Additional Guides and Policies

Health & Safety Resource Guides (Crisis Management, Rape Response, Risk Management, Personal Safety and Awareness, Team Building, Pre-departure Health) http://globaled.us/peacecorps/index.asp

NDSU Student Code http://www.ndsu.edu/fileadmin/studentlife/StudentCode.pdf

NDSU Alcohol and Other Drug Policies http://www.ndsu.edu/alcoholinfo/ndsu_alcohol_other_drug_policies/