

ILLINOIS WESLEYAN UNIVERSITY

MAY TERM Travel Course Leader Handbook

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Introduction

Dear Travel Course Leader:

This handbook was written to assist you in understanding your role and responsibilities as a Travel Course Leader (TCL). In this role you will be called upon to respond to a wide range of concerns and issues both inside and outside of a formal classroom. We hope that this Handbook will be a valuable resource to you not only as you prepare for your Short Term Travel Course but in-country and post-program as well. The May Term Office looks forward to working in close partnership with you to provide a high quality study abroad experience for our students. Thank you very much for all your hard work in making another IWU Short Term Travel Course possible.

Key Travel Course Leader Responsibilities

As a TCL your general responsibilities are as follows:

- Develop and facilitate all three academic components of the program: pre-departure preparation, the on-site teaching of the course, and re-entry phase (usually assigning grades).
- Plan travel and logistical arrangements for the off-campus component.
- Work closely with the Senior Office Coordinator of May Term and Curriculum to request course related payments and to clarify any budget procedures.
- Attend all May Term Travel Course workshops as required.
- Teach the on-site course and have full 24-hour responsibility for student support, group activities, and program budget management.
- Provide an in-country orientation to the students to review and discuss the objectives of the course, expectations, health, and safety issues, etc.
- Meet with students on an informal basis to discuss content, in-country experiences, extracurricular activities, and cross-cultural adjustment issues.
- Closely monitor political and other current events which might impact the feasibility and safety of the program.
- Respond to emergency situations if they occur.
- Include the May Term Office in every step of the development of your course. Be sure the May Term Office has copies of: your course description, syllabus, itinerary, program provider, and all contact information for the duration of your course.
- Be sure that the May Term Office has copies of all passports, visas and waivers for all students, faculty and staff traveling with your course.
- Submit student grades for the course in a timely manner.
- Document all in-country program expenditures. Provide receipts to the May Term Office coordinator according to the guidelines for Budget Reports in the Appendix.

According to NAFSA's Guide to Education Abroad, the most successful Program Directors are:

"...those with the physical stamina to endure long hours and a high level of interaction with students and local contacts; patience and good humor to deal with frequent frustrations; and knowledge and independence to function well in a culture not their own...they need to be true leaders, skilled in diplomacy, logistics, and group dynamics. They will invariably be asked to be cultural interpreters and analysts, helping students understand what is going on and how it relates to things back home (or doesn't!)."

Approved by the Associate Dean of the Faculty (January 28, 2004)

Key Travel Course Assistant Responsibilities

As a TCA your general responsibilities are as follows:

- Are required for international travel courses; may be approved for domestic travel course if enrollment warrants.
- Must be over 25.
- Must be ready, willing, and able to assist course leader in all aspects of planning, arranging, expediting, and managing the course.
- Must be competent to assume field leadership of the group in an emergency.
- Are selected by the travel course leader, in consultation with the Associate Dean of Curriculum, approved by the Provost.
- Are not primarily responsible for course content or instruction and, therefore, will not receive teaching credit for delivery of a full or partial course unit.
- Are responsible for any personal expenses beyond those deemed reasonable and necessary.
- Must be supportive of course objectives and able to work well with course leader.
Therefore, first consideration to be an assistant will go to IWU faculty members, and first among those are ones for whom the trip represents a significant faculty development opportunity. In some circumstances, this criterion might be outweighed by the desire to provide an experienced assistant for a relatively less experienced leader. Second consideration will go to persons who can, by virtue of their background, enhance the students' experiences on the trip.
- Will receive the same travel benefits as the course leader if course enrollment justifies it.
A faculty member who serves as an assistant on such trips, whose reasonable and necessary expenses are not covered by course enrollment, and who has been selected as an assistant because of the faculty development opportunity, may apply to the Provost for travel support in an amount up to \$2,000. Applications to the Provost for this support must include a complete explanation of the faculty development benefits expected from the trip and a letter of recommendation from the Associate Dean of Curriculum.

Timeline for Developing/Leading a MTTC

January	Notify your department of your intention to lead a MTTC in the May Term of the following academic year
February	1. Notify the MTO of your intension to lead a MTTC in the following academic year
March	<ol style="list-style-type: none"> 1. Start planning a rough draft of your course and itinerary 2. Consult with the ADC about travel course providers or asking agencies for a bid 3. Make a few phone calls /emails to various vendors to ask about what they can provide and to learn of their on site infrastructure
April	<ol style="list-style-type: none"> 1. Continue with March activities 2. Keep the MTO up to date with your progress 3. Let the MTO know if you have any questions or need any help
May	Continue planning the course content and logistics of the itinerary
June	<ol style="list-style-type: none"> 1. Send a completed proposal of your itinerary, the course information sheet and any specific course needs to the MTO 2. Let the MTO know whom you are considering for a bid or if you have made a decision already what vendor you wish to use. 3. From this point on include the MTO ALL communication you have with ANY vendor
July	Same as June
August	<ol style="list-style-type: none"> 1. Before the beginning of the semester, communicate with the MTO on your progress. Include all decisions you have made to date and what decisions are left to be made 2. Send contact information to the MTO for the vendors you are considering
September	<ol style="list-style-type: none"> 1. Send completed itinerary to the MTO 2. Send the completed course description to the MTO 3. Send the contracts from your chosen provider to the MTO, or have them sent directly to the MTO from your MTTC provider 4. If you have a completed course syllabus, send that to the MTO 5. Start promoting you course through your classes, department and faculty colleagues
October	<ol style="list-style-type: none"> 1. Communicate to the MTO any special needs you have for the MMTC fair to be held in the middle of the month 2. Prepare your MTTC fair site (table) 3. Attend the fair and take names and contact information of students interested in your MTTC. 4. Follow up with this list of students 5. Continue to promote your MTTC 6. Let the MTO know of any changes to your MTTC 7. Hand out application forms (provided by the MTO) to students interested in your course
November	<ol style="list-style-type: none"> 1. Continue to promote your MTTC 2. Review all forms and form your student roster upon receipt from MTO 3. Send your student roster to the Registrar's office and Dean of Students office for academic/disciplinary checks 4. After receiving any feedback from Registrar or Dean of Students office, advise Registrars office to register your roster into your course 5. Let the MTO know of any changes to your MTTC
December	<ol style="list-style-type: none"> 1. Communicate with your roster of students and include deadlines for all applications and forms 2. Let students know their first payment is due at the beginning of this month 3. Let the MTO know of any changes to your MTTC 4. Have your first class meeting-Recommend Travel Cancellation Insurance 5. Advise students to apply for passports (and visa if applicable) if they haven't already, over winter break
January	<ol style="list-style-type: none"> 1. Communicate with your roster of students of the second payment due this month 2. Please let the MTO and the Registrar know of any additions or deletions from your roster 3. Let the MTO know of any changes to your MTTC 4. Have your second class meeting
February	<ol style="list-style-type: none"> 1. Communicate with your roster of students of the final payment due this month along with all forms and passport copies to the MTO 2. Let the MTO know of any changes to your MTTC 3. Have your third class meeting
March	<ol style="list-style-type: none"> 1. Let the MTO know of any changes in your MTTC 2. If you have a final syllabus, please send it to the MTO 3. Get all contact information for each student and each location for your MTTC to the MTO
April	<ol style="list-style-type: none"> 1. Check with the MTO that everything is completed for your MTTC 2. Have your fourth class meeting 3. Send itineraries to student's parents and/or guardians 4. Attend, with your class, the MTTC departure meeting 5. Look though your MTO folder of materials and ask the MTO any questions regarding these materials. 6. Receive the campus purchase card (and PIN) connected to your course 7. Request any cash advance 8. Attend meeting with all TCL's and the assistants regarding field bookkeeping sponsored by MTO
May	<ol style="list-style-type: none"> 1. Deliver a life-altering course! 2. Come home safe!
June	1. Reconcile your banner account for your MTTC with the MTO

Administrative Matters

Budget Procedures

Each course has its own budget line in the IWU banner accounting system. All monies collected from the students go directly into the course's account. The MTO manages all monies into and out of the banner accounts for all MTTC's.

Travel expenses include all expenses related to the on-site course, such as airfare, lodging, meals, local transportation, entrance fees, etc. It is important to note that if the number of participants in your course falls below the original number used to budget the program your budget total will be adjusted to reflect the lower number of students participating. Should the per student cost change as a result of lower enrollment, you and the MTO, in conjunction with the Associate Dean of Curriculum, will determine the viability of your course. Your course could be cancelled if the per student cost increases to a level the students can not accommodate, or should enrollment of the course drop below 6 students.

Minimum enrollment for any course offered by IWU is determined by the provost. Your program provider can help you with adjusting fees to keep the total cost of the course down.

It is possible to include in the total cost of your course a set fee for special programming. These funds can be used to pay seminar speakers either pre-departure or in-country. All photocopy costs, printing costs or telephone billing related to your MTTC should be paid from your department's budget.

Students should have almost all of their MTTC related expenses covered by the course's budget. A few items that students will need to pay for are travel documents, inoculations and other preventative health care, health insurance and on-site medical care, travel insurance (highly recommended), books, and personal expenses. We suggest that students should pay for meals from their own funds. Some meals may be programmed into part of the course as group meals. For other meals, students should be advised to bring enough money to cover their needs. (See "Travel course cost grid-Costs not covered by financial aid".)

MTO also recommends an emergency fund of \$150.00 per student. This money will reside in your MTTC banner account and be accessible to you. You may wish to have a few hundred dollars (per student) set aside for emergency situations. Emergencies include unexpected trips to take care of a student who is in need of assistance, e.g., in a hospital receiving medical treatment or going to the US Embassy to have a lost passport replaced. Separate receipts must be submitted for the accounting of these funds. Emergency funds should **not** be used for group meals, to cover student medical expenses that s/he can cover out-of-pocket or official MTTC T-shirts. It should not be used as a slush fund in case the program is over budget. Notify the MTO of the need to use emergency funds either in your weekly communiqué, or, if the situation is more urgent, during communications outlined in the Emergency Response Procedures section of this handbook.

For all financial transactions, including cash honoraria, gratuities and student meal stipends, you must provide a receipt for your final budget report. All expenses over \$25.00 must be documented with a receipt. Failure to do so could result in the University declaring undocumented expenses as personal taxable income for the TCL. Clearly documenting the expenses of your course is a program expectation and an essential step in maintaining the current financial flexibility we enjoy with the MTTC program. Prior to departure please carefully read the guidelines for budget reporting and attend the budget meeting in April. Speak with the MTO prior to departure if you have any questions regarding documentation.

Logistical Arrangements

All IWU TCL's have an overall budget and ideas on how they plan to use these funds. The MTO will help you facilitate budgeting and payments by coordinating payments and working directly with IWU business office and agencies. This will include check requests, wire transfers, etc.

The University Controller and outside auditors request that we make as many payments as possible prior to departure to minimize the number and amount of cash transactions that are conducted during the travel segment of the course. Whenever possible, payment should be arranged by direct payment from the MTO. The IWU business office requires a bill from the vendor for processing. Each payment will take approximately two business weeks to complete. Having original invoices will help expedite the payment process immeasurably and allows for the University to comply with accounting procedures.

From the point-of-view of an auditor

it's best to minimize cash transactions and maximize supporting documentation..

Whenever possible please make payment requests early. In general, MTTC leaders should submit their requests before March 15th. With so many courses and signatures required, planning ahead will help ensure timely payments.

Regarding Flights, Lodging and Meals.....

While the MTO would like to accommodate students' desire for pre and post MTTC, IWU's obligation is to facilitate travel to the site and back, not to arrange independent travel. All flights should depart from Chicago O'Hare.

MTTC's lodging has taken a variety of forms including youth hostels, host families, University dormitories, hotels, and short-term apartments. It is most important to provide accommodations that are safe, comfortable and will provide appropriate contact with the host culture. When you are ready to book your lodging, please ask for an invoice for direct payment in advance of arrival. If you are working with a program provider, they can help you.

As with lodging, there have been many approaches to handling the coordination of meals. TCL's have used dining halls connected with a University, youth hostels, hotels, restaurants, and cash advances to students to organize program meals.

Pre-Departure Orientation and Course



Enrollment and the Waitlist

Please continually review the most recent enrollment list for your course and crosscheck it with the pre-departure class roster. Given that students are able to add/drop May Term up until the first day of the term, it is important to keep track of who is in your course at any given time and that they are current with all fee payments and form deadlines. However, please note that any student who wishes to add your course can only do so with your permission. However, it is important to note, a student CAN drop a course online. All MTTC are closed registration – meaning on-line registration is not available to the students for these courses. Only you can notify the Registrar of any changes in your class roster. Any students who are added to your course late are expected to meet all deadlines from the MTO. Failure to do so will jeopardize their ability to successfully enroll in the course. Students who fail to make payments on time, or fail to turn in paperwork to the MTO on time could risk being automatically dropped from your course. Certain courses may have a deadline prior to the first day of May Term due to the impossibility of accommodating late registrants with airline/lodging and general processing for the course (including obtaining a passport/visa in time). Students who drop the course after the first fee payment are not guaranteed a full refund of their payment(s). If openings occur in your course, please consult with the MTO about the possibility of inviting students on your waitlist into your course. The MTO will be able to let you know if the processing is too late or still possible. All courses should have several pre-departure meetings. All students in your course are required to attend all meetings that you schedule. If a student adds your course late, they are required to make up the work

It is absolutely essential that any waitlisted student be informed that there is no guarantee that he/she will be able to take part in the program.

For coordinating purposes please inform the May Term Office of any changes in the enrollment for your course.

Informing Students of their Responsibilities

Early on during your pre-departure meetings please feel free to invite the Associate Dean of Curriculum to visit your class so orientation to certain elements and facts concerning traveling and studying abroad can be introduced and the students can ask questions. There will be several forms and items of information that the MTO will provide you to distribute to your students. The students will then either need to turn those forms into you or the MTO, depending on the form. These include a health form, waiver forms, behavior contracts, and others. These forms are also available online at: <http://www2.iwu.edu/melloncenter/mayterm/studentresources/sforms.shtml>.

Although the MTO will endeavor to inform students concerning the risks and responsibilities they take on as participants, it will still be necessary for you to gather the best information you can on the potential health and safety risks associated with the area the group will visit. Discuss the potential risks and provide guidelines for safe travel during pre-departure orientation meetings. Be sure to remind students that the laws and their enforcement in the host country may differ from those to which they are accustomed. They should also be reminded that they have no special rights nor will receive special treatment simply because they are US citizens.

Passport and Visa Details

Although MTO will request that all the students submit 2 photocopies of the information page of their passport, it is advisable for you to monitor whether or not the students need to renew or apply for a passport. All students should check the validity dates of their passports. This is especially true for those students on programs that require a visa since many consulates require the passport to be valid for 3-6 months after the program ends. The process of renewing or issuing a new passport in combination with the application for a travel visa can be time consuming. If any of your students are in this situation please advise them to take care of their passport immediately.

Non U.S. citizens must meet with the TCL for information on how to proceed and should also contact the U.S. based host country consulate to determine whether or not a special visa is required.

A Few Words on Meal Stipends

Some courses have included in their budget meal stipends for their students as part of their program board plan. If this is the case in your course, have the students sign a statement documenting that they have received the stipend directly from you each time that you distribute the funds. These receipts are necessary as part of IWU's annual budget audit. Ledger sheets for this purpose are included in your pre-departure folders.

If at the conclusion of the program you find that there are funds remaining after paying for all program expenses you should not divide the funds equally among the students. These University funds should be accounted for accordingly and returned to the May Term Office for processing and refund to the students.

Withdrawing from the Course Prior to Departure

All students withdrawing from the MTTC must notify the TCL in writing. The TCL must then notify the Registrar and the MTO. If a student approaches you to tell you that s/he would like to withdraw please be sure to tell the student that in order to be officially withdrawn from the program s/he will need to notify the MTO in writing. Contacting the Dean of Educational and Student Affairs or the Registrar is not sufficient. Refund policies set by the University will be applied beginning with receipt of notification from the student or a representative on his/her behalf.

Students with Academic or Disciplinary Problems

To assure each student is academically and emotionally prepared for the seminar, the MTO has reserved the right to reconsider a student's admission to the program if the academic record for the semester preceding participation is not satisfactory. Students are expected to remain in good academic and disciplinary standing from the date they are accepted into the program.

Before You Depart....

By the end of February, please supply the MTO with your finalized itinerary, including flight schedules, where the group will be staying, and emergency telephone and fax numbers. Consider providing parents with a copy of the on-site itinerary. Doing so can help dispel any anxiety they may have. List the telephone number of the MTO office (309-556-3760) as an emergency contact number.

One month prior to departure prepare a list of names of all course participants, including faculty leaders, along with their passport numbers. Submit a copy of this list with any last minute changes to the MTO. Keep this useful information on hand in the event of an emergency.

In-Country Matters



Notification of Arrival

Within 24 hours after arrival, notify the May Term Office that you and the students have arrived safely. This is critical since the MTO receives phone calls from anxious parents who want to know if their child has arrived safely. When you contact the MTO, please also include any important information and news with respect to accommodations or program logistics. If students are staying with families, the MTO needs to know the home stay family address and phone number. This information can be faxed or emailed to the MTO in the Mellon Center (309-556-3408).

In-Country Orientation

Shortly after arrival an in-country orientation should be given to the students. Depending on the format of your course you may be able to draw upon host institution representatives to cover some of the nuts and bolts that will help the group become familiar with its new surroundings. The importance of the in-country orientation cannot be understated.

Orientation topics to be covered include:

- ✓ review of program objectives and expectations;
- ✓ review of daily schedule, weekly group meetings, program calendar, and field trips;
- ✓ dormitory or housing rules and meal schedules (if applicable);
- ✓ emergency procedures;
- ✓ how to contact you after hours;
- ✓ local safety guidelines;
- ✓ local health precautions and guidelines;
- ✓ telephone communication: how to make long distance (and local) phone calls;
- ✓ program rules regarding independent travel;
- ✓ walking tour of host institution or facilities (if applicable); and
- ✓ a walking or bus tour of host city or town.

Weekly Communiqués

As a Travel Course Leader of a May Term Travel Course for Illinois Wesleyan University, you are required to send weekly reports (email or fax) to the MTO. The only exception is those courses that are in the bush and without normal means of communication. The following is the type of information that should be included in your report:

- ✓ arrival information
- ✓ brief description of student and program activities
- ✓ home stay or dormitory phone numbers of students if revised
- ✓ progress the program is making toward its educational and academic objectives;
- ✓ any student health or medical concern, or disturbances affecting the well being of the students; and
- ✓ noteworthy unanticipated program expenses or changes to itinerary.

In the event of an emergency, of course, you must contact the MTO or the Associate Dean of the Curriculum immediately. Emergency phone numbers are provided to each TCL on a red business card. Please see the Handbook section on Health, Safety & Emergency Response Procedures.

Regarding Students While In-Country

The MTO encourages you to set aside some time each week to talk with the students about how the seminar is going. Encourage students to share their thoughts, complaints, and experiences. This time can be a valuable opportunity to respond to concerns, monitor group morale, and share any changes in field trips or class schedule.

In the event that your MTTC itinerary provides “free time” for students to travel independently, require the students to inform you in writing of their travel plans (when, where, with whom, how long, how they can be reached). Encourage students to travel with at least one other person. Please be certain to inform students of your whereabouts and how you can be contacted.

During the in-country orientation, discuss health, personal safety, drug and alcohol issues and conduct with your students. Remind students that they are in another country and that they must abide by that country’s laws and regulations. Also remind students that their conduct will directly affect how people treat and perceive them. Students should dress and behave so as not to draw attention to themselves. Encourage students to sharpen their observation and listening skills so that they can pick-up on acceptable modes of behavior and other cultural nuances. Encourage them to discuss their concerns and observations directly with you.

Prior to departure ask the students to read the Department of State’s international drug warning, http://travel.state.gov/drug_warning.html

Prepare yourself for the same questions over and over again from the students. You will have to be extraordinarily patient with them. Students will naturally pass through phases in their attitudes toward you, the program, and the host culture. At times students may become negative about the experience, so it is important for you to remain positive and firm about the values of the program and the validity of the host country’s culture.

Culture Shock and Adaptation

Culture shock is the term used to describe the disorientation many people experience when they enter a culture different from their own. Culture shock can be expressed in a variety of ways: homesickness, irritability, sadness, and frustration.

Studies in intercultural education have shown that there are distinct phases of adjustment that virtually everyone who lives abroad experiences (see Figure 1.1)

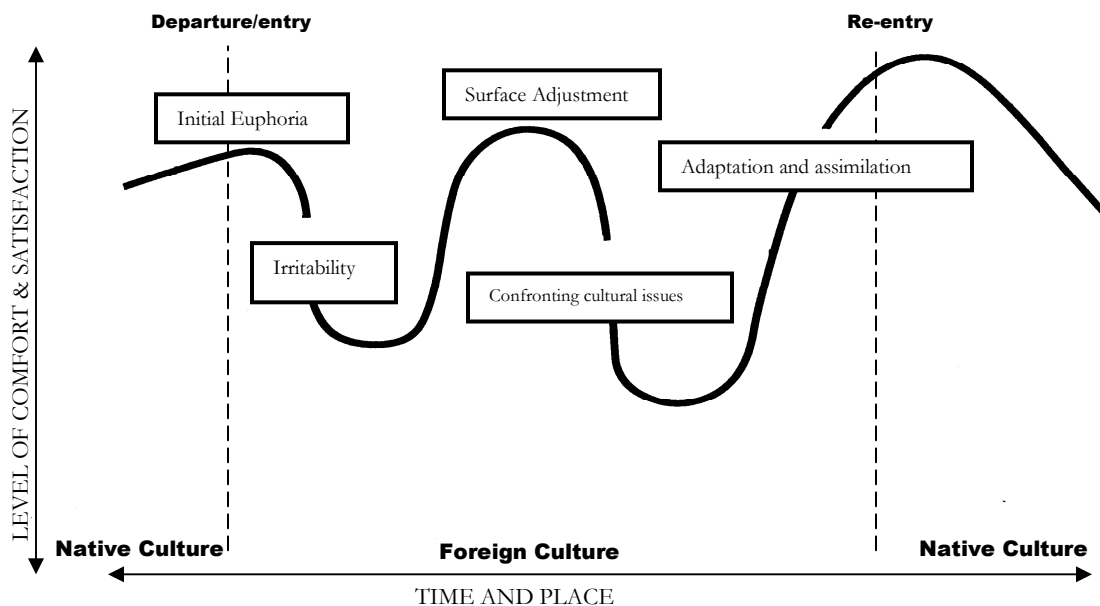


FIGURE 1.1 This graphic representation of cultural adjustment demonstrates how a person can go through multiple incremental adjustments and setbacks on their journey to cultural adjustment.

Initial Euphoria: This stage begins with arrival in the new country and ends when the excitement of the early experiences wears off.

Irritability: During this phase individuals take a more active role in their new surrounding. This produces frustration because of the difficulties encountered in dealing with even the most basic aspects of everyday life. Sometimes insignificant problems can get blown out of proportion. This stage is referred to as “culture shock.”

Gradual Adjustment: The culture gradually becomes familiar and individuals begin to orient themselves and interpret the culture around them.

Adaptation: The ability to function in two cultures with full confidence is characteristic of this stage. The acute sense of “foreignness” no longer exists.

Re-entry Phase: Returning home is the last stage of cultural adjustment. For some individuals this can be the most difficult phase of all.

Arguably most MTTC participants will not be abroad long enough to fully experience all of these phases, however, it is likely that some of the thoughts and emotions that your students experience will be related to specific stages of cultural adaptation. Responding to the cognitive and emotional adjustment problems that some students develop can be a major challenge for Travel Course Leaders. Please review the following suggestions, which may minimize the problems experienced by your students.

- Communicate frequently with all members of your group.
- Build group cohesion through group activities and both formal and informal discussions.
- Establish a sensible pacing of group activities to reduce fatigue.
- Be a sensitive leader.

Student Dismissal from Program

If a student’s behavior poses a threat to herself/himself or others and/or disrupts the program, immediately inform the Associate Dean of Curriculum to discuss appropriate action and review the section of this Handbook on Emergency Response Procedures. The MTO will ask you to provide written documentation of the incident. IWU has reserved the right to expel a MTTC participant from the program if his/her conduct violates the policies set forth by the University or the laws of the host country. **If it seems as though expulsion is the next logical step, the Associate Dean of the Curriculum and the Dean of Students should be consulted before formal notice is given to the student. The Associate Dean of the Curriculum can help facilitate involving all the necessary personnel.**

Sexual Harassment

Sexual harassment may be no more common overseas than in the United States, but it is sometimes more difficult to discern due to cultural differences. In a foreign setting, your students will experience differences in communication norms. Certain behavior that they find unacceptable in the U.S. may not be viewed as such by another culture. Likewise, certain behavior that they find acceptable in this country may not be viewed as such in a foreign culture.

As Travel Course Leader, you must help students understand as much as they can about the cultural context in which they are living. Students must try to develop a sense of what behavior is acceptable in the host culture, but they should not feel as if they must endure unwelcome sexual comments or advances because they are foreigners; nor must they conform to cultural norms with which they are uncomfortable.

IWU is committed to taking prompt and appropriate action in support of a student who has been sexually harassed. If the individuals involved in the harassment are members of the IWU community, the IWU policy on Sexual Harassment and Sexual Assault must be followed. The problems associated with sexual harassment, assault and rape can be very complex. In some cases the victim may wish to contact an IWU advisor or counselor directly to discuss what happened and seek help.

In your role as Travel Course Leader, you will be expected to respond appropriately if a student informs you that s/he has been sexually harassed. If a student has been raped or sexually assaulted notify the Associate Dean of Curriculum immediately and **review the Emergency Response Procedures and appropriate situational checklist**. If a student informs you that s/he has been harassed by a host country staff person, another student (IWU or host country), or a host family member, etc. please respond as follows:

1. Based on your knowledge of and experience in the host culture and the particulars of the specific situation, you may want to encourage the student to be assertive and to let the individual know that his/her conduct is unwelcome and offensive.
2. Ask the student to document what has happened in writing.
3. Report the situation to the host country staff (if appropriate). If at all possible, keep the identity of the student confidential. Report the situation to the Associate Dean of Curriculum to discuss an appropriate strategy for promptly investigating the situation.

Race Issues Overseas

In addition to dealing with stereotypes about gender, participants may also encounter stereotypes about race, and this may be especially true for those who are not Caucasian. People all over the world have their own ideas of what they think Americans are like. For some people in the host country, the fact that you are an American is strange enough, and if you are not white, that makes it worse.

What should you do if a program participant experiences prejudice while abroad?

Prepare participants in advance of departure. For many, the experience of racism in America is so negative that they wrongly assume that they will not encounter it abroad. By letting them know it can happen they will be able to cope with it much better.

Encourage them not to take it personally. The racism is not directed at them, but at a vague generalized perception of the group to which they happen to belong.

Help them realize that it is an irrational reaction to the way they look,

which may disappear once people get to know who they are. Depending on the degree of prejudice, this may be an opportunity for the student to educate others about their ethnicity.

As the TCL, students will see you not only as a teacher, but also as the most knowledgeable person on the program on issues in the traditional academic sphere and on how to successfully navigate an encounter with the host culture. Given that negative stereotypes about Americans, and other cultures around the world, are created and perpetuated by the media, and that encounters with racism can be emotionally problematic, it is our ethical obligation to help diffuse misunderstandings if they are the root of the situation or to assist our students through the experience by supporting them personally and teaching them how to intellectually frame a troubling cross cultural memory. In short, make yourself as accessible as possible to students who have questions or concerns or have experienced racism abroad.

What to do if a Student Wishes to Return Home Early

Infrequently a MTTC participant will decide to withdraw early from the course. This situation obviously creates considerable stress for everyone involved: the unhappy student, the TCL(s), the other MTTC participants, and any host country staff/instructors involved with the course. If a student expresses to you that s/he wishes to withdraw, spend time with the student and try to find out why. Many situations can be ironed out in-country. Is the student homesick? Is the student displeased with the program content or structure? Is there a roommate problem or a health concern? Try to help the student recognize the benefits of completing the program. If the student remains adamant about returning home, please inform the MTO before the student departs.

Health, Safety, & Emergency Procedures



The health and safety of program participants have always been a primary concern of travel course leaders, the MTO, and the University. Although the concept of managing risk can at times feel overwhelming to everyone involved in study abroad, it can be made manageable. Experts in the field of international education agree that the most important theme to keep in mind while preparing for and running overseas seminars is to do what comes naturally to program directors: to be thoughtful and make decisions using “reasonable care.” This does not mean that you have to be infallible to run a MTTC. Rather, the emphasis is on taking reasonable steps and measures to inform and help the students avoid harm.

Health and Safety Issues

The old adage “an ounce of prevention is worth a pound of cure” is the working principle behind health and safety in study abroad. The following steps will help ensure that our students are informed about the health and safety factors they should consider or attend to if they plan on traveling on a MTTC.

Prior to departure IWU’s Health Services will provide information concerning health care requirements and recommendations in the form of a government fact sheet to faculty leading courses where such information is appropriate. These forms are IWU’s *official recommendations* concerning health care precautions for travel to your seminar site. Please encourage your students to review these forms as soon as they are distributed. In some instances, immunizations must be administered as early as several months prior to departure.

If you have questions regarding the information on the government fact sheet for your course site, you are urged to bring them to the attention of the Health Services staff. Faculty is reminded of the serious consequences that can result from advising students on medical matters. Health Services staff are available to meet with you and/or students to discuss health care concerns. Further information regarding health precautions for the international traveler is available from the Center for Disease Control’s website at <http://www.cdc.gov>.

The importance of

providing students with *clear, consistent, written* information concerning health care cannot be overstated.

If you are interested, the Director of Health Services can schedule a general health session with your students to discuss health matters that the group may encounter while traveling to your program site. Topics to be discussed could include gastro-intestinal difficulties, dietary recommendations, the relative incidence of sexually transmitted diseases, as well as program related vaccinations that are available through Health Services at a reduced rate. If students

wish to ask more personal questions they can arrange for a private meeting at Health Services.

Every student participating in an IWU sponsored international program is asked to complete a Health Information form. You will receive copies of these completed forms prior to your departure. Read them as soon as you receive them to identify students who may face particular problems.

You may also want to consider taking a small first aid kit with you for on-site needs. If Health Services is unable to provide you with a complimentary kit, you can speak with the Director of IOCP to see if one can be acquired for you. It is also advisable to browse the United States Department of State’s “A Safe Trip Abroad” web page (<http://www.travel.state.gov/asafetripabroad.html>), which will help you and other course participants to avoid serious difficulties while abroad.

Prior to departure the travel course leader must provide the MTO with a final itinerary for the seminar so it can be passed along with a final roster to the Associate Dean of the Curriculum.

When you are on-site, identify medical facilities and an English-speaking physician (if possible) to be used in the event of an illness/injury. Keep names and telephone numbers of appropriate hospitals and/or doctors on hand.

When Medical Practice and Culture Overlap

In dealing with a medical emergency abroad, your first concern should obviously be the student's welfare. However, developing and maintaining a good relationship with the medical professional is an important part of this. This section is designed to give you some suggestions for dealing with this sometimes delicate relationship.

First, try to understand the perspective of the medical professional. Most medical professionals all over the world have undergone extensive medical training and understandably feel pride in their work. When the representative of a US University "questions" their expertise by involving a US doctor representing a medical evacuation company in assessing the level of care available or the accuracy of a diagnosis, the treating medical professional may, understandably, feel resentful. In dealing with medical professionals abroad remember:

- US students are usually provided the "red carpet" treatment in foreign hospitals -- a higher level of care than most host-country natives receive;
- Most medical professionals are painfully aware if their hospitals lack of "modern" equipment. They usually try to compensate with the attentive care they provide;
- If the business offices of foreign hospitals seem particularly anxious about bill payment, sometimes even refusing to release a patient until the bill is paid, this may be due to the fact that tourists sometimes take off, leaving the bill unpaid and no forwarding information.

It is important to keep these points in mind when working with foreign medical professionals. In many situations, our students are dependent on care that these professionals provide. For this reason, maintaining a good relationship is vital:

- If a doctor loses interest in a patient because a medical evacuation has been arranged, this can have disastrous implications.
- Your confidence will help the student feel more confident about the level of care he/she is receiving.
- Your group is one of many groups which may need to use the services provided at this hospital. You can create or burn bridges.

How do you finesse a relationship with a medical professional in a tense situation?

- Notice what's been done right! Take time to thank the medical professional for the excellent care he/she has provided.
- Explain that because of fear of litigation, US universities are extremely conservative in medical situations. Tell them that foreign students in the US are evacuated to their home countries for treatment.
- Explain that the decision is out of your hands.

Medical ethics also vary from country to country. In US medical culture, it is unethical not to explain a full medical diagnosis to a patient. In many countries, medical professionals feel that it is unethical to burden a patient (particularly a young patient) with the painful truth of a medical diagnosis. As a result of this belief, a foreign medical professional may tell you a student's medical diagnosis but not tell the student. You are required to tell the student his/her diagnosis. You can either explain this to the doctor or simply tell the student his/her diagnosis.

Insurance

The University has purchased blanket coverage for all students, faculty and staff. This coverage is with EIIA (<http://www.eia.org/stdntins.asp>). EIIA offers a comprehensive travel Abroad Plan that provides coverage for students as well as instructors traveling with students overseas for Educational programs during the academic year. An important component of the plan is the travel assistance services provided through Assist America for medical emergencies that occur overseas (<http://www.assistamerica.com/assistance.html>). Non-IWU travel course assistants must purchase their own insurance and proof must be provided to the MTO prior to departure.

Emergency assistance coverage provides an array of emergency medical and personal assistance services, including access to doctor, hospitals and pharmacies whenever an eligible participant is traveling 100+ miles from their permanent address, campus address or another country. In addition to pre-trip information, students are provided unlimited coverage for medical evacuation and repatriation without concern for pre-existing or suicide limitations.

In the event that a medical evacuation needs to be explored you should call the Associate Dean of Curriculum immediately.

A Few Words on Liability

IWU has insurance policies which will cover faculty for general liability, automobile liability and physical damage, excess liability, workers compensation, and educators' legal liability. These policies are the same that cover faculty work on-campus. Policy summaries are available through the Human Resources Office. As is the case with the insurance industry as a whole, there are limitations to these policies. The following acts would not be covered by an insurance policy:

Criminal Act - An act or omission which is prohibited by criminal law: that body of the law that deals with conduct considered so harmful to society as a whole, that it's prohibited by statute.

Intentional Act - Bodily injury or property damage expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" resulting from the use of reasonable force to protect persons or property.

Gross Negligence – Defined as any action or omission in reckless disregard of the consequences to the safety or property of another. Sometimes referred to as "very great negligence," it is more than just neglect of ordinary care towards others or just inadvertence.

Although the above coverage is considered to be quite adequate by IWU's insurance consultant, some faculty may still wish to have extra personal coverage. For those individuals it is recommended that they contact their renters or home insurance company as many of these policies include coverage for personal liability.

Emergency Response Procedures

This section of the Handbook is an attempt to put in writing an understanding of the procedures and protocols to follow in case an emergency should occur. Admittedly, each emergency situation is complicated in its own way and no single blueprint can be written to cover every type of scenario. The intent of this section is to establish communication procedures and provide general to cover various types of emergencies.

Assessing the Emergency

Although you may be several thousand miles away from IWU, the Emergency Response Team, the MT office, and the University as a whole are prepared to assist you in weighing options and making decisions. During an emergency one of the first things to assess is the severity of the situation. The following three levels of emergency give a brief description, examples, and the appropriate communication protocol for each level. Recognizing that emergencies vary, the Program Director is free to contact the Associate Dean of Curriculum at any time to discuss the situation regardless of categorizations.

LEVEL ONE: MAJOR EMERGENCY

(extremely urgent, volatile, life-threatening situation). Examples:

- death
- life threatening injury or accident likely to require a medical evacuation
- behavior posing a danger to self or others
- student reported missing
- criminal acts (physical assault or rape) against a student
- a student being charged with a criminal act carrying risk of imprisonment
- damage to property in excess of \$20,000
- political uprising, natural disaster with potential or real need to evacuate the group

Appropriate Action: Call the Director May Term (ADC) as soon as possible, day or night, so that the full range of emergency responses, including the assembly of the Emergency Response Team, can be set in motion. Alternatively, continue calling those listed on the call list until the first available person on the on-call list can be reached and informed of your situation.

LEVEL TWO: MINOR EMERGENCY

(Serious, but not life-threatening situation, in which the director believes assistance or consultation is required). Examples:

- injury requiring hospitalization
- deteriorating state of depression needing professional intervention student charged with minor offense not carrying risk of imprisonment, but requiring legal counsel
- damage to property over \$1000

Appropriate Action: Call ADC as soon as possible during business hours.

LEVEL THREE: MINOR INCIDENTS

(minor medical event or a worrisome pattern of behavior that is not an emergency, but should be related to MTO or recorded for future reference)

Examples:

- injury requiring emergency room treatment and release
- signs of dysfunctional personal or interpersonal behavior
- significant student conflicts
- suspicion of alcohol or drug abuse

Appropriate Action: At the earliest convenience, document the situation in an email or fax to ADC. Keep a copy for your in-country log.

From a procedural standpoint you will want to contact the University after attending to the immediate need, that is, first aid, medical attention, calling local police and securing the group as needed. Safety should be the primary consideration. When practical, gather as much essential information as possible, such as phone numbers, city, names of witnesses, individuals involved, location, name of hospital or physician, measures taken and the timing of events. When calling IWU, be prepared to describe the emergency briefly, provide call-back information, and stay where you can receive a call back or establish a regular communication schedule. Be sure to document everything in writing.

After consultation with the Associate Dean of Curriculum to discuss issues which include confidentiality, call a meeting to inform your group of the incident and measures taken to resolve the situation. Document attendance of the students and send by fax to MTO. Be available to answer student's questions and listen to their concerns. Inform students of your whereabouts if you must be away from the program site.

If the program involves a host institution or partner, inform the host administrator or director. Request his/her assistance and cooperation in responding appropriately to the emergency and student needs. Request assistance in filing a police report if needed. If necessary, notify the nearest US Consulate or Embassy.

Media Relations

Media relations can be an additional problem during a crisis. The staff in the University Relations Office are professionally trained to handle inquiries and are represented on the Emergency Response Team. Depending on the severity of the situation, the team is likely to develop formal, written communications that will:

1. confirm the facts of the situation;
2. provide information as to the resources that have been committed to rectify the situation; and
3. set a time line for action.

All media questions, including those that you may receive on-site, should be directed to IWU's University Relations area. If speaking with the media is completely unavoidable, try to limit your comments to the three topics listed above. Refrain from speculation.

Situational Check-Lists

Having an action plan to refer to can be very helpful in taking a situation from crisis to resolution. The following check lists can help you in organizing your resources and strategies:

Prior to an Emergency

- Carry emergency contact numbers with you.
- Consider registering the program with the US State Department Embassy, Consulate or mission in your host country.
- Be aware of incidents such as storms, earthquakes, train accidents, large protests, or terrorist acts in your host country while the group is there. While these events may seem minor or irrelevant to you, they may appear serious to parents monitoring the US media.
- Appoint a "second-in-command." Students should always know who is available to handle an emergency.
- Try to identify the location and contact details for key resources in the area such as hospitals, police stations, airports, or US consulates.
- Bring this handout with you.

Serious Accident or Illness (Level One, Two or Three Emergency)

- Assist the student in finding appropriate medical care in a hospital or clinic. Assess the extent or severity of the accident/illness, usually through talking with the physician treating the student.
- Begin to keep a log. Include notes regarding the circumstances leading up to the accident/illness, the outcome of any discussions with the physician, etc.
- Contact the Associate Dean of Curriculum with details as to the student's condition.
- After consulting with the Associate Dean of Curriculum to discuss issues of confidentiality, call a meeting with your group and inform them of the incident and measures taken to resolve the situation. Be available to students to answer their questions and listen to their concerns. Inform students of your whereabouts if you need to leave the program site to help the student in need.
- Depending on the severity of the injury/illness, the Emergency Response Team may inform the student's "emergency contact."
- As the attending physician briefs you regarding the situation include this information in your log, and relay the details to the MTO office.
- If deemed medically necessary by the regional medical specialist of the student's insurance company, it may be necessary to medically evacuate the student. The Associate Dean of Curriculum, in consultation with the Emergency Response Team, can help coordinate the medical evacuation with the insurance company.
- Assess the impact of the event once ended.

Report of a Missing Student (Level One Emergency)

- Notify the local authorities and the host organization if applicable. Ask them to check hospital admissions and city records for possible police information.
- Begin writing a log.
- Contact MTO or anyone from the emergency call list.
- After consultation with the Associate Dean of Curriculum, call a meeting with the other program participants. Ask them to share any information they might know, such as unusual behavior, or the students' whereabouts.
- If the student lives in a home stay, speak with the host family.
- If the student has not been located within 24 hours of the first report of disappearance, file a report with the local police.
- Call the Associate Dean of Curriculum and establish a regular communication schedule. The Director will convene the Emergency Response Team.
- Once the student has been found, inform the appropriate persons on-site and the Associate Dean of Curriculum. If necessary, follow procedures for other scenarios, such as Crimes Against a Student or Rape or Sexual Assault.

- Assess the impact of the event once ended.

Death of a Student (Level One Emergency)

- Verify the identity of the student. Gather as much information about the circumstances surrounding the student's death as possible.
- Begin writing a log.
- Contact the Associate Dean of Curriculum, who will in turn convene the Emergency Response Team.
- The Emergency Response Team will determine who the appropriate person will be to notify the student's next of kin and offer other appropriate support.
- Notify the US Embassy or Consulate.
- Work closely with the Associate Dean of Curriculum and the US Embassy/Consulate to coordinate the repatriation of remains.
- In consultation with the Emergency Response Team coordinate a plan for dealing with the loss at IWU and on-site. Develop a network of support for all involved, such as access to a counselor for program participants, the person who discovered the body, host families, etc. A letter will be sent to the campus community if deemed appropriate.
- If you are contacted by the media, do NOT give the name of the student. Refer any questions to the University Relations Office. Consult the section on media relations above.

Political Emergencies and Natural Disasters (Level One Emergency)

- Consider any immediate measures needed to preserve the health and safety of the students, faculty and staff.
- Time permitting, begin writing a log.
- Contact all students to make sure that they are accounted for and are safe. Caution students about speculative communication and advise them to wait until clear information is available before contacting home.
- Take attendance during any group meetings.
- Make sure students know how to reach you 24 hours a day.
- In the event that there is potential anti-American sentiment, make sure that there are no signs posted that identify your program as having an affiliation with the United States.
- Establish and maintain regular communications with the Associate Dean of Curriculum (or another contact from the emergency call list). The Emergency Response Team will be convened.
- If appropriate, encourage students to register their passports and their addresses and telephone numbers with the US Embassy or Consulate. Consider contacting the U.S. Department of State's Citizen Emergency Center at (202) 647-5225.
- Investigate the advisability of sending additional University personnel to the program site to assist with the emergency response.
- If the situation merits, develop and assist with an exit strategy.
- Determine an appropriate course of action for dealing with student panic and appropriate student, faculty and staff responses. Stay calm.
- Where possible, develop a written course of action and have students acknowledge in writing receipt of such information.
- Assess the impact of the event once ended.

Rape or Sexual Assault (Level One Emergency)

- Talk to the person reporting the crime and determine the identity and location of the victim.
- Try to determine if there is physical injury and urge the student to agree to go to the hospital whether or not there is obvious injury.
- Clarify with the student what she knows about the assailant. If the assailant is a member of the IWU community, the IWU policy applies and should be followed as closely as possible, though local authorities may also be involved.
- Inform the student of the laws and procedures for dealing with sexual assault in the host country, as they may vary from those in the U.S. and ask her/him to consider the degree to which he/she wishes to involve local authorities.
- If the victim declines assistance, escort the person home. Try to arrange, with the victim's agreement, for another member of the group to stay with her/him, and explain that he/she will be contacted later to determine if she/he requires further assistance or would like to take any further action.
- Contact the Associate Dean of Curriculum. The Emergency Response Team will be convened. If both parties involved are members of the IWU Community, the campus Sexual Harassment Policy stands and the Dean of Students should also be contacted.
- If there are signs of obvious emotional disturbance, consult with a psychologist or IWU counseling center or a rape crisis center if one is available. Provide the victim with these phone numbers. If the victim gives permission, contact a local psychologist and brief him/her on the situation, inform him/her that the victim has refused assistance, but that the victim may contact him/her.
- If you are contacted by the media, do NOT give the name of the student involved. Refer all questions to the University Relations Office
- With the victim's permission, inform the rest of the group about the incident.
- Throughout the process maintain a detailed log which includes: all information obtained from the student (and the person reporting the incident if it is someone different than the student), and all actions you take.
- Keep the Associate Dean of Curriculum informed.

Crimes against a Student Other than Sexual Assault (Level One or Level Two Emergency)

- Ensure that the physical and emotional needs of the student(s) are being attended to.
- Contact the local police.
- Begin writing a log.
- Talk to the person who reported the crime; identify as many of the key persons involved and facts as possible. Determine the identity and present location of the victim(s) and perpetrator(s).
- Establish and maintain regular communication with the Associate Dean of Curriculum. Depending on the severity of the crime the Emergency Response Team will be convened.
- If the student's passport and credit cards are stolen or missing, contact the US Embassy or Consulate and credit card companies to report the missing documents. Having a clear photocopy of the passport information page available can help expedite the re-issuance of this document.

Crimes Committed by a Student (Level One or Level Two Emergency)

- Quickly assess the situation by obtaining as many details as possible (i.e., determine who, what, when, how, and why).
- Begin writing a log.
- Immediately contact the US Embassy or Consular office nearest you. Ask the Consular Officer for the names of lawyers who can give the student the legal help he/she requires and provide this information to the student. The Consular Officer will also work to ensure that the student's human rights are not violated.
- Establish and maintain regular communication with the Associate Dean of Curriculum. Depending on the severity of the situation -- for example, if the student was jailed -- the Emergency Response Team will be convened. A member of the team will endeavor to speak with the student's designated "Emergency Contact."
- After consulting with the Associate Dean of Curriculum to discuss issues of confidentiality, call a meeting with your group and inform them of the incident and measures taken to resolve the situation. Be available to students to answer their questions and listen to their concerns. Inform students of your whereabouts if you need to leave the program site to help the student in need.
- Visit the student wherever he/she is being held. Reassure the student, and explain the legal procedures of the host country. Keep in close contact with the US Embassy/Consulate.
- If a member of the media approaches you ask that they speak with the University Relations Office.
- Daily contact between the Program Director and the Associate Dean of Curriculum will continue until the crisis is resolved.

Potentially Serious Mental Health Problems (Level Two or Three Emergency)

- If you suspect that there may be a mental health problem with a student, such as clinical depression, eating disorder, alcoholism, drug addiction, etc, begin by gathering the details of the situation. Is the student missing class? Has the student withdrawn from friends and the group? Has the student's roommate or host family reported unusual behavior?
- Contact the Associate Dean of Curriculum by email, fax or phone. If you only have a suspicion that a problem may exist it is still worth exploring. The Associate Dean of Curriculum may contact the University counseling staff for advice on the potential causes of the student's behavior.
- The Associate Dean of Curriculum will inform you of the recommendations of the Counseling staff.
- Monitor the situation by maintaining a detailed log of behaviors, locations and witnesses.
- If the situation becomes severe and you suspect that the student may be of harm to himself/herself or others, immediately contact the Associate Dean of Curriculum so the Emergency Response Team can be convened.
- It may be recommended that the student see a local psychologist or that the student return home.
- If the student refuses to seek help inform the Associate Dean of Curriculum. Try to identify people who might persuade the student to seek help (i.e., a friend, roommate or therapist).
- Depending on the procedures that exist in the host country, it may be possible to petition that the student be involuntarily committed to a hospital.
- If the student needs to return home the MTO office will work closely with you and the medical evacuation company, to facilitate the transportation of the student. Bear in mind that most insurance companies will require that the student be medically diagnosed before initiating a medical evacuation.

Hijacking/Hostage Situations (Level One Emergency)

(Adapted in part from publication 10942, Bureau of Consular Affairs, United States Department of State)

While every hostage situation is different, some considerations are important. Normally, the most dangerous phases of a hijacking or hostage situation are the beginning and, if there is a rescue attempt, the end. At the outset, the terrorists typically are tense, high-strung and may behave irrationally. It is extremely important that you remain calm and alert and manage your behavior.

- Avoid resistance and sudden or threatening movements. Do not struggle or try to escape unless you are certain of being successful.
- When traveling consider opting for a non-aisle seat as you would be more likely to be out of a hijacker's direct line of sight.
- Make a concerted effort to relax. Prepare yourself mentally, physically and emotionally for the possibility of a long ordeal.
- Try to remain inconspicuous, avoid direct eye contact and the appearance of observing your captors' actions.
- Avoid alcoholic beverages. Consume little food and drink.
- Consciously put yourself in a mode of passive cooperation. Talk normally. Do not complain, avoid belligerency, and comply with all orders and instructions.
- If questioned keep your answers short. Don't volunteer information or make unnecessary overtures.
- Don't volunteer yourself to be a leader or spokesperson for the group.
- If you know the language of the hijackers do not disclose this.
- Maintain your sense of personal dignity and gradually increase your requests for personal comforts. Make these requests in a reasonable low key manner.
- If you are involved in a lengthier, drawn-out situation, try to establish a rapport with your captors, avoiding political discussions or other confrontational subjects. Usually family is something that is considered safe, common ground.
- Establish a daily program of mental and physical activity. Don't be afraid to ask for anything you need or want – medicines, books, pencils, papers.
- Beware of the Stockholm syndrome, where captive slowly begin to sympathize with the thinking of their captors.
- Eat what they give you, even if it does not look or taste appetizing. A loss of appetite and weight is normal.
- Think positively. Avoid a sense of despair. Rely on your inner resources. Remember that you are a valuable commodity to your captors. It is important to them to keep you alive and well.
- If during a rescue attempt you find that you have access to a weapon do not automatically assume it is in your best interest to pick it up as your liberators could mistaken you for a captor

Returning to IWU



Student Evaluations

Participant feedback is needed to evaluate the strengths and weaknesses of the IWU MTTC program. To ensure an optimal response rate the MTO would like each course to set aside time towards the end of the travel component to complete the evaluations. Assign the task of collecting the evaluations to a responsible student. A copy of the Student Evaluation Form is included in the appendix for your reference.

Travel Course Leader Assessments

Please also submit a brief written evaluation of the program to the Associate Dean of Curriculum, with your final budget report to the MTO within two weeks after the conclusion of the course. A copy of the MTTC Travel Course Leader Assessment Form is included in the Appendix. Only one assessment form will be needed for programs that are being led by two faculty members.

Grades

Please make sure that all grades are sent to the Registrar's Office in a timely manner, by the deadline date set by the Registrar's office.

Post-Program Debriefing

Shortly after your return to IWU, schedule a meeting with the MTO for closing your course account. Please bring the following items:

- Travel leader evaluation
- Budget Report, expense voucher plus receipts
- Unused program funds
- IWU Purchase Card and pin #

Coming to the MTO after the conclusion of your course is an important opportunity for the Associate Dean of Curriculum and the MTO to hear your impressions, discuss any problems, hear any suggestions you have to improve the MTTC program, go over your budget report in detail and answer any questions you may have.

Appendix I

MTTC Agreement

Incident report

Behavior Contract

Expulsion Form

Confirmation of Competition

May Term Travel Course Behavior Contract Agreement Illinois Wesleyan University

This is a release of Legal Rights – read and understand before signing.

Name of Student: _____

Course: _____

I, _____ (student's name) will be participating in a cross-cultural May Term Travel Course (MTTC) in _____ (country) for May Term, _____ (year), offered by the Illinois Wesleyan University. I hereby agree as follows:

1. Risks of a MTTC

I understand that participating in a MTTC involves risks not found in study at the University. These risks include: traveling to and within, and returning from, one or more foreign countries, foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; and other matters which may be described in brochures and other written information concerning the MTTC that I have elected and reviewed. I have made my own investigation and I am willing to accept these risks.

2. Independent Activity

Although IWU is sponsoring the course, I understand that neither the University nor any of the faculty directors or travel arrangers will be supervising me at all times. I will have the opportunity and the right to independently leave the group periodically, subject to the faculty director's requirements for participation in and attendance at classes and other activities that are a required part of the course. Therefore, I will be responsible for my own safety and cannot hold the University liable for any injuries to my person or property or any other losses as a result of my participation in the MTTC.

3. Institutional Arrangements

I understand that the University does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the MTTC. I understand that the University is not responsible for matters that are beyond its control. I hereby release the University from any injury, loss, damage, accident, delay, or expense arising out of any such matters.

4. Early Departure

If I decide to leave the MTTC before completing my course of study, I will provide the University with advance written notice of my intention to leave the MTTC. If I leave the MTTC prior to its completion, the University has no liability to provide or arrange for transportation, housing, dining, or other services to me in connection with my early departure.

5. Standards of Conduct

- A. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use, and behavior. I recognize that behavior violating those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the MTTC.
- B. I will comply with all rules and regulations issued by the University, faculty directors, or any coordinating institution. It is within the faculty director's discretion to determine that my violation of such rules and regulations warrants my termination from the MTTC. **In that event, I may be sent home at my own expense.** I agree that the University has the right to enforce its rules and regulations, in its sole judgment, and that it will impose sanctions, up to and including expulsion from the MTTC, for violating these rules and regulations or for any behavior detrimental to or incompatible with the interests, harmony, and welfare of the University, the MTTC, or other participants. I recognize that due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to students disciplinary proceedings at the University do not apply. If I am expelled, I consent to being sent home at my own expense with no refund of fees. **I also agree that I will a) not buy, sell, or use drugs at any time, b) not engage in abusive use of alcohol, c) participate in all classes and scheduled activities unless ill, and d) abide by dress and cultural codes suitable in the countries visited.**

6. MTTC Changes

The University may, in its sole discretion, determine that the circumstances within a foreign country may require cancellation of the MTTC within that country. The University will provide me with as much advance notice as possible of its intention to cancel the MTTC in which I will participate. I also understand that the University, the on-site coordinators, or the foreign government may prematurely terminate the MTTC. I understand that the University's fees and MTTC charges are based on current airfares, lodging rates, and travel costs, which are subject to change. If I leave or am expelled from the MTTC for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, computer problems, or other unforeseen causes. If I become sick or injured, I will, at my own expense, seek out, contact and reach the MTTC at its next available destination. The University bears no liability for any losses or claims incurred by me in connection with my own early termination from the MTTC or the University's termination in its participation in the MTTC. If I decide to remain in the foreign country after receiving notice of the University's intent to terminate the MTTC, I bear complete responsibility and liability for my own care and safety.

7. Health and Safety

- A. I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems that preclude or restrict my participation in this MTTC.
- B. I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs for payments of medical costs while I participate in the MTTC. I recognize that the University is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. If I require medical treatment or hospital care in the foreign country or in the United States during the MTTC, the University is not responsible for the cost or quality of such treatment or care.
- C. The University may (but is not obligated to) take any action it considers to be warranted under the circumstances regarding my health and safety. I thereby authorize the University and/or faculty director(s) to procure all necessary medical assistance while I participate in this MTTC and to authorize any competent medical person to do all things reasonably necessary to treat any injury or illness that occurs during my participation in the MTTC. I agree to pay all expenses relating thereto and release the University from any liability or any actions.

8. Assumption of Risk and Release of Claims

Knowing the risks described above, and in consideration of being permitted to participate in the MTTC, I agree on behalf of my family, heirs, and personal representatives to assume all the risks and responsibilities surrounding my participation in the MTTC. I and my heirs and successors and assigns agree to release, indemnify, and hold harmless the Illinois Wesleyan University, its past and present trustees, officers, employees, agents and heirs, successors and assigns of each from any and all loss, cost, damage, liability, or expense (including reasonable attorney's fees) resulting in or arising from my participation in the MTTC (including periods in transit to or from and country where the MTTC is being conducted).

9. Program Charges

I am responsible for any and all required payments and charges applicable to the MTTC. I understand the MTTC's cancellation policies and fees and agree to abide by them.

10. Health Insurance

I am insured for any medical expenses, which I may incur while I participate in the MTTC. This policy is with _____ and my policy number is _____.

I have carefully read this May Term travel Course Agreement before signing it. No representatives, statements, or inducements, oral or written, apart from the foregoing written statement have been made.

This Agreement shall be effective only upon receipt by the Illinois Wesleyan University, and shall be governed by the laws of the state of Illinois, which shall be the forum for any lawsuits files under or incident to this Agreement of to the MTTC.

Student Signature:	Date:
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I, (a) am a parent or legal guardian of the above student, (b) have read the foregoing Agreement (including such parts as may subject me to personal financial responsibility), (c) am and will be legally responsible for the obligations and acts of the students as described in this Agreement, and (d) agree for myself and for the student to be bound by its terms.

Parent/Guardian Signature:	Date:
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This signature is only necessary if the student is considered a dependent for federal income tax or financial aid purposes.

Incident Report

Please fill out this form as completely as possible. In the event of any legal action this form will serve as the basic official University record of what transpired and what actions were taken by the responsible University officials at the scene of the incident. Attach extra sheets as necessary and any documentary evidence. Fax a copy of your report to the May Term Director (309-556-3408) as soon as possible. Submit the complete original report and all supporting materials to the May Term Director upon your return to the United States.

Date of incident _____ **Location of incident** _____

Time of incident _____ Were you present? _____

Name of the student involved (*please use a separate form for each student*):

Names of other students involved: _____

Brief Description of what happened: _____

Who provided this description if you were not a witness (please list all names):

If you were not present, when were you informed? _____

What actions did you take? _____

If the student was transported to a hospital or clinic, please provide complete name of the facility, its phone and fax numbers and address. _____

Names and phone numbers of all physicians who examined or treated the student

Dr. _____ Phone: _____

Dr. _____ Phone: _____

(Turn over)

Exact names of any medications prescribed to the student (*please keep all packaging/inserts*):

Rx: _____

Rx: _____

Rx: _____

Rx: _____

Was the student conscious and capable of making informed judgments about his or her medical treatment?

If the student was not capable of making medical decisions, who made these decisions?

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

Were the police or legal authorities notified of the incident or present at the scene?

Names and phones numbers of responsible legal authorities in charge of the case:

_____ Case # _____

Was the U.S. or relevant embassy notified? _____ Name and number of responsible

consular officials involved in this incident: _____

Dates/Times of contact with IWU and/or parents:

Signature

Date

Time

Behavior Contract Warning

I, _____

Failed to _____

I understand that this requirement is meant to benefit the group, and that my behavior is a disruption to the successful functioning of this academic experience.

I understand that my actions impact the group, and that I must keep the group interests in mind when making decisions about my behavior.

I understand that if a similar infraction of course requirement occurs, I will be sent home at my expense, in accordance with policy.

Student signature _____

Date _____

Expulsion Form

_____ (student name), you have repeatedly violated the behavioral expectations set up in the May Term Travel Course agreement that you signed before departing for this course. In that agreement, you stated that you would comply with all the rules and regulations issued by IWU, the faculty travel course leader, or any coordinating organization, and that you would:

- a) not buy, sell, distribute, or use drugs at any time;
- b) not engage in abusive use of alcohol;
- c) not engage in disruptive behavior;
- d) participate in all classes and scheduled activities unless ill; and
- e) abide by dress and cultural codes suitable in the countries visited.

You were clearly reminded of (list infraction)

During the pre-departure meeting with the faculty travel course leader on
(list date) _____

and in the contract you signed on the day after your first infraction
(list date) _____

Minimally, you have violated the conditions of the May Term Travel Course agreement by: (list specific incidents)

At the faculty director's discretion, and in conjunction with the Dean of Students, you will or will not face further disciplinary action when you return.

Your behavior has not only been a clear violation of your contractual obligations, but also has been disruptive and disrespectful to your classmates and to your faculty travel course leader. At the pre-departure meetings and repeatedly thereafter, your faculty travel course leader has emphasized that this is first and foremost an academic experience. Through your behavior you have demonstrated lack of commitment to that priority.

Arrangements have been made for you early departure. (List travel specifics)

Your parents or guardians will be notified by IWU to expect your early return.

Statement authored by the faculty travel course leader:

Signature: _____ Date _____

I have read and understand this statement.

Student signature _____ Date _____
(not required)

Confirmation of Completion of travel segment of the course

I _____ do agree that as of _____
(your name) (date)

I have completed the travel segment of the course _____.
(course title)

I have elected to part with the returning members of the course to pursue personal and independent travel. I understand that I will no longer be traveling with connection to Illinois Wesleyan University.

Signed:

_____ Student

_____ Instructor (as witness)



Glossary of Terms / Abbreviations

ADC:
Associate Dean of Curriculum

Additional Individual Student Costs Grid:
This table allows the TCL to estimate additional costs the student will incur while in the field. These costs will not be funded by financial aid.

Bid:
If the TCL elects to have a vendor/company organize the logistics of the travel portion of the course, then the itinerary may be submitted to a number of vendors so that they can propose their version of the itinerary and the costs involved in delivering the course. In essence, they are “bidding” on your course, hoping you pick their company. Bids that are low cost and high educational value are highly sought.

Departure Taxes:
Whenever you leave a country, not your own, you must pay a fee at the airport. Each country has its own guidelines and amounts.

Excursion:
This included a wide variety of events. It could be a local museum or theatre. It could be a day trip to a monastery or castle fortress. Basically it is a field trip the whole class participates in.

Itinerary:
This is the “nuts and bolts” of the course. The travel, housing, meals and excursion logistics. While it may mention class time and location of class lectures, it is not a syllabus. It is the TRAVEL part of your travel course.

MTAC:
May Term Advisory Committee

MTO:
May Term Office, Mellon Center

MTTC:
May Term Travel Course

Professor’s Discretionary Fund:
These are funds that the professor sets aside in order to allow for some flexibility in the field. Perhaps an unforeseen opportunity will present itself – a concert, play, lecture or an extra field trip. These funds are at the disposal of the TCL and any unused funds will be reimbursed to the students.

Syllabus:

This is the COURSE part of your travel course. Professor's expectations of the students in the course, reading, papers, tests, journals, projects, etc., are all a part of this document. It is what the student must accomplish and how they are to be graded.

TCA: Travel Course Assistant

TCL: Travel Course Leader

TCL Special Considerations:

These are the details of your itinerary. Do want your bus to have A/C? The MTO has a checklist of the most frequently requested items. This list is not exclusive. Feel free to make any special requests you feel will add to the atmosphere of your course.

Transfers:

For the most part, this refers to incidental travel. A good example is once the plane lands how you get from the airport to the hotel. It also includes any local travel that is not city or metro transportation.

Transportation:

The major traveling of the itinerary (airplanes, coaches, trains, etc). Perhaps the best way to differentiate between transportation and transfers is:

Transportation always includes luggage

Transfers seldom includes luggage

Travel Cancellation Insurance:

Many insurance companies offer a variety of travel insurance options. Should the travel course be canceled (either prior to departure or once in the field) then this insurance will allow the student the recoup some or all of their cost.

Travel Emergency Fee:

Students pay this fee, which is refundable if not used. It is a reserve of funds to help insure that the class will be able to get to a safe place in an emergency. These funds are available in the course's banner account and can be accessed by the TCL immediately. This is especially helpful when medical attention is required and payment is expected upfront, or if your plane is delayed and you need to stay in a hotel.

Travel Course Assistant:

The person selected by the TCL and approved by the Provost who is responsible to assist in the delivery of the travel course. Assistant should be able to take over the course if necessary. This person must have legal entry into the USA.

Travel Course Costs Grid:

This table allows the TCL and the MTO to calculate the "costs" for each individual student too enroll in the course. This TOTAL is what the student can use when applying to financial aid. There are additional costs that the student will need to provide on their own.

Travel Course Leader:

The IWU faculty member who is responsible for delivering and teaching the travel course

Travel Course Template:

This is the standardized itinerary table that all TCL's are asked to use while planning their course. Using this standard table helps the MTO stay current with your course as it develops and when it is in the field.

Vendor:

Refers to travel agencies or educational travel providers. These companies will be asked to bid on your itineraries.