



***A Guide for Faculty***

***Leading Short-Term Off Campus Study Programs***

Eleanor Stellyes Center for Global Studies

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## Short-term Off-Campus Study Program Timeline and Checklist

### Initiating a new off-campus program (12-18 months prior to departure):

1. Attend Stellyes Center Information sessions on short-term faculty-led programs or meet one-on-one with the Director of the Stellyes Center to get started.
2. Consult with your Department Chair regarding your idea and the timing.
3. Read the Guide for Faculty Leading Short-Term Off Campus Study Programs.
4. If you are interested in having the students do a fundraising campaign to offset costs of the trip, contact the Advancement Office. All fundraising must be finished before students can be billed.
5. Review with the Stellyes Director the components and design of your trip.
6. Finalize your proposal (including itinerary, detailed budget, and ideas for assignments and demonstrated learning goals) and share it with the Stellyes Director, your department colleagues, and Dean (the budget will need to receive the Dean's approval).
7. If necessary, request funding from the Stellyes Center for a scouting trip.
8. Submit final proposal to the Curriculum Committee for consideration (if it is new)

### Once Approved:

1. Start recruiting students! Consider hosting information sessions.
2. Meet with the Stellyes Center regarding building your course in the studyabroad.knox.edu software system and enrolling participants in the required international insurance policy (if your program takes you out of the United States).
3. Determine the student billing schedule with the Student Billing Coordinator. Keep in mind that no expenses can be incurred until the funds are collected from students. Plan to collect the full amount of the program costs from students by the start of Fall Term.
4. Contact the Business Office to set up a new account number (if this is a new program) or to reactivate an existing account number for your travel course.
5. Investigate passport and visa requirements as well as what vaccines are recommended or required for the destination and share with students. Keep in mind that international students may have visa requirements and costs different from those of U.S. students.
6. Investigate specifics regarding use of cell phones at site(s)
7. Request a Knox credit card from the Business Office via the Dean's Office (the Dean must request/authorize this on your behalf)

### 2-3 Months Prior to Departure:

1. Conduct pre-departure meetings for participants.
2. Work with the Business Office to ensure paperwork is handled properly (budget, credit card, cash advance, etc.)

### 1-2 Months Prior to Departure:

1. Meet with Kim Schrader (Title IX Coordinator), Campus Safety, and Stellyes Director about procedures in the case of a Title IX or crime of safety.

2. Create a list of program participants and their personal information and share with the Stellyes Center and with Student Development (the latter can reach out to students confidentially about self-care while on international travel and study).

**1 Month Prior to Departure:**

1. Investigate the following:
  - a. Access to medical facilities and the specifics of the international insurance coverage
  - b. On site contact information
  - c. Proximity to U.S. Embassy or Consular Office
  - d. Capacity of host(s) to accommodate students with disabilities or special needs
2. Obtain copies of insurance ID cards from the Stellyes Center.
3. Provide students with emergency contact information.

**During the Course:**

1. Contact the Stellyes Center with any changes to your itinerary.
2. Report all incidents of crime to Campus Safety (309-341-7979), who will connect you to the on-call Dean or to the Title IX Coordinator as needed.
3. Keep receipts for all expenses, as required by the Knox College Policy on Travel, Entertainment, and Business Related Expenses.
4. Track your daily spending. Be sure to note which expenses are paid with your Knox credit card versus cash. Remember, the college will not cover expenses once you have exceeded your budget.
5. Carry a first-aid kit with general supplies such as band aids, Ace bandage, burn cream, but NO over-the-counter or prescription medications. These should be purchased and carried individually by the student if needed.

**Within Two Weeks of Returning to Campus:**

1. Submit student grades.
2. Prepare a final detailed budget report to reconcile the program budget with actual expenditures. Submit this along with all receipts to the Business Office.
3. Submit a short narrative report to or set up a debriefing meeting with the Director of the Stellyes Center and the Dean reflecting on the challenges and successes of the program.

**1 Month After Returning**

1. Follow-up reflections about the results of the student survey, etc., with the Stellyes Center Director.

## ***Mission and Learning Goals of Short-Term Study Away Experiences at Knox***

Short-term travel courses are central to Knox College's commitment to intercultural competence and global experience. Such courses are designed to capitalize on opportunities unique to the locations where they are taught and to integrate classroom instruction and experiential learning activities into a well-conceived whole. When appropriate for academic and other reasons, affiliations with local academic institutions are encouraged.

Short-term travel courses differ from the regular semester in two principal ways: 1) its brief length, approximately 1-3 weeks, and 2) the immersion of students and faculty in a highly focused academic pursuit for that time period. Because of these differences, the mission of these short-term experiences is to provide ways for faculty and students to take advantage of the unique qualities that these trips present for developing courses and other learning opportunities that enrich and expand upon the College's regular academic term curricular offerings. Short-term travel courses call for balancing educational tradition with innovation, by fostering study within a general framework that is likely to be interdisciplinary and focused on cultural diversity.

All Knox-sponsored, short-term off-campus study programs must be academic programs. Not only must the program have clearly articulated learning goals in advance, it must also be designed to achieve these goals during the program as well as afterwards, once the group has returned to campus. Most programs are connected to a particular course or set of courses during the regular term. In nearly all cases, academic credit will be earned in the academic term preceding the travel off campus. It is also possible to have a follow-up course for credit in the subsequent term. Some off-campus travel with faculty directors may be performance related: choir, athletics, etc. These programs do not usually receive credit, however some sections of this guide will continue to be useful and some training will still be required for the faculty member directing the travel component.

Students' motivations for participation and their levels of investment in the academic aims of the program can be diverse. Experienced program leaders can tell you that unmotivated or disengaged students can be a significant program disruption. Establishing academic goals, maintaining an academic approach to pre-departure orientation, and building academic components into the travel portion—indeed, all the steps you can take to help students make the transition from seeing themselves as tourists to seeing themselves as self-educating travelers—are essential.

## ***Course Development***

### **How to Get Started**

**All great courses start with a great idea! The Stellyes Center for Global Studies is here to help connect you with the resources you need to put your idea in action. Are travel courses a lot of work? Absolutely! But the faculty that teach travel courses tend to do so over and over. The kind of immersion experiences one can have off-campus with students are often inspiring and rejuvenating for faculty, even while every bit as much exhausting and daunting.**

It is important that faculty members taking students abroad already have a solid understanding of how Knox works, who is who, and what Knox students are like. For this reason, faculty members leading travel courses will have taught at least two full years at Knox prior to the course.

To get started, make an appointment with the Stellyes Center Director to brainstorm program components and design. Watch for information or training opportunities that arise throughout the year. Read through this handbook carefully noting any follow-up questions you have. Talk with your department chair about how this course might impact staffing. There may be sabbaticals or leaves on the horizon that you are unaware of, but that would affect the timing of your travel course. Identify possible co-instructors or co-facilitators.

### **Course Proposal Procedure**

Proposals must provide a rationale for conducting the course off-campus by explaining the significance of the location(s) to the overall educational experience as well as the integration of course content and on-site learning opportunities. Proposals for new travel courses are reviewed first by the Director of the Stellyes Center and departmental colleagues, then (officially) by the Curriculum Committee.

A short-term travel course that has not been offered or conducted during the last four years may need to be resubmitted to the Curriculum Committee for review. Instructors adapting an on-campus course to a short-term travel course must submit a new course proposal with a course number different from that of the on-campus course.

“Course Proposal Forms” for new courses are available under the registrar’s website.

If you would like to see samples of recently reviewed courses, ask your colleagues. Courses recently approved include: European Identities (Profs. Heidt and Sencer) or Afro-Cuban Music & Dance Cultural Field Study (Prof. Smith).

Faculty directors are expected to be familiar with the location(s) of the travel component. If needed, scouting trip funds are available through the Stellyes Center. Planning for such a program must be relatively advanced at the time of application, and the program must be offered in the academic year or the summer following the scouting trip. The funding application can be found on the Stellyes Center's Resources for Knox Faculty webpage:

<https://www.knox.edu/offices/center-for-global-studies/resources-for-knox-faculty>

Following review by the Stellyes Center Director, a new course proposal goes to the Curriculum Committee for consideration. The Curriculum Committee may request additional information about the course during the review process or request revisions prior to approval.

### **Course Proposal Guidelines**

**Be sure to note the following additional information in your course proposal:**

- Course enrollment. A minimum and maximum number of participants should be kept in mind so that when low enrollments or over enrollment occurs, a speedy decision can be made.
- A detailed itinerary, including any non-traditional or experiential activities.
- Name(s) of co-instructor(s) and/or of the customized logistics organization.
- A detailed budget, including cost per participant.

### Itinerary

Please consider these guidelines in preparing the itinerary:

- Instructors should balance the academic integrity of the course, the logistics, and cost of travel. Instructors are encouraged to consider carefully the number of sites they propose to visit, their geographical proximity to each other, and the time that will be spent traveling between them. Plan for 'down-time' for rest and reflection.
- Instructors must make a good case for the amount of travel they propose. Whirlwind tours tend to be superficial, privileging distanced observation over engaged learning.
- Before departure, an updated itinerary including contact numbers at each location shall be shared with the Stellyes Center for Global Studies.

### Ideas for Assignments and Demonstrating Learning Goals

- Guided journal entries that ask the student to demonstrate the learning goal: For example, "Today's journal assignment is to list examples of 19<sup>th</sup> century architecture that reflect significant features. Be sure to identify the site and to describe the significant architectural feature(s), using the terms from course XXX."
- Discussion prompts completed by the students prior to discussion groups. For example, "For this evening's discussion, identify an example of cultural hegemony that you have experienced or observed during the trip. Be prepared to defend your choice."
- Essays, projects, or performances that are dependent on the travel experience. For example, "Using the pictures that you took at site X, create a digital story that reflects how one of the observed constraints of the place is demonstrated."



- Creation of a portfolio by the student that includes artifacts (essays, notes, journal entries, photos, drawings, animations, blog entries, etc.) that address each of the learning goals.

The Director of Assessment will work with faculty to develop both the learning goals and the assessment plan for the course.

### **Short-term Faculty-led Course Models**

A wide range of combinations of course credits and prerequisites exist in our course catalog.

#### Stand Alone Courses (ranging from .5 credits to 1.5 credits)

Drumming and Dance in Ghana -- two-week study abroad program during December break. Collaborative study of music and dance in Ghana. Prerequisite or concurrent enrollment in: Dance 262 or Mus 254 (.5 credit)

Knox in New York -- fall term seminar that travels during Winter break for ten days. Prereq: Art 110, one 200 level Art Hist and one 200 level Studio Art course. (1 credit)

Quickstart Language Courses -- students enroll in beginning language course during Winter term, then travel over Spring break. Location varies with instructor. Course models 101A and 103A sequence, but an additional .5 credits is awarded for the travel component. Students are expected to take the follow up course upon return: 103Q. (1.5 credit, then 1.0 post travel)

Marine Biology-Field Research on the Belizean Barrier Reef -- the course taught during Spring term has an optional .5 credit add on. Two-week field component. (1.5 credit)

London Arts Alive - during fall term students participate in weekly meetings focusing on contemporary performance, visual and language arts of London, etc. During December the group travels to London. Prerequisite: sophomore standing and 1 course in the Arts (1.5 credit)

#### Term Concept

The “term” concept involves several courses with connecting themes. Some students in the courses are travelling while others are not. The course has a separate meeting time for those travelling together for preparation and additional reading material.

Japan Term—students enroll in language, history and philosophy during Fall term. Students receive .5 credit for the weekly preparatory meetings and travel component. Students may opt for an additional .5 credit during Winter term to complete longer projects.

European Identities—students enrolled in at least 2 of a given list of courses including German, History and Political Science. Students receive .5 credit for the weekly preparatory meetings and travel component (Berlin and Istanbul). Upon return, students receive .5 additional credit during Winter term for independent projects.

### **Customized Logistics Providers**

Designing a customized short-term program requires a significant amount of research and time before the course occurs, as well as intensive work during the experience of the course. You may wish to work with a customized logistics provider to assist with this. Some Knox faculty already use customized logistics providers – for example, [realworldmusic.com](http://realworldmusic.com) (for Cuba and Ghana courses). The Stellyes Center can help you identify the right provider and connect you with the team that can provide budget and itinerary information for the program that you design. Often the provider can access low hotel and transportation rates for you and your students. The providers below are often used by liberal arts colleges similar to Knox and are listed in no order of preference.

Amizade Faculty Led <https://amizade.org/plan/faculty/>

CEA <http://www.ceastudyabroad.com/custom-programs/why-cea>

CIEE Faculty-Led and Customized Programs <https://www.ciee.org/go-abroad/educators/faculty-led-programs/build-your-program>

Cultural Vistas <https://culturalvistas.org/>

EF Tours <https://www.eftours.com/>

IES Abroad <https://www.iesabroad.org/study-abroad/advisors-faculty/customized-programs>

ISA-World Strides <https://worldstrides.com/higher-ed-custom/>

## ***General Policies***

### **State Department Travel Warnings**

International courses shall only be initiated in countries with official United States relations. Students will be allowed to study in a country or area under a U.S. Department of State Travel Warning only in rare exceptions (and additional application procedures apply). Exceptions must be approved by the Director of the Stellyes Center for Global Studies, in consultation with the Dean of the College's office. If a Travel Warning is issued for a country during the time a Knox student or faculty is in that country, the Stellyes Center will work with the appropriate sources to determine the best course of action to reduce risk.

### **Academic Rigor and Course Contact Hours**

Off-campus study, whether undertaken abroad or in a United States setting other than the Knox campus, shall be characterized by the same academic rigor and high expectation for student work as on-campus study.

Many academic travel course components are granted an additional .5 credit. Courses offered off-campus should have at least as much contact time as courses offered on campus for the same number of credit hours. Contact times include class meetings, lectures by the instructor or guest lecturers and supervised course-related activities. Although the nature of out-of-class work undertaken in off-campus courses may differ considerably from out-of-class work

undertaken in an on-campus course, the time students are expected to devote to out-of-class work (such as reading, research, studying artifacts, participation in cultural events, visiting historical sites, etc.) shall be approximately the same off-campus as on-campus.

### **Eligible Participants**

- Students must register to take a short-term travel course for credit. No student may participate in an off-campus course who is not registered for the course or for approved associated courses.
- Faculty spouses or partners are permitted to accompany the faculty member, but will pay their own expenses unless they are serving as a back-up for the faculty director. These arrangements must be discussed with the Director of the Stellyes Center at the time of the faculty application for the program.  
The faculty director may designate a post-bacc student to serve as T.A., including the T.A.'s expenses in the program budget.
- Students on **academic probation** must have approval of the Dean or Associate Dean of the College to enroll for more than three (3.0) credits. Students may enroll in four (4.0) credits with permission of the Dean or Associate Dean of the College

### **Other Participants**

Faculty wishing to take persons who are not immediate family members on off-campus travel programs shall inform the Director of the Stellyes Center for Global Studies (a statement to this effect should be included with the course proposal). Minors who are not members of the immediate family of faculty leading an off-campus course or program are prohibited from participating in it unless the Director of the Stellyes Center gives prior written approval. The Director may deny participation in an off-campus course or program to persons who are not immediate family members of course instructors, whether they are minors or adults. Dependent children of the director(s) may accompany a short-term travel course, however faculty leaders must pay those travel expenses. Special attention should be given to addressing the issues of child-care during the program and the cost of accompanying family members. Keep in mind the pace and intensity of short-term travel courses. These conditions are often not flexible or adaptable to the needs of small children (i.e. a child may not be able to nap most days nor have access to familiar food nor keep a regular sleeping or eating schedule).

Faculty directors may consider the inclusion of alumni. Careful thought should be taken to maintain the academic goals and focus as well as group dynamics when considering the addition of alumni. Will the inclusion of alumni disrupt your ability to enforce the alcohol policy? Will alumni who did not attend any of the preparatory sessions arrive for the travel component with the same educational mission? What prerequisite knowledge would you like the alumni, or other participants, to have?

### **Liability**

Knox faculty who lead student study-abroad programs are covered under the College's liability

insurance if they are in compliance with the policies and procedures described in this document and with general college policies.

### **Alcohol Policy**

The following guidelines apply to any groups of students who are traveling off-campus as part of a credit-bearing off-campus course. Faculty or staff members who accompany these programs off-campus are expected to follow the same guidelines as the group:

1. Students and their faculty/staff program leaders should be aware of College policies and federal, state, local, and foreign laws related to alcohol and other drug use. Country-specific information for study abroad programs should be ascertained prior to program departure. Assistance with this will be provided by the Stellyes Center for Global Studies on request.
2. Underage drinking, **according to local laws**, and illicit drug use are illegal and will not be tolerated. Anyone who provides alcohol to an underage person or is found in possession of illegal drugs will be subject to disciplinary action either before or after return to campus.
3. Program leaders are expected to clarify the standards and expectations regarding the use and abuse of alcohol and other drugs, and the consequences of noncompliance to the program guidelines.
4. The following are minimum standards to be followed by students and program leaders who travel off-campus:
  - No alcohol use in vans, buses, airplanes or any other means of transporting students as part of their off-campus program, whether in the United States or abroad.
  - Program leaders are expected to help students understand the cultural attitudes toward alcohol use in the country of destination and incorporate this education as part of the cultural immersion component of the off-campus course. Assistance with methods to do this will be provided by the Stellyes Center on request.
  - Students of legal drinking age in the country of destination are expected to use responsible judgment at all times if they choose to consume alcohol.
  - No abusive or irresponsible use of alcohol or drugs will be tolerated.
  - No alcohol consumption is allowed in hotel rooms. Hotel management will be encouraged to deal with disruptive or illegal activities just as they would with other hotel guests. This may include involvement of local police authorities. This rule does not imply that the faculty director is expected to enact surprise visits on students in their rooms. Instead, if you are made aware of an infraction, you have a policy on which to rely for enacting probation or sanctions.
  - Group members are expected to support one another in complying with this policy. Members who are in recovery or have an alcohol or drug abuse problem are encouraged to discuss this confidentially with the faculty leader(s).

Violations of Knox College policy regarding alcohol or illegal drugs, or of the policy established by the program leader of the off-campus course, will be addressed in one or more of the following ways:

1. Restricted or supervised involvement in subsequent activities during the travel period.
2. Dismissal from the program (the violator will travel home at his/her expense). Irresponsible or illegal use of alcohol or other drugs are grounds for such dismissal.
3. Financial restitution for damaged property.
4. College judicial proceedings upon return to campus.

Notice that we have purposely used the terms “underage according to local laws”, irresponsible use, disruptive, etc. In other words, just because drinking alcohol may be legal for their age group, according to local laws, this does not give permission for students to abuse alcohol or behave irresponsibly. Program directors may enact sanctions for irresponsible or abusive use of alcohol. Program directors may consult with the Office of Student Development to help create fair sanctions, warnings, probation, behavior plans, etc in response to irresponsible alcohol use.

### **Supervision**

Faculty should always travel with a second faculty, staff person from a customized logistics organization, or assigned co-leader so that emergencies can be handled with the least amount of disruption to the other participants. Faculty travelling alone with students must seek prior approval to do so and must occur only in exceptional cases. A ratio of no more than 15 students per faculty or staff should be considered a guideline for travel courses.

### **Collecting student forms and other data**

Each participant must register through the online website [studyabroad.knox.edu](http://studyabroad.knox.edu) (the terra dotta system). This ensures we have emergency contact information on each participant and allows the college and the faculty member to access important documents (copies of passports, medical files, etc.) from any computer or smart phone. The faculty member must work closely with the Stellyes Center Coordinator to determine which forms, documents and information are required for participation. For example, if proof of vaccination is required, the Stellyes Center can program the software to send reminders to participants until the document is provided. The student’s signed conduct agreements and other essential documents are uploaded through this website. The faculty member may also elect to disseminate information through the site and students must sign off that they have read the materials before participation. Students can be denied participation until all necessary forms are turned in or all essential documents are marked as read. *Each enrolled participant will be charged \$35 (2019 fee – Terra Dotta increases this each year) by the Stellyes Center for Global studies.*

## ***Finances and Budgeting***

The entire expense for the program must be covered by a program fee charged to each student participant. This program fee must be the same amount for each student participant. The program budget and the student fee must be approved by the Director of the Stellyes Center and Dean of the College.

We are especially concerned with program fees that are cost prohibitive to the majority of our students. Variations in on-the-ground costs will vary widely. Program fees have recently ranged from \$2,300 (which is quite low) to \$4,700 (on the high side) per student (examples as of 2019).

### **Budget Development**

Specific budget requirements will vary widely among programs, but you should work within the following basic parameters. A budget template is available for you to assist with planning.

- The program fee should be set as low as reasonably possible to insure maximum access of participation among Knox's diverse student body and its varying abilities to pay. The program fee is billed as tuition, so students can possibly get extra financial aid or loans for the trip.
- The Hartog fund, a small fund administered by the Stellyes Center, is available to help defray the cost of international short-term study courses. Awards from this fund reduce the overall cost of the program, thereby lessening the program fee for every student by a small amount. If your course receives Hartog funds you will be asked to share a summary of your trip and pictures for us to send to the generous donor.
- To the extent possible, the program fee should be all inclusive, covering the entire cost of participation including all in country travel, housing, required program activities (admission fees, etc.), and, where feasible, meals or meal stipends. Student spending will always outstrip the basic cost of participation, but required out-of-pocket costs should be kept to a minimum.
- The program fee can include roundtrip airfare to the destination city/country or students can be asked to arrange their own roundtrip airfare. The Faculty Director must choose one option or the other. The Director will want to consider the many locations from which students may be flying after the Thanksgiving holiday and the possibility that some students may already be in country. We cannot include roundtrip airfare in the program fee for some students, but not all.
- The program fee should cover all of the director's (and co-director's or T.A.'s) expenses, including a modest stipend plus all costs of instruction (e.g., teaching materials, extra travel, fees for guides, etc.). These fixed costs must be factored into the student program fee. Remember that these fees remain fixed regardless of the number of students participating. Therefore, you must factor the variability of student participation into your calculations.

- The faculty stipend is \$500 per week, prorated for partial weeks. In general, the additional .5 credit associated with the course is not paid as an overload.
- The budget should have a built-in contingency reserve to cope with budget overruns and unanticipated (but common) expenses such as taxes or fees, currency volatility, special opportunities or emergencies that arise.
- For reasons discussed below in *Insurance and Health Issues*, you should include the cost of student travel health insurance for each participant in the program fee (however, note that insurance may be included in the fee of the customized logistics provider – in which case you do not need to budget it separately). Check with the Stellyes Center for current pricing.
- Check with the Stellyes Center and other program directors for tricks to keep costs down. For example, group travel discounts for airfare are possible. Students also receive discounts in many countries, sometimes much more so than in the United States. Travel tours and tour busses are pricey; if you forego a tour and use public transportation instead you may not see as much, but you may have imparted far deeper lessons about what life is really like in the country under study.
- Students will be charged for a “study abroad fee” to offset the cost of the software used in the Stellyes Center for keeping track of student paperwork, dates, and emergency contacts. You do NOT have to include this in your budget, but you may want to mention to students that they will be charged this separately.

Remember: a modestly featured and modestly priced program is superior to the best possible program whose fees are out of reach for many students.

### **What to Include**

#### Program fees paid by students cover:

- Accommodations
- Transportation on site, including public transportation, rented vans or busses
- Admission to required course sites
- Meals, tips, and entertainment—as determined by course
- International Health Insurance
- All instructor(s) costs, including stipend
- Teaching materials, cultural artifacts

#### Student out-of-pocket expenses:

- Passport and visa application fees (because visa fees vary by student’s citizenship, it is best to NOT include these in the program fee)
- Meals and entertainment not included with course
- Incidentals and souvenirs
- Over-the-counter and prescription medication
- Vaccinations and medical documentation, as needed
- Luggage fees

- Software administration fee billed by the Stellyes Center for Global Studies

Program fee may include at the discretion of the director:

- Travel to and from airport of departure in the United States.
- Round-trip airfare
- Local cell phones for participants or instructors
- Internet connection fees
- Cultural events or entrances not explicitly included as group events

Instructor out-of-pocket expenses:

- Passport
- Vaccinations
- Over-the-counter and prescription medication
- Meals and entertainment not included with course
- Incidentals and souvenirs
- Dependent family costs
- Extra expenses associated with absence in the US
- Travel to and from airport unless included for the group.

### **Deposits and Billing**

Once the fee is set, the Student Billing Coordinator bills the fee to student accounts according to the amounts and due dates set for payment (this is determined in close consultation with the Faculty Director at the end of Spring Term or before). For a new program, contact the Business Office to set up an account number to be used for deposits and withdrawals.

If you are planning to have the students do a fundraising campaign to offset costs, all fundraising must be finished before the students are billed the final payment for the trip.

Student finances are not always stable and they may be slow to apprise their parents / guardians of their ambitions to participate in these programs. A significant non-refundable deposit required at the start of summer serves as a signal to whoever pays the bills that a program fee will be charged.

To secure a spot in an off-campus program, students must begin by registering for the course and then pay a non-refundable deposit. At any time, following registration for the course, students are responsible for all unrecoverable payments made on their behalf for the course. If students need assistance in paying for the short-term travel course, they may be eligible for loans and should contact the Financial Aid Office.

If a course is cancelled due to low enrollment, or if a student is not able to register due to the enrollment limit being reached for a course, deposits may be refunded to students.



Once the deposit has been made and registration completed, the balance of the course fees must be paid according to the established payment schedule. Students are responsible for paying close attention to the due dates listed for the travel course they select.

### **Payment Schedule**

The payment schedule should be planned with great care. The college will not pay, in advance, for expenses related to the travel course. The funds must be collected first before making purchases, such as airline tickets. You must inform the Student Billing Coordinator by the 1<sup>st</sup> of the month if you intend to include charges on that month's bill.

Billing the program fee at the same time as the tuition bill can be helpful to students as it allows the program fee to be included in the term-based payment plan that is available to them. This allows them to spread the payment over three or four months each term. Contact the Student Billing Coordinator to learn the scheduled billing and due dates.

If paid in person, acceptable payment methods are: cash, check, and money order. Credit card payments are only accepted through the CASHNet system. Payments should be made to the Knox College Business Office by the dates as follows:

#### For December Travel Courses:

Fall term bills go out the first week of July and are due in August. If you already know who your participants are, you may add the program fee to this billing cycle. In this case, inform the Student Billing Coordinator no later than July 1. This allows you to have your funds collected in advance so that you can purchase airline tickets or make deposits to the travel agency.

If you do not have a roster in place by summer, send the list of names (or additional names) to the business office by October 1. This bill will go out in early October, but not be due until November.

#### **Sample schedule**

Mid-May: Course deposit of \$1000 due from those signing up for the course.

July: Bill students for 50% of the total program fee. This will be due in August.

August: Bill students for the remaining balance, due in September.

#### For Spring Break Travel Courses:

Spring term bills go out the 1<sup>st</sup> week of Feb and are due the 1<sup>st</sup> week of March. This gives you a very small window in which to be sure your funds are in place. The following schedule allows for greater assurance:

#### **Sample Schedule**

Oct/Nov: Course deposit \$1000 due from those signing up for the course

December: Bill students 75% of the total. This will be due in January.

January: Bill students the remaining balance, due in February.

### **Withdrawals or Termination**

Students may experience the need for unexpected medical or bereavement withdrawals from travel courses. In such documented cases, students will receive a refund of all recoverable funds; because of the need to commit funds months prior to travel, it may not be possible to refund all funds in some cases. The student must provide the Business Office with appropriate documentation (doctor's statement verifying the student is medically unable to participate in the course, appropriate documentation related to bereavement, etc.) along with the refund request.

No refunds will be made and no credit will be awarded to students who are terminated from a travel course because of disciplinary, behavioral, or academic problems. If a student is terminated from a travel course any time after registering for the course due to disciplinary, behavioral or academic problems, course fees in accordance with the payment schedule for the course, including remaining or outstanding balances, will be assessed as necessary and will vary depending on the course and date of termination. If disciplinary or behavioral problems occur while a travel course is underway, and the director determines the need to send the student home, the student will be sent home at her/his expense. Additional fees may be assessed in such instances, as necessary.

### **Getting Access to the Funds**

Once students have paid, faculty directors may **request from the Dean's Office** a Knox WELLS FARGO credit card and/or a cash advance to help with the financial management of the program. These requests need to be approved by the Dean and made at least three (3) weeks in advance of departure. **Cash advances are curtailed to expenses that cannot be prepaid in advance or by credit card.** Typical limits on these WELLS FARGO cards range from \$2,000 to \$5,000. Purchase orders can be used to pay for expensive items without using a credit card. In the event of emergencies, credit card limits can be raised in very short order--typically within 24 hours. Credit limits, including limits that extend beyond our typical ranges, require the authorization of the cognizant VP or Dean.

Traveler's Checks are being phased out by most banks due to fraud.

A note from Melody Diehl on faculty using the WELLS FARGO Visa Cards:

"The WELLS FARGO Visa Cards are accepted worldwide, therefore from an acceptance standpoint your cardholders will be able to use the cards anywhere Visa is accepted. There are additional fees associated with transactions that require currency conversion. The Foreign Exchange Fee is the exchange rate (set by VISA) plus 1%. The Wells Fargo cards are chip and

pin cards. When the card is activated you set up a pin at that time.

**To obtain cash with the credit cards**, there are two options. First, faculty can do a cash advance at a bank or other institution that provides that service. The Cash Advance fee is \$3 or 3% per advance (whichever is greater). Typically, a cardholder would need some form of identification along with their credit card to obtain the cash.

The second option is to obtain a PIN number. Faculty would then be able to obtain cash through an ATM. Once the cardholder reaches their cash limit for the month, they will not be able to withdrawal anymore cash until the next month or until an approval is done to increase the credit limit and the card administrator adjusts the limit. They may run into situations where there is a limit on the amount of cash a particular ATM will dispense during one transaction, but that will vary per ATM.

The Business Office cannot guarantee that the cardholders will not run into issues with the foreign bank or foreign ATM's that are conducting the transaction, however the card program is set up today to accommodate international activity."

## ***Roles and Responsibilities or Whom you can rely on for help in planning your travel course.***

### **Role and Responsibilities of a Faculty Director(s)**

As the director of a short-term study abroad program, you take on the roles of instructor and budget manager, while simultaneously serving as an on-site advisor, nurse, friend, parent, and even moral compass and beacon of inspiration for your students. The director's position is a weighty one. A successful program will be both rewarding and exhausting. Therefore, it is incumbent upon you to anticipate the key responsibilities and potential problem areas so that the majority of your effort can be dedicated to helping students achieve the academic goals of the program. For these many reasons, we encourage faculty to work collaboratively with other faculty on such projects. Co-directors can work more effectively to handle the myriad challenges of such a program.

Faculty contemplating the development of a new short-term off campus study program, or participation in an existing one, should begin by reading the Forum on Education Abroad's [\*Standards of Good Practice For Short-Term Education Abroad Programs\*](#).<sup>1</sup> These standards establish the baseline obligations of any such program. You may find the list wide-ranging, even daunting. Meeting these standards is, in some cases, mechanical and routine. For other

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<sup>1</sup> The longer *Standards for Good Practice for Education Abroad* provides additional detail. Both documents are available at [forumea.org](http://forumea.org).

standards, you will spend hours contemplating, implementing, and revising your approach to them.

This Knox faculty guide aims to detail the ways that Knox handles some of the routine features of these programs, while also providing expectations and guidance on how to tackle the distinctive components of your program.

Start by meeting with faculty who have led student trips and ask them about what they have learned along the way. Discuss the unique and perhaps quite trying experiences they have had and consider how you might respond to similar scenarios.

The United Educators webinar on “short-term international programs” is enormously helpful in walking through scenarios faculty face on these programs. We highly recommend you complete the webinar. Human resources will provide you with the log in information you need to participate. <https://www.edurisksolutions.org/>

### **Stellyes Director**

The Stellyes Center is the key point of contact for faculty interested in leading short-term study away programs. Faculty should begin working with the Director of the Stellyes Center 12-18 months in advance of the program in order to ensure adequate and appropriate guidance in developing the program.

Each winter term, the Stellyes Center hosts a conversation for faculty interested in developing a short-term travel course. During this conversation, faculty will learn the steps necessary to propose a course, how to determine the budget, expectations for ensuring the health and wellbeing of student travelers, a timeline for proposing a course, and information on support available to faculty interested in developing a short-term travel course.

The director will provide feedback on your first drafts of course proposal and budgets. This initial approval is required before continuing to the curriculum committee. The director may be able to help identify resources or partners at your travel destination.

### **Stellyes Administrative Assistant**

The Stellyes Center Administrative Assistant is available to help with the management of paperwork required of the students. Meet with the Administrative Assistant to discuss which forms are required and when they are due. You may also include required readings, photocopies, etc. The Administrative Assistant will report on which students have outstanding documents and follow up with those students.

The Administrative Assistant is also responsible for creating your course in the [studyabroad.knox.edu](http://studyabroad.knox.edu) software system with the exact travel dates and location(s). This data entry helps with risk management and crisis response, but also with the delivery of evaluation

material at the end of the program. Students must log on themselves to access forms and documentations.

If travelling outside the US, the Assistant will enroll the participants in the required international insurance policy. Names, birthdates and dates of travel are required.

The Assistant does not provide accounting support or write financial summaries of program expenses. A template for documenting expenses is on the Short-Term Faculty-Led TEAM Drive.

The Assistant will help with documents required for visas, when applicable: for example, a statement of the student's good standing at Knox for admittance into the United Kingdom.

### **The Business Office**

The faculty director will work with the business office several months in advance of travel (see Deposits and Billing section) to establish a participant list, deposit and payment schedule for course fees. The business office will notify the director if a participant has not paid the fees when due. The director can expect the business office to facilitate cash advances, wire transfers, purchase orders, and credit card requests as long as these requests are made well in advance of travel (a month prior is safest).

### ***Other Support Staff:***

#### **Director of Assessment**

A survey designed by the Office of Assessment and the Stellyes Center will be distributed for the students after returning home. The questionnaire includes an indirect assessment of learning outcomes that are common to short courses, as well as questions about the preparation, organization, and other features of the experience. *Faculty can also add questions that are specific to a particular course to the questionnaire. To develop additional questions, please consult with the Director of Assessment prior to the travel component.*

**The Office of Student Development** will provide consultation on problems that arise in student conduct before or during the travel component. The faculty director may share a list of student participants with the counseling staff, who will reach out confidentially to students (see below).

**Campus Safety** is available 24/7 for emergencies and **should be the first campus contact point when reporting an emergency abroad**. Campus Safety will assure your call is placed with the appropriate on-call staff person.

### **Counseling Center**

The Counseling Center cannot divulge mental health information on any participant. The faculty director may provide the Counseling Center with a list of participants and expect that the staff will follow up, as appropriate, with any individual students that could benefit from pre-departure counseling. If a student divulges mental health information to you, you may seek out resources from the Counseling Center.

### **Title IX Coordinator**

Prior to departure, the Title IX Coordinator can consult with you on any doubts you have on Title IX issues. During your program, you must contact the Title IX coordinator for instances of prohibited sexual misconduct including sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, stalking, and dating or domestic violence.

### ***Prior to Departure***

Now that your travel course is approved, you will have to make sure students are aware of the opportunity to participate.

### **Recruiting**

Nothing is more frustrating than putting in weeks of preparation to find that not enough students have enrolled in your course. By planning well in advance, you will mitigate this risk. Following curriculum committee deadlines will assure your course is officially placed on the schedule during the Spring term of the prior academic year. Holding an information session the week prior to pre-registration will catch students before they meet with their advisors. Be sure to list an information session on the Events Calendar. Sending an email to faculty advisors in which you describe the course will help in disseminating the information. You might also make use of eye-catching posters or try target-emailing the groups (clubs, majors, programs) most likely to sign up for your course.

### **Orientation**

In every case, either as part of a course or as a separate half-credit course, students should receive dedicated training in the academic, cultural, linguistic, and administrative expectations of the program. Many programs use a 1-2 hour weekly meeting to orient students to the program. It perhaps goes without saying that such meetings can be quite successful if they are “fun” combined with a serious academic purpose, mirroring what should transpire once the travel component is underway.

This orientation has many goals:

- Orient students to the goals of the program and to the host country.
- Establish expectations for both academic performance and personal conduct.
- Build group familiarity, group cohesion, and solidarity. Students will be under stress during the program. Building healthy relationships stateside pays dividends later.
- Foster the cultural sensitivity required to learn successfully while overseas and to serve as ambassadors for Knox.
- Identify specific areas of concern for safety and security while traveling.

It is quite possible that the boundary between the “orientation” and “academic” components of the program may be blurred; they may be the same course. As program directors, however, you must have a clear orientation agenda in place, even if a separate and distinct structure is not always obvious to students.

### **Health, Safety, and Security**

The well-being of faculty and students on any travel course is of utmost importance. As you plan your short-term travel course, you will need to provide a description of relevant risk management issues.

The faculty director needs to investigate what vaccines and other prophylaxes are recommended and required for the destination and inform students on how to obtain preventative health care for travel. The Knox County Health Department is a good place to obtain many affordable vaccinations and prophylaxes. These items are not included in the program fee. Students should be reminded to discuss possible drug interactions between common prescriptions and vaccinations with a medical professional.

The conduct of all students during short-term off campus study is governed by the existing rules and responsibilities outlined in the *Student Handbook* and the *Honor Code*. Nevertheless, all students studying off campus must complete the “Student Contract” and “Medical Questionnaire” prior to travel. The Stellyes Center will aid you in ensuring these documents are in place prior to travel so that you can follow up on any health or personal issues indicated in the forms. Take particular note of which students are taking prescription medicines. It is of utmost importance that you know about underlying health issues of all or your participants, which might range from diabetes to depression, from allergies and asthma to Celiac’s disease. Knowing this information ahead of time can help you plan safe alternatives and crisis responses.

The up-to-date versions of these forms will be provided by the Stellyes Center for Global Studies (see Addendum). It is also strongly recommended that the directors identify program-specific rules and regulations that are appropriate to the host country and the particular demands and expectations of your program (see Addendum). As the sample indicates, you will need to establish and communicate to students your views on such issues as alcohol, rowdy and disruptive behavior, absence from or lateness to required events, etc. Safety and security, as well as expectations, must occupy a privileged place in the pre-departure orientation.

It is important to remember that your authority to judge the levels of student compliance with these rules and regulations and, if necessary, dismiss a student from the program is absolute. You must be prepared to exercise this authority. Nevertheless, you should consult administrators at Knox (i.e., the Dean, Dean of Students, Director of Global Studies) when serious problems arise. Their advice and guidance can be critical in evaluating a difficult situation and avoiding rash decisions. In the end, however, only you can judge when the on-the-

ground evidence warrants separating a student from the program in order to protect the student and ensure the overall success of the program.

Some safety issues to keep in mind:

In locations where cell phones do not work, instructors will determine the best means to contact local authorities and Knox Campus Safety in the event of an emergency or other incident. Regardless of the location(s) of a short-term travel course, instructors are encouraged to be prepared to respond to health and safety problems, whether emergency or routine in nature, and Knox Campus Safety should be contacted immediately in such an event.

All incidents of crime should be reported to campus as we are obligated by law to report to governmental bodies. These include prohibited sexual misconduct includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, stalking, and dating or domestic violence. Incidents should be reported to Knox's Title IX Coordinator, Kim Schrader. However, ONLY Campus Safety provides 24/7 responses. Therefore, best practices for Knox are to contact Campus Safety, who will connect you to the Title IX Coordinator, as needed. You can NOT keep these matters confidential. Please be sure to read the Addendum for instructions on responding to different scenarios and incidents.

Remember to reiterate safety issues to students again once on-site and at various moments during the trip. Students need to hear safety reminders repeatedly. Consider addressing matters such as: how to avoid getting pickpocketed, neighborhoods with higher crime rates, appropriate public conduct, traffic safety, etc.

Prior to departure, the instructor should investigate the following:

- Access to Medical Facilities:
  - Number of English speaking physician(s)
  - Proximity to location of student group
  - Payment options at medical facilities (insurance?)
  - Access to pharmacy (cash? insurance?)
- On site contact information: telephone, fax, email (24 hours, 7 days/week)
- Proximity to U.S. Embassy or Consular Office
- Specifics regarding use of cell phone at site
- Capacity of host(s) to accommodate students with disabilities or special needs

Many students make arrangements to remain on site and/or travel rather than return directly to the United States at the end of a course or program. Knox College's responsibility for students on off-campus programs ends at the scheduled end of the program. Students assume full responsibility at that time.



The Stellyes Center has ultimate responsibility for health and safety on off-campus study, and may change logistics or make other appropriate decisions for each course depending on the level of risk deemed acceptable for each program and/or country and in consultation with the Dean of the College or other campus administration.

### **Safety**

Knox works closely with instructors and students as they plan their off-campus study so that they will have the best experience possible. In the event that an emergency occurs, Knox has a management plan that is immediately activated. See Addendum on Crisis Management.

Campus safety 24 hour: (309) 341-7979 \*\* Emails and text messages to campus safety are not a reliable way to contact Knox for immediate needs.

The Campus Safety Officer will be able to relay your message to the on-call Dean, who will then contact you, depending on the level of urgency.

### **Preparation for Emergencies**

You should also *provide students with a document* with the following specific information and review each element with them:

- How/where to reach the Director and other program staff/faculty when it seems there might be an emergency or a situation that could lead to an emergency.
  - Provide some examples of reasons why participants should contact the Director or other staff/faculty (ex. accident/injury, assault, theft, etc.)
- How to contact the international insurance provider for medical appointments.
- Emergency phone numbers (comparable to the 911 system in the U.S.).
- The address and contact information for the nearest U.S. embassy or consulate.
- Safety precautions or defensive measures that can be taken to promote safety and minimize risks specific to the site of the program.
- Identify and explain cultural norms or practices of the specific location, including clothing, use of technology, language, non-verbal behaviors, etc., that could help students avoid basic cultural conflicts or misunderstandings.
- Information on ways to find and assess the relative safety and reliability of public transportation, banking, shopping, etc.
- Distribute laminated cards which list all emergency numbers. Students should carry these cards with them. Urge students to enter contact and emergency numbers into their cell phones.
- Remind students that the greatest threats to U.S. students abroad are alcohol and motor vehicle accidents.
- Discuss the cultural norms and practices of the location as an opportunity to explore and learn about their host culture. Identify and explain local social norms regarding the

use of alcohol and/or public intoxication as well as local laws governing the use of illegal substances.

What you as Director (and any local staff/faculty) should *do to be prepared to locally manage an emergency*:

- Maintain a list of program participants, their local telephone numbers and addresses, and their passport numbers. (A copy of this list should also be filed with the Stellyes Center in Galesburg.)
- Set up a group communication plan (ex. phone tree or group texting list) to contact all participants in a relatively short period of time.
- Be alert to risky student behavior and discuss this behavior with students individually (or as a group if appropriate) and inform them as to possible consequences (e.g., accidents or injuries, arrest) if the behavior continues.
- Keep written notes of any discussions with students regarding risky behavior. If the behavior is repeated, but has not resulted in an emergency, you may wish to inform the student in writing that this conduct puts the student, other participants, or the program as a whole, at risk and may result in the student being asked to leave the program.
- Contact the home campus (Dean of Students) for ideas on sanctions or ways to address problematic student behavior.

### **Insurance and Health Issues**

Current Knox health insurance policies do not require that students carry insurance on campus. For off-campus study outside the United States, however, health insurance *is required*. All participants will be required to purchase such insurance and the cost of this insurance must be factored into your program budget. The Stellyes Center for Global Studies can provide up-to-date information on this health insurance. For this insurance to be in effect, you must report all names of program participants, birthdates, and dates of travel to the Stellyes Center Administrative Assistant.

Knox also carries special emergency insurance for evacuation / repatriation of all students studying off campus. Accident insurance is automatically provided to all Knox students as well.

You can direct students and their parents to the Knox website for details on insurance:

<http://www.knoxstudentinsurance.com/>

### **Accident Insurance (Automatic)**

Lawrence E. Smith & Associates, Inc.

Phone: 1-800-325-1350

Email: [lucyw@lesmith.net](mailto:lucyw@lesmith.net)

### **Medical and Political Evacuation and Travel Assistance (Automatic)**

United Health Care Global

Phone: 1-800-527-0218

[www.uhcglobal.com](http://www.uhcglobal.com)

You must prepare for health issues. People will get sick. Managing the scale and impact of illness will be a major concern. Carrying a small first-aid kit and encouraging students to carry their preferred over-the-counter medications are only prudent.

The first-aid kit should have general supplies such as band aids, Ace bandage, burn cream etc. for emergencies. The kit should not contain any over-the-counter oral medications. If the student needs extended supplies (Tylenol or cold medicine for example), they need to find a pharmacy on site. In addition, the kit is not solely for one student's use. All items must remain in their original containers with ingredient contents available. In addition, the leader will not carry medication given to them by the student. It must remain in the student's possession at all times. If a student needs to use something out of the first-aid kit, simply hand them the kit; they will decide if they need an item and will use it accordingly. Do not put yourself in the position of practicing medicine.

Prescription drugs constitute a very different sort of hurdle. Students must understand that filling prescription once overseas is nearly impossible without significant hassle or expense. Neither can one even be assured of the legality of some common prescription drugs in foreign countries. Students must be persuaded to confirm their prescriptions before departure and carry a sufficient supply, but no more, of any prescription drugs. It should go without saying that students should never change a prescription regimen right before or during an off-campus study experience. Nevertheless, you should remind students of this explicitly.

Recommendations for travelling with prescriptions drugs from

<https://travel.state.gov/content/travel.html> are as follows:

- Pack enough to last your entire trip, including some extra in case you are unexpectedly delayed.
- Carry your medications in their original labeled containers, and pack them in your carry-on bag since checked baggage is occasionally lost or delayed.
- Ask your pharmacy or physician for the generic equivalent name of your prescriptions in case you need to purchase additional medication abroad.
- Get a letter from your physician in case you are questioned about your carry-on medication; some countries have strict restrictions on bringing prescription or even non-prescription medications into the country without proper medical documentation.

### **Passports and Visas**

**Passports:** Students should be aware that the most valuable possession they carry is their passport. If they lose sight of that truth or carry valuables that rival the passport in importance, trouble will ensue. Lost passports can be a major disruption. As preparation, copy the first page of each student passport and carry these copies with you. These copies can be quite helpful in

expediting passport replacement at a U.S. consulate. (You should carry copies of the student contracts, emergency contact information, and medical questionnaires as well. Copies of all three documents will be requested and housed in the Studio Abroad (Terra Dotta) system used by the Stellyes Center for Global Studies, in case you must access them.)

If a participant needs to obtain a passport, they can find applications online. Walgreens takes passport photos. Passport applications are taken to the Knox County Court house. Assure all participants have taken this step well before travel.

**Visas:** Identify your visa requirements early. For most destinations, US citizens will not need visas. However, **many Knox students carry non-U.S. passports and their visa requirements may be vastly different from the majority of the group.** As a rule, students are responsible for the cost and application process for a special visa request. Experience tells us, however, that directors should be vigilant in pressing such students to complete their visa applications in a timely fashion. Please also be careful not to promise more assistance than you (or the College) can actually provide in terms of visa applications for international students - the application process and understanding the requirements for that student (given citizenship and destination) are the student's responsibility.

## During the Travel Course

### Supervision and Responsibility

#### Travel to the Overseas Site

If the faculty director travels with the group on the same flight, the group will then travel together to the program site by local transportation. If the faculty director has preceded the group, s/he will be at the airport to meet the group flight. Faculty directors may not arrive later than the group. The faculty director must notify the Stellyes Center immediately if any students scheduled to be on the group flight are not on that flight, and also if any students scheduled to travel independently have not arrived by the first day of classes for the program. Best practices would also dictate that one of the program leaders return on the flight home with students as well, if travel is done as a group.

#### Supervision of the Group

Faculty directors are required to remain with the group for the duration of the program. This does not mean that a faculty director cannot go to dinner with friends or colleagues, or go out for the evening alone. It does mean that the faculty director is not free to depart for a weekend to another city without the students. The program leader(s) should always be reachable and at the ready to deal with an emergency.

### Safety Again

Be sure to reiterate safety advisory information once on the ground. Students tend to listen to this advice much more attentively after arrival. You should repeat this information at various instances during the trip. Remind them of how to stay safe and how to keep their money and documents safe. Refer to the list under Preparation for Emergencies and review these items with your students once again.

### **Technology, Communications, and Public Relations**

Our media-frenzied world presents challenges for program directors and the academic aims of these programs. Of course, you and your students will want to record and communicate the pleasures of your program with the outside world. The time spent recording and communicating cannot, however, be allowed to consume the whole experience. You must consider in advance how much you are willing to tolerate student investment in “staying connected” while you are overseas. Incorporating new media can enrich the academic component, but the same impulses can lead to distraction from your academic goals.

Meet with the Office of Communications in advance to discuss how you would like to record the student experience and promote the program as a distinctive opportunity for prospective students at Knox.

Consider establishing mechanisms for communicating with parents and the College while abroad. You can take the lead by sending group updates or an online newsletter. Instead, you may assign this task to a student on a rotating basis.

**Laptops/Tablets:** You may be tempted to institute a laptop computer ban. Can you endure watching students staring at laptops while abroad? Do you want the hassle of dealing with stolen laptops? As either an obstacle to student participation or another security concern, computers offer little benefit. Tablets and smartphones, however, demonstrate how much connectivity is part of student identity and how nebulous the notion of being “truly away” is becoming. Nevertheless, you must address this issue. You should have frank conversations with students about the level of connectivity that they can expect and, more important, that they should even want while on the program.

With the proliferation of GSM phones (e.g. Apple iPhone), students will stay fairly connected to the United States anyway (and lose those devices too). Make sure students are aware of the real costs of using these devices overseas. It is increasingly easy to rent cell phones overseas for travelers and you should consider this option in planning your budget. These phones may have limited capability for communicating back home but can ease communication within your group.

**Cameras:** Cameras can be the bane of your existence, but they offer countless teachable moments about the nature of traveling, the virtues and limits of recording one’s experiences, and also “big” issues such as how we represent other cultures. Tackle these issues head on. Students may be eager to post their experiences to Facebook. How will they

present the program there? Cool sights? The interiors of bars? Do they recognize the role they have in creating a representation of the program or of Knox? Even when intentions are good, it is hard to get them out from behind their cameras. Challenge the students to adopt a “camera-free day” as part of the experience of off campus study. Ask students to explore the implications of recording images of people and sights about which they are mostly ignorant. If camera use is a clear violation of local sensibilities in certain contexts, students must learn about the reasons behind these limits on the use of cameras. The Stellyes Center for Global Studies can direct you to materials on “digital storytelling” and other effective uses of new media in your program. Consider an assignment in which the camera is used in a thought-provoking way. Perhaps charge students with photographing something they never expected to see, or a building that speaks to them, or assign a photo essay in which they choose a favorite photo and reflect upon the cultural significance of the image.

### **Keeping Track of Spending**

Keeping track of your spending as you go along will help avoid surprises at the end of your trip and allow you to adjust for changes. Perhaps you forgot about factoring in tips or had an expected tax charged to your hotel stay. Even better, an alumn abroad unexpectedly pays for the group meal. Knowing how much this affects your bottom line will allow you to stay in control of your finances. Be sure to note which charges were paid for in cash versus credit card. This will prove very helpful later when balancing out cash advances. Don’t wait until the end of the trip to find out if you’re on budget! Remember, the college cannot cover overruns on your budget.

Every effort should be made to gather receipts for purchases. When cash stipends are given to students, create a list for them to sign, noting they received said cash. We recommend you take a receipt booklet with you for receipts for guest lecturers or tour guides who are paid in cash. Note the amount of tips paid on the bottom of receipts.

## **Returning to Campus**

### **Course Evaluations**

Each off-campus study course or program shall be evaluated by means of an on-line questionnaire distributed to returning students by the Office of Assessment. The results of these questionnaires will be used by the Stellyes Center, assessment subcommittee of the Curriculum Committee, and program leaders to review and assess courses and programs.

### **Submitting Grades**

The syllabus for the course should clearly delineate how the travel component fits into the student’s final grade. If the travel component stands alone as .5 credits, the syllabus should

reflect how preparatory assignments, on-site assignments, and post-travel assignments are weighted. Grades will understandably be submitted after the travel component has finished and, therefore, after regular grades are due. The Registrar asks that you leave your grades listed as NR until your grades are ready. Submission of grades in a timely manner (within two weeks) would be appreciated by Academic Standing Committee and the Registrar.

### **Documenting Expenses**

You must keep complete and accurate financial records, including receipts for all expenditures you have made while overseas. You will need to prepare a final detailed budget report to reconcile the program fund budgeted with actual expenditures made overseas. The College cannot provide funds beyond those that were included in the budget submitted during the planning process. Once the final budget report is received by the Stellyes Center, the faculty director can expect to receive a reimbursement for any approved monies still owed to her/him in connection with the program. Remaining funds stay with the college. Any budget overruns are deducted from the faculty stipend. For this reason, it is paramount to calculate unexpected costs in the budget and carefully monitor spending on a regular basis so that adjustments on the ground can occur as necessary.

### **Final Reports**

**Please submit the following within two weeks of return.**

- A final financial report with receipts to the Director of the Stellyes Center and copy to the Business Office. Expenses should be clearly documented. Ask the Stellyes Center Administrative Assistant if you would like a sample expense log.
- A narrative report to the Director of the Stellyes Center and the Dean of the College. Here you have the chance to reflect on the challenges and triumphs of the program

## Addendums

### Documenting Expenses and Object Codes

When submitting your final expense report, please categorize your spending as follows in separate lines. The Stellyes Center has a template you can use if you wish. If you are unsure of which object code to use, consult the business office.

When entering WELLS FARGO credit card charges you will use your program account number and these object codes.

Object Codes	Description
7260	Professional & Technical Services
7100	Postage
8100	Telephone
7300	Printing & Binding
7950	Office/Operating Supplies
7800	Instructional Supplies
7650	Books & Periodicals
6825	Food & Entertainment
6625	Dues & Memberships
8150	Travel
6950	Miscellaneous
7330	Equipment Rental
6700	Equipment
8300	Xerox Expense



**Sample Budget** – Contact the Stellyes Center Administrative Assistant for the template.

<b>Location:</b>			
<b>Dates:</b>			
<b>Number of Students</b>	<b>9</b>		
<b>Program Fee per Student</b>	<b>\$2,000.00</b>		
<b>Total Budget</b>	<b>\$18,000.00</b>		
<b>Currency Exchange Rate</b>			
<b>Budget in Local Currency</b>	<b>\$0.00</b>		
<b>Fixed Expenses</b>			
<b>Description</b>	<b>Object Code</b>	<b>Fixed Cost</b>	
Director Stipend		\$1,000	
Assistant Director Stipend		\$1,000	
International Insurance Director(s)	8150	\$50	
Airfare Director(S)	8150	\$1,200	
Transportation to/from airport	8150		
Lodging	8150	\$500	
On site transportation	8150	\$1,000	
Tour Guides	6825		
Supplies and Course Materials	7950		
Miscellaneous	6950	\$1,000	
<b>Total Fixed Expenses</b>		<b>\$5,754</b>	
<b>Variable Student Expenses</b>			
<b>Description</b>	<b>Object Code</b>	<b>Cost Per Student</b>	<b>Total Student Cost</b>
Airfare	8155	\$600	\$5,400
International Insurance	8155	\$50	\$241
Daily Meal Stipend	6825	\$420	\$3,780
Group Activities	6825	\$20	\$180
Visa (if needed)	8155	\$35	\$315
<b>Total Variable Expenses</b>		<b>\$1,067</b>	<b>\$9,601</b>

<b>TOTAL OVERALL EXPENSES</b>	<b>\$15,355</b>		
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**(5) KNOX COLLEGE**  
**STUDENT AGREEMENT FOR SHORT-TERM OFF-CAMPUS STUDY**

(page 1 of 2)

I am a student at Knox College. I have chosen to participate in the short-term off-campus program(s) listed below if I am selected. I am not required to participate; my participation is wholly voluntary. I understand that I can graduate from Knox College without studying off-campus. As consideration for being permitted to participate in this off-campus program(s) if selected, I represent, acknowledge, consent, agree, **assume**, and **release** as outlined in this Agreement.

**1. Personal Information:**

Name: \_\_\_\_\_

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

Social Security #: \_\_\_\_\_

**2. Program(s) Name and Administrator (e.g. ACM, IES, etc.):**

(hereinafter "the Program")

**3. Assumption of Risk:** I understand and hereby acknowledge, independently of any advice or representation made by Knox College, that participation in an off-campus program and especially traveling and residing outside of the United States presents certain inherent risks beyond Knox College's control, and which may exist regardless of whether Knox College controls or attempts to control such risks. I am participating in the Program with this understanding and hereby knowingly and voluntarily assume all risks of injury, illness, death or damage to or loss of my property which may occur while traveling, working, studying, participating in, or otherwise engaging in any activities arising out of or related in any way to the Program. I understand and hereby acknowledge that I may discontinue my participation at any time in light of the risks I am assuming hereunder.

**4. Release of Liability:** I hereby forever release Knox College, its trustees, officers, faculty, employees, staff, directors, and agents of any kind (hereinafter, collectively the "Released Parties"), from any and all liability for any act or omission of any kind or character whatsoever arising from or out of my participation in the Program, including without limitation all costs, damages, claims or assertions of any kind with respect to which I or my family, estate, heirs, successors or assigns may claim against the "Released Parties."

**5. Release of Liability – Third Parties:** I hereby forever release the "Released Parties" from any and all liability for injury to myself or damage to or loss of my property caused by any acts or omissions of kind or character whatsoever of hotels and other residential facilities, common carriers, health care providers, restaurants and food service providers, educational organizations, fellow students participating in the Program or other third parties related to, or connected in any way with work or study conducted under the Program, including without limitation any costs, damages, claims or assertions of any kind with respect to which I or my family, estate, heirs, successors or assigns may claim against the "Released Parties."

**6. Rules and Regulations:** I have reviewed the rules and/or regulations governing the above Program and the Knox College Student Handbook and agree to comply with them fully. **I understand that if I fail to comply, my participation can be terminated with loss of money paid, loss of academic credit, and responsibility for any additional expense incurred by me or by the College.** The College has the right to decline to accept or retain me in the Program at any time at its sole discretion. In addition I may be referred to appropriate College officials for further disciplinary or other action.

**7. Cancellation:** The College, in its sole discretion, may cancel the Program or any aspect thereof prior to departure or after departure, requiring that all participants return to the United States. Refunds, if any, will be made in whole or equitably in part.

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

**9. Force Majeure:** I understand and acknowledge that the College assumes no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of the College, force majeure, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries, damage to

property, bankruptcies of airlines, or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carriers beyond the College's control, with or without notice, or for any additional expense occasioned by any of the foregoing. If due to weather, flight schedules, or other uncontrollable factors I am required to spend additional nights, the College will not be responsible for my hotel, transfers, meal costs, or other expenses. My baggage and personal property are transported entirely at my risk.

10. **Right to Consult:** I represent that I have signed this Agreement voluntarily; and further understand that, prior to signing this Agreement, I could have consulted with an adviser, counselor, or attorney of my choice.

**(5) KNOX COLLEGE**  
**STUDENT AGREEMENT FOR OFF-CAMPUS STUDY**  
*(page 2 of 2)*

11. **Venue and Choice of Law:** I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur in the courts of, and be determined by the laws of, the State of Illinois.

12. **Parental Notification:** I hereby consent that, at the option of Knox College, my parent or guardian can be informed by Knox College of my performance, conduct and behavior in connection with the Program.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

13. **Medical Insurance:**

During my participation in this Knox short-term program abroad, Knox will enroll students in HTH Worldwide health insurance. <http://www.hthtravelinsurance.com/>. Knox also holds FrontierMedEx insurance for medical evacuation and repatriation. Please consult what is included in these programs at [www.knoxstudentinsurance.com](http://www.knoxstudentinsurance.com)

If you have additional insurance that covers you abroad, you may list it below:

Insurer \_\_\_\_\_

Address and phone \_\_\_\_\_

\_\_\_\_\_

Policy or group # \_\_\_\_\_

14. **Medical Emergencies:**

I designate the following person to be notified and as someone who may consent to treatment in the event of a medical emergency:

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

**If this person cannot be reached and I have provided no other written directive, then I appoint a representative of the organization or school sponsoring the Program to consent to emergency treatment.**

**I have read this Agreement, understand it, and agree to all its terms. If I am a non-Knox student and participating in a Knox administered program, I accept that by signing this Agreement I (1) am agreeing to all its terms just as though I were a Knox student and (2) acknowledge that the Knox College Student Handbook is on the College's website <http://www.knox.edu/offices-and-services/student-development/student-handbook.html>.**

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Student

Accepted: \_\_\_\_\_

Signature of Knox College Personnel

(The student does not need to get the Knox signature)

\_\_\_\_\_  
Parent or Guardian

**KNOX COLLEGE**  
***Short-term travel* MEDICAL QUESTIONNAIRE**

NAME \_\_\_\_\_

Address \_\_\_\_\_

Parent contact numbers: \_\_\_\_\_

**PERSONAL HEALTH HISTORY**

Have you had? (Please circle)

Appendicitis Asthma Chicken Pox Color Blindness  
 Diabetes Fainting Spells Heart Trouble Measles  
 Mumps  
 Nervous Trouble Rheumatic Fever Scarlet Fever  
 Seizures Whooping Cough

Do any of the above conditions remain? \_\_\_\_\_ If so, specify \_\_\_\_\_

Any chronic disability or illness? \_\_\_\_\_ If so, specify \_\_\_\_\_

What major operations have you had and when? \_\_\_\_\_

**ALLERGIES OR SENSITIVITY**

Hay fever, asthma, hives, other? \_\_\_\_\_

Foods (Eggs yes\_\_no\_\_) (Seafood / Shellfish yes no ), other?

Pollens \_\_\_\_\_

Drugs (Penicillin Yes\_\_No\_\_); (Sulfa Drugs Yes\_\_No\_\_ ) Other \_\_\_\_\_

Motion sickness (especially on planes and trains) Yes\_\_No\_\_

Short-term travel may demand daily walking across hilly terrain and occasional strenuous climbing. Do you have any medical conditions that might limit your ability to cope with these physical demands? Explain \_\_\_\_\_

Please give any additional information about your physical and mental health that may be helpful to the program directors in case you became ill while abroad.

**MEDICATIONS**

If you have prescription drugs or prefer specific over-the-counter medications, you must bring a supply for yourself. Normally, you will not be able to fill US-based prescriptions abroad. You should carry a copy of your prescription in case an emergency arises. If you will be carrying any prescription drugs that are unusual or whose legality you may be uncertain about, please list them: \_\_\_\_\_

**(contin.)**

**PHYSICIAN INFORMATION**

Please give the following information regarding your physician:

Physician's Name \_\_\_\_\_

Office Address \_\_\_\_\_

Phone and Fax \_\_\_\_\_

Mental health care physician \_\_\_\_\_

Office Address \_\_\_\_\_

Phone and Fax \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

SAMPLE

SAMPLE

SAMPLE

SAMPLE

SAMPLE

SAMPLE

## STUDENT CONTRACT FOR *JAPAN TERM* 2010 #6 – RULES AND REGULATIONS

Our trip to Japan is the continuation of IIS 240. You will have many different experiences during the trip, but you should never lose sight of the underlying academic rationale for it. These “Rules and Regulations” establish our shared understanding of the policies necessary to create an effective learning environment in Japan while seeking to protect the health and well-being of all participants.

- The IIS 240 Instructors (Michael Schneider, William Young, and Kaori Furuya) have absolute and discretionary authority to remove from the program any student(s) engaging in conduct determined by the instructors to be inappropriate and place the student(s) on a flight home at the student(s)’ expense.
- Since *Japan Term* is an extension of our classroom at Knox, all rules of conduct applicable at Knox, for example, those specified in the *Student Handbook*, apply in Japan.
- In Japan, we represent Knox College and the U.S. to everyone we meet. We agree to set a high standard for our behavior. This standard includes respect for Japanese laws, customs, and social norms, even those we may not fully understand or accept.
- Participants assume responsibility for ensuring their private behavior comports with the demands of traveling as a group. These responsibilities include being on time for the group events, caring for personal belongings including luggage, maintaining personal hygiene, managing personal relationships, and taking responsibility for dietary preferences.
- Participants are obligated to know and abide by the rules established by the dormitories, hotels, and hostels where we will stay. These rules may be quite different from what you expect in the U.S. Parties and alcohol are not tolerated, even in the privacy of your rooms. You must take such events to an appropriate public establishment.
- Alcohol is integral to Japanese social life and you may be offered alcohol in social settings. Remember that the legal drinking age in Japan is 20. *Japan Term* funds will not be used to purchase alcohol for any student, regardless of age. Excessive drinking will not be tolerated.
- Illegal drugs will not be tolerated on the trip. Any student using illegal drugs will be sent home immediately at the student(s)’ expense.
- Always carry important documents on your person. These include passport, travelers’ checks, cash, and ATM and credit cards. Do not carry these items in your back pocket, backpack, or in a purse. Carry them in a secure place that is hidden, such as an inside pocket or money belt.
- Even though it is usually safe to travel alone in Japan, remember that you are in an unfamiliar environment. In a different culture, you will not always recognize when a situation is unsafe. Therefore, you should travel with another person. You must travel in groups whenever you are out after sunset, or traveling to an unfamiliar or distant place.
- The instructors will have cell phones and will give you their phone numbers. Familiarize yourself with the use of telephones and keep the instructors’ numbers with you at all times. Always let us know your schedule and contact us if there will be a significant change in it.
- If you requested the program directors to arrange an airline itinerary to and from Japan different from the group itinerary, you agree to bear any additional cost for this itinerary. You also agree to bear any additional expenses incurred while travelling to or from Japan, including those resulting from inclement weather, changes to the schedule made by airlines, or other unforeseen disruptions to your flight plan.

---

(Student Signature) (Printed name) (date)

### **Emergency Protocols and Crisis Management**

Technological change and political turmoil have altered the administration of off-campus study programs in a manner that early program developers could not have conceived. One must distinguish between real and perceived emergencies. Real emergencies include natural disasters, outbreaks of violence, arrest, injuries, and similar events that pose an immediate threat to students and staff. Perceived emergencies, often viewed more seriously by those at home than those in the overseas program, result from events that are not immediately threatening to the health and safety of students and staff.

Both types of emergencies require a response from the home institution, and that response will be most effective if it is grounded in a well-reasoned master plan. Although no plan will apply to every situation, a common set of factors must be examined in every case. These have been organized below in the form of a checklist that can be used to guide response by Knox College to emergencies facing a study abroad program.

**Before a crisis occurs abroad**, the Stellyes Center will

1. Provide faculty leaders of off-campus study programs with contact information at the College in case of emergency.
2. Conduct a training session for all faculty members leading groups of students on off-campus study programs, which includes mock scenarios for conduct problems or alcohol abuse and responding to victims of sexual assault.
3. Provide each student with emergency international insurance coverage.

### **Conditions Requiring Campus Notification**

The off-campus study faculty director(s) shall contact the **Campus Safety** (for the Dean on Call) and **Stellyes Center for Global Studies** under the following circumstances involving a Knox participant:

- A. Serious illness, injury or death.
- B. Emotional or psychological stress that appears to require removal of the participant from the situation or professional attention.
- C. A participant being the victim of a crime-theft, assault, or being accused of committing any crime.
- D. Any situation that causes serious concern for the safety of participants, i.e., a political uprising or a natural disaster.

**The Title IX Coordinator** must be contacted in these circumstances involving a Knox student participant:

- A. Prohibited sexual misconduct including sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, stalking, and dating or domestic violence.

### **Immediate Responsibilities of the Faculty Director, Host provider or Student (in case of incapacity of faculty member):**

- A. Removes the participant(s) from danger



- B. Contacts the appropriate local authorities (i.e., police, US Embassy, medical personnel) to begin the local action necessary to handle the situation.
- C. Contacts Knox Campus Safety for guidance with appropriate follow up.

The Stellyes Center for Global Studies is the primary contact for/to parents and with on-site officials. A College official designated by the President will act as the official spokesperson to media sources.

The **on-site faculty member** assumes responsibility for ensuring that:

- A. Students are accounted for and located.
- B. Students are gathered, if safe, and told of the emergency.
- C. Students are reminded of behaviors that draw attention to themselves and agree to avoid those behaviors and are asked to report any suspicious persons and packages.
- D. If authorized by the crisis management team, students will be given the opportunity to return to the campus or their homes immediately with no financial penalty and with the assurance that an effort would be made to salvage the program to the extent feasible.
- E. If directed by the crisis management team, the faculty member takes added security precautions at the classroom site (including the removal of all U.S. program identification).
- F. If directed by the crisis management team, the faculty member maintains daily contact with the Stellyes Center and Campus Safety and provides students with daily bulletins, if appropriate. The faculty also provides counseling and positive feedback to students.

## Emergency Phone Numbers

We recommend contacting these offices in this order:

1. Campus Safety..... Phone: 309 341 7979  
(After hours, on-call Dean of Students)
2. Stellyes Center for Global Studies  
Director, Bren Tooley..... Office: 309-341 7445  
Mobile: 309-536-2508  
Email: bktooley@knox.edu  
Skype: brendatooley  
Administrative Assistant ..... Office: 309-341-7323

For **Title IX issues**, contact the Title IX Coordinator, Kim Schrader. Campus Safety need not be immediately involved. If you do not have this information with you at the time of a crisis, you may call Campus Safety and ask to be connected with the Title IX Coordinator.

1. Title IX Coordinator.....Mobile: 309 337-6536  
Email: kschrade@knox.edu

## Sexual Assault Response and Title IX

### *TIPS ON HOW TO RESPOND TO A VICTIM OF SEXUAL ASSAULT*

- Do listen.
  - Do be supportive.
  - Do say, "I'm sorry this happened."
  - Do say, "It's not your fault."
  - Do say, "You did the best you could to survive."
  - Do say, "I'm here for you"
  - Do say, "I am glad you felt comfortable telling me."
  - Do ask the survivor's permission when you want to provide physical comfort.
  - Do provide information and options about resources.
  - Do realize that sexual assault affects survivors in many ways and that almost any reaction is possible.
- 
- Don't project your own feelings onto the victim.
  - Don't say what he or she should have done differently.
  - Don't say what you would have done differently.
  - Don't ask, "Why didn't you run, scream, fight, leave?"
  - Don't ask for specifics about the assault. But do listen if he or she wants to reveal that information.
  - Don't ask questions such as, "Why were you wearing that? Why were you there? Did you lead him on?"
  - Don't ask irrelevant questions such as, "Was he good looking?"
  - Don't take control away from survivors. Allow them to make their own decisions.
  - Don't forget that recovery is an ongoing process that takes months, years or a lifetime.
  - Don't forget to take care of yourself. You can't support anyone if you don't support yourself.

(Adapted from material developed by Seattle Rape Relief. Reproduced in the manual, "Support for Survivors: Training for Sexual Assault Counselors" published by the California Coalition Against Sexual Assault).

## HOW TO PROVIDE APPROPRIATE ASSISTANCE

### What you must do:

- Assure the victim is safe
- Assist the victim in finding medical care and counseling services if they want this assistance; identify confidential sources.
- Assist and support the victim in reporting the incident to the local police if they want this assistance.
- Report all Title IX incidents to the Title IX Coordinator; prohibited sexual misconduct includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, stalking, and dating or domestic violence.
- Inform the student of their right to an advisor of their choice.
- Assist the Title IX Coordinator in follow up investigation and subsequent communications with the student.
- Allow the victims to make their own decisions about the way in which to respond to the incident.

### What you may not do:

#### **You may not provide confidentiality.**

You are required by law to report sexual assaults to the Title IX coordinator at Knox College. The institution has a responsibility to investigate any and all acts of sexual misconduct, interpersonal violence or stalking, off or on-campus. Outside of this, you should guard confidentiality to the degree the victim requests.

You may also assure the victim that they have the right to refuse participation in follow up requests for information or investigation, but that the College's ability to respond may be limited.

#### **You may not provide medical advice.**

You may assist a student in receiving and obtaining medical support. You should never give medical advice or dispense pharmaceuticals.

#### **You may not provide legal advice.**

You may assist a student in receiving and obtaining legal support. You should never give legal advice.

## Responding to Mental Illness

The following is taken from a session on Responding to Mental Illness Abroad provided by the Forum on Education Abroad.

Even though a student may ask you for help with a problem and you are willing to help, there are circumstances when you should suggest other resources. Even though you are travelling, you still have access to counseling services for students. The health insurance provider and local contacts can be great places to begin seeking out a mental health professional. Do so especially if:

- You are not comfortable handling the situation.
- The type of help necessary is not your expertise.
- Personality difference may interfere with your ability to help.
- You know the student personally, (friend, neighbor, child of a friend) which impacts your ability to be objective.
- The student seems reluctant to discuss the situation with you.
- You feel overwhelmed or pressed for time.

How to help:

- Find a time to talk privately.
- Communicate your concern to the student: be specific.
- Ask how student is feeling and listen carefully.
- Ask if s/he has been thinking about suicide, and if so, how detailed are the plans? Asking someone about suicide will not make them consider suicide. \*Suicide is the leading cause of death in college-aged students. Take all threats seriously.
- Be supportive: remain calm, show that you care and reassure the student.
- Encourage counseling and provide information about resources (know these resources in advance-have a list of English-speaking counselors in advance).
- Explain student insurance coverage and offer to accompany the student to counseling
- Talk with your co-director to arrange for your absence, if necessary.

AVOID:

- Do not be judgmental or argue with the student about his/her feelings or choices.
  - Do not try to diagnose or analyze a student; it is not your job.
  - Do not analyze the student's motives.
  - Do not minimize the student's feelings.
  - Never ignore comments about suicide.
  - Do not be sworn to secrecy.
  - Do not try to handle the crisis alone.
  - Do not put yourself in a situation that feels unsafe.
  - Do not be afraid to set limits.
  - Don't forget to seek support and consultation for yourself.
- \*\*Do not reveal the name of a student with mental illness to the group members, your faculty colleagues, etc except for when the safety of others is at stake. In other words, it

is inappropriate to write the student's advisor to ask for information regarding the student's mental illness. The director should be as discreet and confidential as possible unless the student has given permission to discuss the matter with others. However, sharing this information with Knox administration in order to review incidents or action plans, IS appropriate.

### **How to suggest counseling**

- Be frank with the student about the limits of your time, availability, expertise, etc
- Let the student know that you think s/he should get assistance from another source. Explain how counseling might be helpful. Normalize counseling.
- Assure them that many students seek help over the course of their college career.
- Assist the student in choosing the best resource.
- Try to have available resources at the ready. Bilingual counselors, where needed.
- Offer to assist in setting up the appointment for the student.
- If student is reluctant, review costs
- Describe the counseling services and what to expect

### **Tips from the Pros**

Here are some handy tips from your colleagues who have travelled abroad with students. Some of these suggestions won't match your style or your program itinerary, but nevertheless they will prove very useful to some of you.

- Take along a small accordion folder where you can file your receipts in categories (food, lodging, travel, etc). This makes your life much easier when you're back on campus.
- Always write "Cash" or "Credit" on every receipt you ever have. It's a mess later when you can't recall if you spent something from your cash advance or on the credit card. Often times you need to be tracking your expenses as –you-go so knowing whether you paid for something on the credit card or not can really help clarify your balances.
- Give students their food allowances in very small increments (daily, if possible). Students tend to overspend their food allowances and then starve for days. Avoiding this scenario will be better for everyone!
- Encourage students to find answers on their own. Directors become quite fatigued after the fifth student asks, "Where's the bathroom?" on the train. Encouraging students to find their own answers to small questions like these will help in creating down time for the director.
- Give different students responsibilities on the trip: a) keeping track of weather reports, b) reminding students of the daily itinerary, c) giving a summary of the topic / museum/ issue under study that day, etc d) photographing the group in action.

- Have a policy in place for what happens when students arrive late. Remind them of it frequently. Students who arrive late for the day's activities force everyone to adjust their schedules (bus drivers, tour guides, etc). Ideas: students pay \$5 every time they are late (the money is used for something fun at the end of the trip), students who are frequently late must miss out on a 'fun' activity later in the trip, etc.
- Make every effort under the sun to keep your personal funds separate from your cash advance funds. Consider carrying separate wallets. On the ground, in reality, this will prove difficult, but when your personal funds mix with program funds, the chaos begins!
- Talk to students about the appropriateness of photography in the cultural setting. Will they only photograph the exotic? the bizarre? buildings? What image of the host country will they portray upon return?
- Resist the temptation to overschedule your days / time. Students need time to digest and reflect on what they are seeing and doing. Plan structured reflection time on the last day.
- Consider how different students will react to the host culture and vice versa. Will openly gay students expose themselves to additional attention? Will African-American students be stared at? Will blonde women get bothersome catcalls? Be constantly asked for photos? Knowing what to expect will help prepare the student for on-the-ground realities.