Study Abroad Faculty Leader Handbook

The Study Abroad Office appreciates your interest in developing a faculty-led study abroad program. We look forward to assisting you in what will be a rewarding opportunity, both for your professional development and the academic development of BSU students.

Over half of BSU students that study abroad participate in faculty-led programs. Very often these short term programs lead to longer and more independent international experiences, as many students participate in more than one study abroad program during their time at BSU. However, for many students, a field study is their first experience with traveling abroad. The advantage of being “on location” provides many benefits, but also many distractions. Students often see their personal growth and adventures as more important than their academic studies, and as a result, need to be encouraged to attend all classes consistently and complete all assignments. You might need to remind them that they are not getting credit for living or traveling in the country of your field study. In a very direct way, you are helping to train the globally aware leaders of tomorrow by providing life-changing experiences abroad.

Although much work is involved in developing and producing a successful faculty-led study abroad experience, you are not alone in this endeavor; the Study Abroad Office is happy to assist you. We hope you will be able to find the answers to many of your questions in this guide. We welcome all additional questions.

This guide is intended to provide a review of the information to consider while proposing and managing a faculty-led study abroad program. It is a work in progress, and will continue to be revised and refined with your input.

Sources used in the completion of this handbook include content from other institutions including Michigan State University and the University of South Alabama.

If you have any questions related to the content in this handbook do not hesitate to contact the Study Abroad Office at +1 (765) 285-5422.
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Text highlighted in orange font is of particular importance. Please give it your attention.
Faculty-Led Program Proposal Development

Any faculty member considering travelling overseas with a student(s) and/or providing a student(s) with academic credit for an overseas experience must consult the study Abroad Office to ensure they are in compliance with Ball State University Study Abroad and Risk Management policies.

Defining Faculty-Led Programs
Faculty-led study abroad programs must meet the following criteria:

- is taught outside the United States
- involves a full-time BSU faculty member (contract, tenure-track or tenured)
- involves a group of students going to the same location for the same time period (typically it takes 10 or more to make a program financially viable)
- offers a course(s) or is part of a course for which students earn BSU credit (typically the course is taken for a grade and is listed on students’ transcripts similar to an on-campus course)
- is supported and approved by BSU

There are two types of faculty-led programs offered at BSU:

- Stand Alone Programs: credit is granted for participation in the overseas component. The large majority of these programs generally take place during summer or over other break periods. However, they can last a full semester.
- Imbedded Programs: these programs offer a short imbedded international experience within a longer main campus course rather than a standalone program. Awarding of credit is NOT tied to participation in the overseas component, but enrollment in the on-campus course is required.

Factors to Consider when Developing a Faculty-Led Study Abroad Program Proposal
It is important that study abroad program faculty leaders understand these responsibilities prior to submitting a program proposal!

Proposal Deadlines
Proposal deadlines have been adopted to ensure all programs are in compliance with university risk mitigation and safety and security policies. The Study Abroad Program proposal deadlines below apply to all new and continuing Faculty-Led study abroad program proposal submissions.

- Academic Year and Fall program proposal deadline: Completed proposal submitted to Study Abroad Office no later than October 31 year prior
- Spring program proposal deadline: Completed proposal submitted to Study Abroad Office no later than March 30 year prior
- Summer program proposal deadline: Completed proposal submitted to Study Abroad Office no later than October 31
Proposals submitted after the deadline will be considered only upon approval of the International Programs Committee. **Proposals submitted after deadlines cannot be guaranteed consideration.**

Program Goals
Faculty-led study abroad programs are generally aimed at specific majors or disciplines. As the Faculty Leader, you can impose any GPA and prerequisites that you feel are necessary to serve the purpose of your program.

Faculty Leader Role
As faculty leader, you are responsible for arranging ALL program logistics, either on your own or through a third-party provider (the Study Abroad Office recommends the use of a third party provider and can provide a list of approved organizations). Aside from tasks associated with instruction, budget management and coordination of program logistics, Faculty Leaders must also follow expectations and procedures regarding the health and safety of students. As a Faculty Leader you will find that your responsibilities do not end in the classroom, students will rely on you for all kinds of extra-curricular assistance as they adjust to a new, and sometimes stressful, environment.

Program Assistant
For safety reasons, if only one faculty member will accompany the group, a Program Assistant is required. The Program Assistant can take a leadership role in the event the Faculty Leader is incapacitated. Compensation for Program Assistants normally consists of airfare, housing, entrance fees, and meal per diem. Program Assistants normally do not receive a salary. The Program Assistant’s expenses can be built into the program budget. In programs that remain in one location, the Program Assistant may be a capable and willing in-country partner who can be on-call 24/7 to step-in in the event of emergency. If no in-country partner is available, the Program Assistant must be a Ball State faculty, staff, or student. The Program Assistant cannot be a spouse or dependent of the faculty leader, and cannot receive academic credit for their role. Any non-BSU Program Assistant (and participant) may be required to provide a criminal background check prior to approval. Please consult the Director of Study Abroad.

Coursework
The purpose of a study abroad program is to take advantage of being in a foreign setting rather than on campus. Most Faculty Leaders rely far less on textbooks than you would on the BSU campus. Try to have students seeing and doing, in addition to lecture work. For reading assignments, you may wish to pre-assign textbooks and/or provide materials copied ahead of time, possibly supplemented by available periodicals.

You must provide a syllabus for each course to be offered. The syllabus should contain a tally of the contact and preparatory hours and clearly define learning outcomes and assessment methods. Participation is an expectation of all students and should be a very limited component when assessing a student’s grade. Your chairperson must authorize specific BSU courses from your college or department that will be offered on your study abroad program. It is not appropriate to
simply lead a tour and have the students find their own independent studies. You must teach a course abroad for it to qualify as study abroad (versus a “non-academic tour”).

Each syllabus must articulate:

- Course name and number
- BSU standard contact and preparatory hours (45 classroom and contact + 90 out-of-classroom assignments = 3 credit hours)
- Specific educational objectives of the program
- Assessment mechanisms for each objective
- How the program combines academic learning with cross-cultural experience and is designed to make extensive use of the physical, human, and cultural resources of the host environment

Carefully consider your program curriculum. Students participating in study abroad programs are usually looking to fulfill major/minor/core requirements in order to justify (to themselves, and their parents) the additional expense. Special topic courses can be offered on field studies, but fully approved, regular courses are more popular.

If students need to maintain eligibility for maximum financial aid, they must earn a minimum of 6 credit hours during the summer, 12 credits for a semester. Ideally, summer programs should either offer the option of earning 6 credits during the program itself, or should be scheduled to fall within one summer session, so that students can take additional courses during the remaining summer session.

**Number of Faculty Leaders**

If there are less than 15 students, only one Faculty Leader may teach either a 3-hour or a 6-hour compliment of courses. Two faculty members can co-lead a program if there are at least 15 full paying students involved and the budget allows. Each Co-Leader must be responsible for teaching his/her respective 3-hour course. Therefore, two distinct syllabi are needed to document rationale for being paid a salary. These syllabi must be vetted and approved by the relevant Departmental Chair and the Associate Provost.

**Excursion Logistics**

As mentioned previously, excursions are considered part of the academic program and may include walking tours, visits to museums and similar activities. As the Faculty Leader, you will make the logistical arrangements for the excursions and be responsible for preparing the students for the excursion. We recommend you review each excursion and its value with students prior to departure.

If hiring a transport for an excursion, be informed about their insurance coverage. Ideally and whenever possible this information should be obtained in advance so that BSU Insurance and Risk Management can review it. Always hire transportation or use public transportation instead of attempting to transport students on your own as this minimizes the university’s liability as well as your own.
Program Itinerary
Ensure there are not U.S. State Department travel warnings for the country(ies) where you intend to go. If your destination is under a travel warning, you must get approval from the Ball State University International Travel Oversight Committee before proceeding with planning. Contact the Director of Risk Management at 285-2527.

Prepare a highly detailed itinerary of your study abroad program, bearing in mind that new programs should complement, rather than compete with, existing BSU programs. Copies of this document must be filed prior to departure with RCIP and your department chair. Any major changes in itinerary while program is in progress MUST be relayed to the Rinker Center for International Programs (RCIP) while abroad.

Beware of National holidays and the effects on class meetings.

Salary (as of July 2014)
The Faculty Leader’s teaching salary will depend on the number of credit hours s/he is teaching and the faculty member’s rank. A 10-month tenure track or contract faculty member will be paid 7.5% of base salary for each three credit course taught abroad. Other 10-month faculty will be paid $2,500.00 per three-credits of teaching. If two Co-Leaders are warranted because the program has more than 15 students, each faculty member will be paid 7.5% of their base, or $2,500.00, depending on faculty rank. In the case of programs with 2 Co-Leaders, each faculty member may teach only one three credit course. Salary will not be paid to 12-month salaried employees, but program costs will be covered.

Site Visit for Program Development
BSU-developed study abroad programs include a Study Abroad Contingency Fee of $100 per student built into the program budget. This fund can sometimes provide partial financial support for site visits for faculty developing a new study abroad program or altering significant portions of an existing program. The Associate Provost oversees the allotment of money for these site visits. With approval from the Associate Provost, faculty members may undertake a site visit to the new locale(s) of the program and apply for a grant to help cover the costs of the visit. This money will not be advance money. It will be used as reimbursement for receipts approved by the Associate Provost. A site visit checklist is available in the Appendix to help assist you during your visit. To apply for site visit financial assistance, please contact the Director of Study Abroad

Accompanying Family Members
Program Faculty Leaders may decide to bring family members with them on the program. This is permitted, although the Study Abroad Office reserves the right to impose limits and/or conditions on the roles, activities, and presence of family accompanying members. These limits and conditions are based solely on concerns related to health, safety, security, and liability as determined by BSU. The following policies describe the limits and/or conditions that apply to family members accompanying faculty.
Employment: As a general rule, family members of the Faculty Leader may not be hired to perform duties if those duties are under the general supervision/direction of the Faculty Leader.

Liability: Family members and dependent children participating in a program, like students, must sign an Assumption of Risk and Release form. Family members and dependent children are responsible for their own insurance coverage and safety during the program.

Accommodations: Faculty Leader family members may share accommodations provided that such sharing is allowed by the housing provider. The program budget cannot cover housing expenses for family members. Under no circumstances should family members share accommodations with students (unless those family members are also enrolled in the program as BSU credit-earning students).

Excursions/Travel: Family members may participate in program excursions and field trips, provided such transportation costs do not inflate the cost of the excursion, and that the logistics provider allows for family participation. Program excursions are planned to accommodate all students plus the faculty. If there are no extra seats on bus, boat, etc., the program will not arrange for a bigger mode of transportation, therefore inflating the cost. Family members must arrange for their own transportation at their own expense.

Excursion Expenses: If participating in group excursions, family members must pay for expenses separately from the group. At no time should program funds be used to pay entrance fees for family members.

Group Meals: If participating in group meals, the program director must reimburse the program for any expenses incurred by family members if a separate bill cannot be obtained. Program money cannot be used to buy meals for accompanying family members.

Minor Children: Minor children accompanying program leaders must be adequately supervised at all times. The presence of minor children or other family members should not disrupt or alter the study abroad program in any way.

Program Proposal Submission, Proposal Approval, and Recruitment Process Overview

All new and continuing program proposals must be submitted to the Study Abroad in accordance with the deadlines stated above. If you have any questions or concerns, please contact the Director of Study Abroad.

1. Submit a program proposal via email in MS Word to the Director of Study Abroad (Director). A complete program proposal contains the following items:
   - Proposal Coversheet
   - Narrative describing the program
   - Preliminary budget worksheet
   - Program itinerary
   - Course syllabus containing contact and preparatory hours, learning outcomes and assessment mechanism(s)
   - Short program description for web promotion
• Letter of support from the Department Chair(s)

2. The Director, in consultation with the International Programs Committee, will review and provide RCIP “preliminary approval” the program or request clarifications/revisions prior to preliminary approval. The Rinker Center will then send you the following:
   • Letter of preliminary approval from the Director
   • Program Emergency Contact Form
   • Insurance Roster

3. RCIP will combine all documentation into an Approval Packet (“redbook”) to circulate to relevant Chairs and Deans prior to submission to the Associate Provost, Dean of the Graduate School (if necessary) and Provost for “final” program approval. At each step, there may be additional requests for clarifications/revisions. Only after the Approval Packet has been reviewed and signed by each party is the program cleared to operate.

4. Once you have received preliminary approval for your program proposal from RCIP you should begin student recruitment efforts and work with the Coordinator of Field Study Budgets to finalize your program budget.

5. Once the official budget has been developed, it will be circulated for signature to Chair, Dean, Associate Provost and Provost for “final approval”. Students will not be able to enroll in your program until the final budget is approved.

6. Collaborate with a travel agent to make group flight arrangements (if desired).

7. At least 6 weeks prior to program departure, liaise with the Director of Study Abroad to confirm:
   • Official budget is complete and the program has sufficient enrollment to run. If there will not be sufficient funds, the program will be cancelled.
   • All documents are received
   • Your plans for pre-departure orientation, including Risk Management requirements for health and safety topics, such as immunizations.
   • The program’s Travel Warning status is also re-assessed at this time.
   • You will conduct a pre-departure orientation for your students. Faculty Leaders are responsible for keeping RCIP apprised of any changes that take place after the Pre-Departure Orientation and before group departure. Any on-site changes or program concerns should be promptly reported to the Director of Study Abroad.

8. Group Departs.
Pre-Departure Preparation

After your proposal has been approved, you can begin recruitment and planning in earnest. Please consider using a third-party program provider for logistical assistance. A third-party provider has the network and expertise to work with you to create the program that best meets your needs. The Study Abroad Office can assist in third party provider selection.

Factors to Consider When Preparing for Program Departure

Final Budget
Upon receiving preliminary approval from the Director of Study Abroad, your next step should be to develop the official budget to determine per student cost. **Students cannot complete the application process until you have received an approved final budget.** Please contact the Coordinator of Field Study Budgets at 285-6351 to finalize your budget. For the most part, expenses should be prepaid as much as possible. It should be noted that certain items (student per diem, contingency funds for medical supplies, spending money, etc.) cannot be included as components of the student program cost. These items can, however, be included in financial aid calculations. The Coordinator of Field studies can provide guidance on the admissibility of these components. Funds can also be made available as a cash advance.

Your **budget will be based on a minimum of 10 participants (15 participants if you will have two Faculty Leaders).** The cost per student will be determined based on these minimum enrollments, and the cost per student cannot be increased after final budget is developed.

If a program has less than minimum enrollment, any financial shortfall will have to come either thru mutually agreed upon revisions to components of the program (i.e. the faculty member, participants, and Director of Study Abroad all must agree on the cost saving revisions such as a reduction in the number of Faculty Leaders, or removal of Faculty Leader expenses) or from external funding sources. **Please also note, faculty leaders are compensated based on a minimum of 10 participants. If a program is allowed to move forward with less than 10 participants, the study abroad Office must receive written approval from the Department(s) Chair(s) approving the under enrolled course, AND faculty leader salary may be prorated based on the number of students.** If it is determined that the shortfall cannot be made up, the program will be cancelled (determination of enrollment required approximately six weeks prior to departure) and participants will receive a full refund for any deposits paid. Faculty who feel confident that they can recruit a higher number of participants than the prescribed minimum (10/15) can request the budget be built on an alternate minimum, but again, the students will not pay more than the final cost determined based on the agreed upon minimum number of participants. Likewise, faculty who do not have students absorbing the faculty expenses can develop budgets on a lower minimum number of participants.
When determining the expenses included in your final budget, it should be noted that upon completion of the program, any non-emergency related program deficits must be covered by the faculty member or their academic department or college. RCIP cannot cover program deficits.

Participant Recruitment
Recruiting enough students to make the program viable is of great concern. We encourage you to mention it in all of your classes and ask colleagues to give you time to present this opportunity in their classes as well. Rinker Center can assist by posting the program information on our website and distributing flyers to interested students. We can also provide a venue for Information Sessions.

Participant Admission into the Program
You may choose to require any number of application materials for your program. Examples include transcripts, essays, recommendations letters, etc. This is your choice. However, there is a standard set of documents required to enroll your students and have the Bursar start assessing program fees. Students will submit these documents online directly to the Study Abroad Office:
- $500 Non-Refundable Deposit
- Program Application
- Program Expense, Financial Aid and Payment Authorization
- Student Conduct Agreement, Statement of Responsibility, and Liability Release Agreement

After you have accepted your students, they will need to complete mandatory risk management documentation. The required documents consist of the following:
- Student Emergency Contact Form
- Health Evaluation

Student Application Deadlines
All Student applications must be submitted online via the Study Abroad Website portal to ensure the Study Abroad Office is receiving accurate and timely information. Please do not provide paper applications for your students to submit as many documents may be out of date. Students must submit all pre-acceptance documents listed in the study abroad portal by the deadlines below. Incomplete applications will be dropped on the deadline dates below.

Academic Year and Fall program student application deadline. All pre-acceptance documents due March 1 and all post-acceptance documents are due within 4 weeks.

Winter break program student application deadline. All pre-acceptance documents due October 1 and all post-acceptance documents are due within 4 weeks.

Spring program student application deadline. All pre-acceptance documents due October 1 and all post-acceptance documents are due within 4 weeks.
Summer program student application deadline. All pre-acceptance documents due March 1 and all post-acceptance documents are due within 4 weeks.

Extensions can be granted for programs upon request of the Faculty Leader to the Director of Study Abroad.

**Student Registration**
Students must be registered for classes before they leave on the study abroad program. You will need to request that your department’s scheduling contact, normally the administrative coordinator, create a special off-campus section of the course(s) you will teach abroad. The students will need to obtain the Course Reference Number (CRN) in order to add the class at the Registrar’s Office. Off-campus classes cannot be added using the online course planner.

Keep in mind your salary will be paid from the students’ tuition revenue. This revenue is factored into the program budget, therefore, registration is critical. Students who are not registered will be ineligible for financial aid and scholarships.

**Students from Other Institutions**
Students from other institutions must apply to BSU as a “Guest Student” and pay BSU tuition and fees to participate on a Faculty-led program. When a non-BSU student contacts you with interest for the program, please refer them to the Study Abroad Office.

**Flight Arrangements**
It is advisable to work with a travel agent if you include group flights. In the event of a travel disruption the agency can assist with rebooking and provide visa advice. Travel Dimensions (in the BSU village) and STA Travel (www.statravel.org) are commonly used, however, you are welcome to select any agent you choose.

**Please do not make flight arrangements until you have confirmed preliminary approval by RCIP and have a very good understanding of the number of participants on your program.**

**Passports and Visas**
You are responsible for ensuring you and your participants have the proper passport and visa(s) for your travel. If you do not already have a passport, or it is expired, you should apply for one immediately. (Note: passports must be valid for six months beyond the length of your stay.) The process of obtaining a passport can take four to six weeks, and sometimes longer, so plan ahead and apply in advance. U.S. citizens should visit the U.S. Department of State Passport website (http://travel.state.gov/passport) for information about obtaining or renewing a passport.

If your program’s host country requires a visa for entry or for stays over a certain number of days, you will need to apply to the Consular Services of that country. Some countries require entry visas, even for short stays or for transit through one country to the next. The requirements will be country-specific; you can obtain that information from the country’s consulate. A list of many embassies is available at (http://embassy.org/embassies). Travel Agents may be able to...
assist in securing visas for some destinations. Again, as Faculty Leader, you are responsible for ensuring your participants are aware of the need for any necessary visa(s) for the program.

**Immunizations**
It will be your responsibility to receive and notify participants of any required and recommended vaccinations. You can gather up-to-date information by visiting the CDC website at [http://wwwnc.cdc.gov/travel/destinations/list.htm](http://wwwnc.cdc.gov/travel/destinations/list.htm). Please determine your required and recommended vaccinations early as many medicines must be taken 14-28 days before departure, in time for them to be an effective prophylactic at the time of arrival.

**Medical Insurance and Emergency Assistance**
It is mandatory for all students, Faculty Leaders, and non-faculty participants to enroll in medical and evacuation insurance provided by HTH Worldwide. The cost is covered by program fees charged to the student. The HTH enrollment roster you provide RCIP allows us to enroll you.

For non-emergency issues, HTH Worldwide can provide the name of a physician participating in their plan. Students will seek medical attention, make payment, and file a claim with HTH for reimbursement. They can go to [www.hthstudents.com](http://www.hthstudents.com) and log in to find a doctor and print off a claim form.

In an emergency, HTH Worldwide recommends going to the nearest physician or hospital without delay and then contact them. They will then take the appropriate action to assist and monitor the medical care until the situation is resolved. To contact HTH Worldwide in the event of an emergency, call 1-800-257-4823 or collect to 1-610-254-8771. They can also provide assistance with translation and evacuation.

All medical costs are the responsibility of the students. **Under no circumstances can student or Faculty Leader medical expenses be paid from the program budget.**

**Insurance Enrollment for Non-BSU Employees**
At least 6 weeks before departure, RCIP will email you the HTH Insurance Roster Template. Provide information for all participants including students and faculty return to RCIP. If there are changes to the participant log, please notify us immediately so we can contact HTH for an adjustment. Rinker Center will process the enrollment, and participants will receive their insurance card via email approximately one month prior to departure. If some participants choose to stay overseas after the conclusion of the program they may opt to extend their insurance coverage.

**International Student/Teacher Identity Cards**
An International Teacher Identity Card is available to all Faculty Leaders. The card provides additional insurance benefits such as document replacement, baggage delay, and discounts on airfares, museums, and other attractions. You can obtain an application form from the Study Abroad Office. Return that completed form to our office along with a 1-1/2” square picture of yourself (the face should be roughly the size of your thumb) and a $25.00 check.
(a similar International Student Identity Card is available for participants on all study abroad programs.)

Arranging Access to Personal Funds Abroad
The Ball State Federal Credit Union (BSFCU) is a good source of information regarding personal money issues while abroad. If you have an account with them, they only charge $1.00 to make a withdrawal at an ATM machine. Their BSFCU VISA Debit card can be used worldwide, they do not charge international transaction fees, nor is there an international exchange rate fee. You must notify them in advance to ensure your card will be unlocked for use in the countries you will visit.

Communications Abroad and Cell Phones
In order to ensure safety and have a readily available means of communication, the Study Abroad Office mandates that you have a 24/7 phone number available for contact from our office. Cell phones from the US typically will work overseas if you purchase a roaming package from your provider. This cost can be built into the program budget. You are welcome to check with your US provider for specifics. In addition, you can lease or purchase a cell phone or SIM card overseas. This often provides a much lower cost alternative to a roaming package. The cost of your phone Sim Card/Phone and program-related calling expenses should be factored into the program budget. Cell phone numbers should be provided to the Study Abroad Office as soon as they are obtained in country.

Orientations
Participants should receive, at minimum, two orientations prior to program departure, an Electronic “General” Orientation sent to all students from RCIP and covering general information that pertains to all study abroad programs including, health a safety abroad, course registration, insurance, etc., and a Program Specific Orientation provided by the Faculty Leader. The Program Specific Orientation should cover country and program specific information.

As noted above, you should conduct a thorough pre-departure orientation for the students. Your orientation should address such subjects as academics, passport, visa and required travel documents (Note: Your program participants may include both U.S. citizens and non-U.S. citizens. Non-U.S. citizens may be required to apply for visas in cases where U.S. citizens do not need visas for entry into foreign countries and vice versa.), immunizations (if students choose not to comply with requested medical precautions, they will have to sign a liability waiver), travel risks, and emergency contingency plans. Personal safety issues should receive particular attention, because customary practices in the U.S. (ex. carrying “Mace” for protection) may be inappropriate or illegal in many countries. Your participation in this session will also provide the opportunity to talk about your expectations for the program and student behavior and disciplinary measures while on the program. In addition to the formal pre-departure meeting, you can host as many informal or preparatory meetings as you wish with the students. Student should also be informed that they can contact the Study Abroad Office at any time before, during or after their program to discuss any concerns they may have about the program content or leadership. Consult with the Rinker Center for International Programs for assistance and/or if you have any questions about preparing your orientation program.
Faculty Responsibilities during the Program

The chief element of your responsibility is to provide a conceptual view of the program as a whole, integrating the academic and experiential sides of the educational experience as fully as possible. The students look to you for academic aspects and cultural stimulus. In addition, budgets and logistical arrangements for excursions are the responsibility of the Faculty Leader. Please note that the Faculty Leader is expected to remain with the students during the entire program.

Factors to Consider While On-site with the Students

Leadership for Students
BSU Faculty Leaders set the tone of the program and can be of invaluable assistance to students trying to cope with unfamiliar surroundings and routines. Since students do not have the same resources as on their home campus and are sometimes homesick or have problems adjusting to their new environment, you can expect to spend time with students outside of classroom environment. Students frequently look for models of behavior, especially while living in an unfamiliar culture. Your goal is to be accessible to students without eliminating all social distances between faculty and students. We encourage you to invite students, in groups, for social gatherings, and to take the lead in arranging other social activities.

The wide range of students’ abilities and backgrounds often dictates classes that are rather basic and general in nature. Students with more knowledge can learn by assisting less-informed students to grasp new theories, possibly in a workshop or study group approach. The use of student representatives to act as correspondents with BSU by way of a blog, excursion committees to research and present background information on the field trips, and open-houses for group get-togethers have worked well in the past to help develop group cohesion and encourage student involvement.

Arrival Checklist
As soon as possible after arrival:

• Provide/Confirm Study Abroad office with your 24/7 emergency contact number.
• Contact the Study Abroad office by email or phone to inform us of the student’s arrival. Worried parents/friends/family members usually call the Study Abroad office first to find out if students have arrived safely. Encourage students to call/email home as well.
• Register the group with the U. S. Embassy using the Smart Traveler Enrollment Program. The web site to do this is (https://travelregistration.state.gov)
• In the event that portions of your program have changed, provide the Study Abroad Office with an updated itinerary and confirm telephone numbers where you can be reached at all study sites visited.

On-Site Orientation
You are required to provide students with an on-site orientation upon arrival. Normally this takes place the first full program day. The following is a list of what you will want to make sure is covered during the orientation:

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• Emergency response plan and procedure for emergency, incl. meeting place/communication. Discuss potential crisis, and create a communication tree so participants can be reached, and can respond, quickly. Designate a primary and secondary meeting space in the event of a crisis
• Remind students they must adhere to local laws, BSU Code of Student Rights and Responsibilities (www.bsu.edu/studentcode), and the BSU guidelines on alcohol use. Be sure to inform students that they are subject to laws that differ from home. If possible, you might request a local or law enforcement officer to assist.
• Remind students you are there to help with any issues (cultural adjustment, grievance complaints for harassment/discrimination, reporting of assault/rape, etc.).
• Provide students with site-specific information about potential health and safety dangers. Examples include, but are not limited to: drinking water safety, taxis use, areas of town to avoid, pick-pockets, swimming safety/lifeguards, poisonous insects/snakes, watching drinks in nightclubs, gender norms, etc.
• Provide students with in-country emergency contact information: nearest doctor, equivalent of 911, U.S. Embassy/Consulate.

**Budget Management**
**Before departure, you will be briefed on budget issues by the Coordinator for Field Study Budgets and will be given a clear understanding of how much is available. It is imperative that you keep accurate records of monies spent. A credit card slip is not considered a sufficient receipt. Keep itemized receipts for all expenditures and it may help to also keep a spreadsheet with the following categories:**

- Food
- Lodging
- Excursions
- Transportation
- Phone/Supplies/Miscellaneous
- Stipend/Guest Lecturers

Keep separate files for anything paid with cash advance funds, out of pocket, or pre-paid. Once you have returned, all expenses must be submitted to the Coordinator for Field Study Budgets so that either the cash advance can be reconciled or you can be reimbursed for out-of-pocket expenses while on the program. Please note that BSU does not accept foreign currency left over at the end of your program. You are responsible for converting any remaining foreign currency over to U.S. dollars.

**Allowable Expenses:**
- Airfare
- Transportation (bus, metro, etc.)
- Parking and tolls for hired transportation
- Lodging
- Group meals
- Group excursion tickets
• Gifting (ex. tips for bus driver)

Non-Allowable Expenses:
• Alcoholic beverages of any kind are not an allowable expense and will not be reimbursed under any circumstances
• Expenses of any kind for friends or family
• Memorabilia and souvenirs
• Car rental
• Individual student expenses
• Reimbursement to students for lost or stolen items
• Reimbursement for medical payments on student’s behalf
• Refunds to students who do not participate in excursions or other program activities
• Personal expenses: this includes clothing, grooming and hygiene items, personal entertainment, or anything else of a personal nature.
• Electronics: electronics are usually large dollar items that once purchased become the property of BSU and are generally not an allowable expense. Inquire in advance if you have a special equipment need you’d like to discuss, such as cell phones.
Faculty Responsibilities after the Program

Prior to the end of the overseas component of the program, please take some time to ensure the program concludes in total and all academic and financial issues are resolved.

Factors to Consider When the Program Concludes

Post Program Travel
Program completion will take place the day following the last evening of BSU program sponsored accommodation. Students may elect to remain beyond this date; however they are no longer considered “participants” on a BSU study abroad program and will be responsible for all additional expenses incurred. As Faculty Leader, you may remain longer depending on your program’s needs. Please clarify and confirm this with the Director of Study Abroad prior to program departure to ensure your additional expenses are covered in the budget.

Grades
You will responsible for reporting grades for the classes you teach immediately at the end of the semester.

Evaluations
Students should be asked to complete a program evaluation form at the end of the program. The information they provide on classes, excursions, housing, and other matters is very helpful for improving future programs. Please encourage students to take a thoughtful approach to their comments for the benefit of students to follow. One student should be designated to collect, seal and mail the completed evaluations to the Study Abroad Office. You will have an opportunity to read the evaluations after they have been reviewed by the Study Abroad Office and use the results to plan future programs.

Expense Reconciliation
Submit all receipts and expense worksheets to the Coordinator for Field Study Budgets immediately upon your return. Generally the account should be reconciled within 30-60 days of completion. All receipts should be taped to 8-1/2” x 11” sheets of paper in chronological order (be careful not to cover any text with tape, as that will cause the ink to disappear and you might not be reimbursed). Total all receipts to get a total expense amount and submit to the Coordinator for Field Study Budgets.

If receipts are missing and the faculty member has information on the eligible expenses, including: date, amount, and reason for purchase, the University allows them to complete a Missing Receipt Form. The form is signed by the traveler and the Chair. It is submitted with other receipts for cash advance clearing or reimbursement.

Once verified, a Travel Expense Voucher will be prepared. If reimbursement is due to you, the Accounting Office will deposit the funds directly into your bank account. If money is due to BSU, you will need to make a check payable to BSU at that time.
Promotion of Future Programs

The Study Abroad Office may ask the alumni faculty to help promote study abroad. We encourage you to participate and to talk to all your students about the value of international education. You may be asked to help with future faculty orientations to discuss your experiences.
Student Conduct Issues

We recognize that the students participating in BSU programs are legal adults and responsible for their own behavior. However, they are also considered representatives of BSU as well as the United States. It is your responsibility to advise the students when they are offending the norms of the host country. Part of the pre-departure and on-site orientation should include discussion of those norms and typical ways in which foreigners may unknowingly violate them.

Students need to be aware that they are subject to the host country laws, to the BSU Code of Student Rights and Responsibilities, from which prohibited behaviors are derived as listed in the Appendix, and to the Study Abroad Office policies and guidelines. The complete text of the Code can be found at (www.bsu.edu/studentcode).

In the case of a serious violation which jeopardizes the safety or well-being of the offender, other students, or members of the host culture, students should understand that such behavior may result in dismissal from the program, failure of courses, loss of program costs, and/or an early return home at the student’s expense. You have the authority to remove a student from the program for inappropriate or dangerous behavior.

You should consult with the Study Abroad Office in any case of student conduct, to provide guidance based on university policy and past experience, as well as solutions to certain situations, such as a behavioral agreement. The Study Abroad Office consults regularly with other offices on campus, such as Risk Management and Student Rights and Community Standards in such cases to ensure that due process is provided and the proper steps are taken for the safety and well-being of the student, the program staff and the university. In the case of a dismissal, it is important to ensure University procedures have been followed.

Visitors for Students

Often student participants will have friends or families visiting during their participation in the program. Those visitors are not allowed to stay with the students. They must find housing on their own. Again, if they join in any program activities, they must pay their own way.

Due Process

Due process is, by law, a necessary component of “proper procedure”. No decision of responsibility or imposition of sanction can occur without due process. The following are recommended procedures for the Faculty Leader’s on-site adjudication of code violations:

1. Send notice of meeting to accused student with time, date, and location and also stating alleged violations of the Code of Student Rights and Responsibilities.
2. Meet privately with accused student.
   a. Share information that you have regarding the incident.
   b. Re-state what alleged Code violations are involved.
   c. Allow the student to share, from their perspective, what occurred in this incident.
   d. Ask student if “responsible” or “not responsible” for the alleged violations.
3. If student accepts responsibility, impose sanctions ranging from official reprimand up to disciplinary probation.
4. Send the student a hardcopy letter and email copy of the sanction letter (copy to Study Abroad Director and Office of Student Rights and Responsibilities).

5. If the student maintains they are not responsible for the offense, s/he is entitled to some type of hearing.

6. Maintain confidentiality of the student’s disciplinary record. Information cannot be released without prior permission of the student.

7. If necessary, interview other individuals involved in an incident and take written statements from them. Share that information with the accused student.

In any case involving due process associated with dismissal procedures, the Study Abroad Office will act as your campus liaison with all relevant offices on campus, such as Dean of Students, Office of Student Rights and Responsibilities, Counseling Center and the Office of University Compliance to ensure the proper steps are taken for the safety and well-being of the student, the program staff, the Study Abroad Office, and the University. Again, in the case of dismissal, it is also important that university procedures have been followed.

More complete information about due process is included in the Appendix.
Faculty Conduct

As Faculty Leader you accept the responsibility of understanding the content of this handbook and abiding by its policies and processes. In addition, just as students must abide by BSU conduct rules, policies and guidelines while on the program, you and any program staff must adhere to BSU policies as well. Some, but not all, of the possible examples of unacceptable conduct are:

- Reporting to work under the influence of alcohol or illegal drugs, or using alcohol or illegal drugs on the job
- Stealing state property or funds, or knowingly misusing state property
- The willful violation of known or written work rules
- Jeopardizing the safety of persons or property
- Inappropriate relations with students

Failure to abide by any of the policies contained in this handbook, or the BSU conduct rules, may result in cancellation of the program, ineligibility to lead future study abroad programs, and additional disciplinary measures dependent on the nature and severity of the offense.

**Note about alcohol:** Many study abroad programs travel to locations where alcohol is consumed in a more social manner than in the U.S. Regardless, as a BSU employee, you will be held accountable for your actions and the consequences thereof. The consumption of alcohol and/or the results of such consumption are never considered to compromise personal responsibility or accountability. It is important for program staff to keep their own alcohol consumption to a minimum; even during what is considered free time, so that their judgment is never compromised or impaired. Please be aware, as Faculty Leader, you are prohibited from purchasing alcohol for program participants. In social events where alcohol may be served, students of legal age are allowed to purchase alcohol for their personal consumption.

**Note about student interaction:** Faculty Leaders and program staff themselves should be careful to avoid any behavior which could be misinterpreted as inappropriate between professor and student. All students and program staff are required to adhere to the BSU policy on the disclosure of consensual relationships:
http://cms.bsu.edu/about/ administrativeoffices/legal/policyrelationships

**Note about Sexual Harassment:** Any sexual harassment complaints should be reported to the Study Abroad Office immediately. As the Faculty Leader, you will most likely have to initially manage any sexual harassment complaints that happen on-site, unless the complaint is against you directly. It is your responsibility to ensure the immediate safety of the student and take corrective action to ensure the student’s long-term safety. This may require the dismissal of on-site faculty from BSU contract and/or the dismissal of any offending students from the program. All faculty are required to adhere to BSU policy on Sexual Harassment:
http://cms.bsu.edu/about/ administrativeoffices/legal/sexualharassment
Crisis and Emergency Management

The majority of emergencies witnessed in study abroad are non-life threatening emergencies such as a minor sickness or injury, theft or loss of belongings, or a family emergency back home. The local authorities and consultation with the Study Abroad office are your best resources for getting the situation resolved.

In addition, as the Faculty Leader, you may also have to mitigate the effects of “Perceived Emergencies”, situations abroad which may be perceived in the U.S. as more dangerous than they actually are. Often family/friends at home will become alarmed by a perceived emergency. (For example, floods in Northern Australia, though your program is hundreds of miles away.) They can be as disturbing to program participants and their family members as real emergencies and require serious and prompt action on your part. Inform students to contact home and confirm their safety if the event has made international news. Consultation with the U. S. Embassy/Consulate is often advisable and contact with the Study Abroad Office is essential. Faculty Leaders are required to complete an incident report for all medical/psychological/behavioral incidents. The report will serve as the written record of events.

Major emergencies are rare, however when they occur they often involve a considerable amount of time, resources and personnel. Although many of these emergencies cannot be prevented, you CAN decide how to prepare and respond.

Emergency Preparation

In addition to the steps listed in the on-site orientation section, there are things you must do to facilitate student safety. All Faculty Leaders are required to do the following:

- Know how to communicate with and access help during a crisis. These sources include:
  - Know local emergency numbers to call in case of fire/crime/ambulance. Ensure that students also have emergency numbers available to them.
  - Travel agents – Travel Dimensions or your chosen agent
  - Local hospitals, clinics, and health/counseling professionals
  - U. S. Embassy/Consulate
  - HTH Global Assist for evacuations and medical translations
- Keep copies of student Emergency Contact forms with you on-site. Copies should also be left with the Study Abroad Office.
- Carry a contingency plan that addresses procedures in case of absence or incapacity of the Faculty Leader.
- Become familiar with the student health insurance policy through HTH. Know how to access medical assistance or evacuation, how to file claims, and which conditions are excluded. Print a copy of local HTH doctors prior to departure and keep it with you. These doctors know the HTH system and speak English. This list can be printed from the HTH website: www.hthstudents.com
• Know how to contact the Study Abroad office staff and carry this information with you at all times. After hours you may call the BSU Campus Police at 765-285-1111 and they will contact staff at home.

Decision Making During an Emergency
Your initial response to the emergency will help you reach a faster resolution, and there is no replacement for your common sense judgment as first responder. However, the four general steps to be taken during any emergency are:
1. Assessment
2. Securing student(s)
3. Communication
4. Documentation.

Assessment – How serious is the emergency? Do you need to administer any first aid immediately? Is this a routine emergency or major emergency? Is one student involved or multiple? Do you need to call an ambulance, police, or embassy? Is the emergency real or perceived? What steps must be taken to secure the environment? The answers to these questions will determine your next step of action.

Securing Students – Secure students and the environment and make sure the students are safe and feel safe. Administer any first aid to the extent possible. Call for any medical/consulate/police help necessary. If there is time, consultation with the Study Abroad Office is strongly recommended. When there is an inability to reach the Study Abroad Office for consultation, the Faculty Leader has the authority to close a program and evacuate the students.

Communication – After the students’ safety is secured, you should contact the Study Abroad Office if at all possible. After business hours, when it is not possible for you to make multiple calls, it may be best to call Campus Police at 765-285-1111. Their staff has a list of home numbers. Be sure that you have the following information available:
• Name of the caller
• Your local call back phone number
• Location of caller – street, city and country
• Name(s) of the victim(s) involved
• Details of the accident, injuries, and/or emergency
• Status of the victim(s)
• Location of accident or emergency – how close is it to students and staff?
• Has rescue squad, local law enforcement, U.S. Embassy/Consulate been called? What is their advice?
• Status of all students/staff

Additional Important Emergency Communication Information
Please note that under FERPA it is not legal for University employees, including the program’s Faculty Leader, to contact a student’s parent or guardian without permission from the student if the student is over 18. However, schools may disclose education records to parents if a health or safety emergency involves their son or daughter. Check the Emergency Contact Form to confirm whom the student has indicated you should contact.

Faculty Leader Communication Responsibilities

Once you have secured all students/staff and contacted the appropriate local medical emergency officials, law enforcement officials, U. S. Embassy/Consulate and the Study Abroad Office, you are responsible for maintaining contact with these people, if possible. In political crises or natural disasters, gather as much information as possible from local sources. You MUST maintain contact with the Study Abroad Office to coordinate issues of:

- Group location/activities
- Health and safety
- Legal liability
- Financial concern, particularly in the case of program cancellation or evacuation
- Academic concern, including plans to complete course work after the crisis

Communicating with the Group

If not all students were involved in the emergency, notify all students of the situation. Lack of information or discussion is likely to create rumors and panic among students. Depending on the nature of the incident and degree of sensitivity, you may wish to hold a group meeting to inform and reassure students, and to quell rumors. Be careful not to appear to be blaming the victim of a distressing incident. Encourage students to call home to assure family members of their safety. However, a panicked telephone call or email message may heighten emotions and impair reason. The principal ingredient in their response will be your response. You must maintain a level head and assume a forceful but reasonable manner.

Communicating with the Media

Do not make any statements to the media before consulting with the Study Abroad Office. Ball State University will coordinate any media contact for a major crisis.

Assistance with Communications

In the event of the death, disappearance, arrest/detention, or serious medical crisis involving a student participant, one of your first contacts should be the nearest U. S. Embassy or Consulate, American Citizen Service’s section. If you are unable to contact the embassy or consulate, you can also contact the American Citizen Services office at the State Department at 202-647-5225 (24 hours). Please notify the Study Abroad Office just as soon as possible.

An emergency contact list for BSU is in the Appendix.
Documentation – If a crisis should occur, keep a written record of all steps taken. The “Study Abroad Office Incident Documentation Form” can be used for any crisis. It is very important for you to document all steps taken after the accident or emergency with a chronological log detailing what happened, steps taken, when they were taken, with whom staff members talked, and what follow up actions were necessary.

Managing Legal Difficulties and Record Keeping
Whenever there is an incident of any kind which may involve insurance or which has the potential for legal action (accidents, thefts, sexual harassment, etc.) please keep copies of all receipts, relevant paperwork, and carefully documented notes on the event. These notes should include conversations you may have had with the student, local faculty or staff, or BSU Study Abroad Office, and any actions you may have taken. The dates and times of these events are very important. Please send a copy of your notes to the BSU Study Abroad Office so that we may refer to a written record. There is an Incident Documentation Form in the Appendix of this handbook.

Managing Media Communications
The first actions taken following an accident, death, or emergency may well determine whether a situation is contained or leads to panic or rumor mongering. All statements to the press should be made exclusively through the appropriate BSU offices. Many difficulties may arise when more than one source releases information to the media. The study abroad office will work with University Communications who will in turn release information to the media.

Managing Specific Emergencies
Every emergency will be different and will require different management along the way. In every case, the four main steps listed previously should be followed. Following are examples of possible emergencies and recommended procedures to follow.

Crime
Crimes against property are fairly common all over the world. During orientation, you need to discuss local crimes and how to prevent them. In addition, you need to remind students prior to departure to do the following:

- Make copies of your passport; leave a copy at home with someone you trust and pack an additional copy separate from the original (suitcase, etc.).
- Write down international telephone numbers for credit cards, debit cards, and ATM cards. Write down the account numbers and pack them separate from the originals.
- Be sure that someone at home will accept a collect call from you in case you lose the numbers.
- Remember that toll free numbers generally do not work from overseas. Call providers (credit card companies, phone card companies, etc.) before departure and get local and/or international numbers to use in an emergency.
- Read your Pre-Departure Student Handbook.
- Report any crime to local authorities as soon as possible about the event.
Note: Any crime against any property or funds of the University requires immediate report to the Study Abroad Office in order to file the necessary paperwork. The paperwork often requires documentation from the local authorities on the crime, as well as a copy of the official police report.

Fire
Confirm that all student accommodation has fire extinguishers and smoke detectors. Be sure to also address fire safety issues with housing and classroom providers before booking.

Serious Illness and Serious Injury
In the event of an emergency, work with area medical personnel to determine if the level of care available is appropriate. HTH personnel are principal allies if you need assistance if it is determined a transfer is in the student’s best interest. A decision to move a student is ideally the result of an accord between local medical personnel, HTH consultants, the student (if it is possible for him/her to participate in the decision), the student’s family and you. The bottom line, however, is that your judgment will weigh heavily since you are the professional contact on-site. You or another program faculty member should accompany the student. If it becomes necessary for the student’s family to join him/her, you will need to make every effort to facilitate their travel and support them upon arrival. There is some provision for this in the HTH medical benefits.

Assault or Rape
Sexual assault victims do not always tell someone at the time of the incident, however, they may tell you at a later date or you may notice incident-related symptoms (e.g. aggression/anxiety/depression). Individuals (men and women) who report that they have been sexually assaulted should be treated in a compassionate, non-judgmental manner. Questions for assessment:

- What are the major details of the incident?
- Is counseling available?
- Has appropriate local law enforcement been notified?
- Were there witnesses?
- Does the victim want to return to the U.S.?
- What are the likely academic and financial consequences of returning to the U.S.?
- Are the victim and the counselor aware of these consequences?

In the event of an assault or rape, encourage the student to go to a hospital/clinic after the assault as soon as possible. Students reporting rape should be asked to not urinate, defecate, rinse their mouths, bathe, or clean under their fingernails before examination, if possible. Inform the student that this request is to help obtain evidence that might later be used in court and is not in itself for medical reasons.

The attending doctor should tend, first and foremost, to the student’s well-being. The student should not be left alone and should be taken to a comfortable, safe area. The student may prefer to be accompanied by a friend. Consent from the student must be given before examination and treatment.
Remember to keep the victim’s name confidential. The victim’s name should be protected to the maximum extent possible. The victim must authorize, in writing, the release of confidential medical information or notification of his/her condition to family members.

Once you have been notified of an assault or rape (actual or attempted), as the Faculty Leader, you must:

- Not leave the victim alone
- Provide support for the victim
- Ensure other students are safe
- Notify the Study Abroad Office the incident has occurred.
- Encourage the victim to go to doctor (who can then treat injuries, give examination, provide pregnancy and STD protection, recommend counselor, etc.)
- Arrange for medical treatment or evacuation
- Maintain medical confidentiality
- Provide and/or arrange psychological support
- Document everything: type of assault, date and time, location, whether assault was related to the program, whether assailant is known, number of assailants, if weapons were involved, and all steps taken after the incident was reported to you.

Missing Person
Prior to departure, be sure to remind students that if they will be traveling on weekends that they are required to leave a copy of their itinerary with you. Also arrange for students to notify you by phone if they change their travel plans and will not be back by the time they had declared. Ensure that they know how to get in touch with you (using local phone systems). Inform them that if they are over 24 hours late without notification, you will try to discover their whereabouts and depending on the circumstances (where the student went, with whom, special circumstances, etc.), you may notify relevant authorities. Questions for Missing Person assessment and notification:

- What is the description of the student (height, weight, eye color, hair color, hair length, gender, race, other distinguishing factors, and clothing at time of disappearance)?
- When and where was the person last seen or heard from?
- Did the person tell anyone of plans to be absent?
- Does anyone know where the person may have gone?
- How was the person traveling? (Alone or in a group, on foot or by train, etc.)
- If the person left and was expected to return at a specific time, what was the date and time of the expected return?
- Are reliable search and rescue departments available on-site? Have they been initiated? Should they be initiated?
- What is the student’s passport number?
- Have the local missing person officials been notified?
- What is the agency and case number assigned?
- Has the U. S. State Department been contacted?
- Who is the contact that the State Department (name, title, phone)?
• Has the State Department initiated a Welfare and Whereabouts check? For which countries?

**Arrest**
If a student is arrested on your program, be sure to get the answers to the questions below and then contact the Study Abroad Office. Then a determination will be made as to a course of action, depending on the severity of the charge.

Questions for Arrest assessment and notification:
- Your call back number
- Student name
- Location
- What are the charges?
- Has the student been detained?
- Has the U.S. Embassy been notified?
- Were there witnesses?
- Where is the student now and what are the names, addresses and phone numbers of the arresting authorities?

**Political Emergency or Natural/Man-Made Disaster**
In the event that a natural disaster within your destination country, or even within a neighboring country, please contact the Study Abroad Office as soon as possible to confirm that the group is safe, and encourage students to call a family member or friend at home. The Study Abroad Office is likely to receive calls from concerned family members when such incidents take place, even when the site of the incident is very distant from the actual program location. Questions for Disaster assessment:
- Are all students accounted for?
- Is the group in danger?
- Has the U.S. Embassy advised participants to take appropriate action?
- Have all participants/staff been made aware of these precautions, and have you documented the situation?
- Are all participants/staff following these precautions?
- Have local authorities imposed a curfew?

**Terrorism or anti-American sentiment**
Unfortunately, anti-American sentiment can occur anywhere, however the likelihood of you or your students’ being confronted with it often depends on the location of your program. This sentiment exists for a variety of reasons, and it will continue to exist long after your departure from the location. For this reason, it is recommended that you do not confront individuals who may be aggressive in their behavior towards you. Your best, and safest, defense is to remove yourself from that situation as soon as possible.

You are not being asked to disguise nor deny your citizenship, however to protect against these types of confrontations, we suggest the following:
• Exercise care in how much information you give to strangers – be skeptical of new acquaintances.
• Be alert to any danger signs such as the presence of suspicious-looking strangers or unidentified packages.
• Keep abreast of local news through TV, radio and newspapers.
• In airports, bus terminals and train stations, do not linger at ticket counters; go immediately to departure area after conducting your business.
• Do not borrow suitcases from anyone. Do not agree to monitor or carry any luggage or package.
• Removal all luggage tags or other external items that provide identification (keep ID inside your bags and use an email on the tag vs. a postal address).
• Stay in touch with your family and friends and/or the Study Abroad Office staff so that they know you and the students are safe and where to reach them in case of an emergency.

In the event of a threat, you need to do the following:
• Eliminate outward signs on the program premises of American presence.
• Visit the US Embassy or Consulate website or call for advice. Check with them daily or more often if necessary. Make certain they have your contact numbers and websites on hand.
• Stay in touch with the Study Abroad Office.
• Be vigilant about incoming mail. Alert authorities to the presence of anything unusual. Do not open or allow students to open suspicious letters or parcels.
• Make a rapid communication plan, such as a phone tree. Practice it to see that it works.
• Ask students to give you detailed travel plans or, if necessary, details of their schedules on a daily basis. Cancel travel as necessary.
• Control access to the program site.

Death
In the event of a fatality, wait for legal authorization (usually the local authorities) before moving the body. Arrange for photographs before the body is moved. You should, if at all possible, make a positive identification of the body. You should notify the Study Abroad Office immediately. You will most likely need to make the on-site arrangements with the Embassy and HTH for repatriation.

The responsibility for supporting students will fall heavily on you. BSU counseling personnel can be very helpful to you and the students over the telephone or Skype. Their phone number is 765-285-1736. After 5:00 pm the phone number is 765-747-7330. Do not fail to utilize their resources. Explore the possibility of utilizing local trauma counselors if it seems like a good idea.

The Director of Study abroad and the Vice President of Student Affairs will confer before any action is taken to notify the family. The most likely notification procedure would be for Student
Affairs to follow its standard guidelines to make the initial contact, with the Study Abroad Office making a follow up call or visit to provide details of the incident.

Program Cancellation
In the event that the University determines that the health and safety of program participants is in jeopardy, it is possible that a program may need to be cancelled. If appropriate and feasible, moving the group to a different site may be an alternative to cancellation. The decision will be made by the Study Abroad Office, in conjunction with the Faculty Leader.

If the cancellation occurs before or soon after the program begins, every effort will be made to refund recoverable costs to the participants. If the emergency occurs toward the middle or end of the program, it may be best to evacuate the group back to the U.S., but to make arrangements to continue the coursework through a form of independent study, rather than cancel the program altogether.

If a program is not cancelled, but an individual student feels uncomfortable about going abroad or remaining on-site, they should be allowed to withdraw. The Study Abroad Office would not be obligated by policy to offer a refund in this situation, but would, in practice, reimburse any recoverable costs.

Ball State University is willing to provide assistance when possible, so that students in a crisis situation will not be unduly penalized either academically or financially. The exact extent of the University’s support would be determined by the nature and circumstances of the situation itself.

Mental Health Concerns
Stress is the number one cause of exacerbation of a pre-existing mental illness, and adjusting to another culture typically involves stress for any program participant. It is important for you to be familiar with the warning signs of mental illness, to identify the condition, and to seek help for the student as early as possible. Behavioral warning signs include, but are not limited to: an inability to communicate clearly, an unusual or markedly changed pattern of interaction (such as totally avoiding participation, becoming excessively anxious when called upon, or dominating discussions when this was previously not the case), extreme behavior fluctuation within a relatively short time span, a depressed or lethargic mood, being excessively active and talkative (very rapid speech), swollen or red eyes, marked change in personal dress and hygiene, being sweaty (when the room is not hot), or falling asleep inappropriately.

Even if unusual behavior is due to more transient culture shock, it is important to follow up with the student and offer support. If a problem does arise, you should not attempt to make serious decisions alone, but should seek assistance by contacting the Study Abroad Office.
Appendices
Study Abroad Program Proposal Approval and Development Process

12+ months prior to departure: SITE VISIT

1. Faculty member submits request for site development funding assistance to Study Abroad Office (SAO) at least 4 weeks prior to departure. Complete request includes:
   - Narrative of proposed visit objectives
   - Proposed Itinerary
   - Preliminary Budget
2. RCIP will notify faculty member of approval and level of funding available.
3. Conduct site visit.
4. Reconcile expenses related to site visit with Associate Provost Office.

12 to 9 months prior to departure: PROPOSAL DEVELOPMENT AND APPROVAL

5. Faculty Leader submits a complete program proposal to the Director of Study Abroad. A complete program proposal includes:
   - Proposal Coversheet
   - Narrative describing the program
   - Preliminary budget worksheet
   - Program itinerary
   - Course syllabus
   - Brief description for web
   - Letter of support from Department Chair(s)
6. The Director will review the proposal and share with the International Programs Committee for revisions/clarifications and/or Preliminary Approval.
7. Once Preliminary Approval is received, SAO will then send the Faculty Leader an email of approval with cc to Department Chair(s). The Faculty Leader should begin student recruitment activities and work with the Coordinator of Field Study Budgets to create an official program budget and obtain all required signatures. The Faculty Leader will begin routing the official budget to Chair and Dean for approval prior to routing to the Study Abroad Director. In addition, the Director will request:
   - Program Emergency Contact Information Form.
   - Insurance Roster.
8. The Study Abroad Office formats proposal documents to develop a “redbook” for Senior Management approval.

9 to 2 months prior to departure: RECRUITMENT AND APPLICATION CYCLE
9. Students begin submitting their applications and acceptance documents online. Please liaise with Travel Agent to make student flight arrangements IF you wish to utilize a group flight.

9 to 6 weeks prior to departure: FINAL DOCUMENTATION AND ASSESMENT

10. The Director will contact Faculty Leader to confirm/submit:
   o Confirm that the program budget has sufficient enrollment to allow program to operate.
   o Submit the completed HTH insurance roster.
   o Submit final itinerary and Emergency Contact Form (incl. 24/7 contact and Program Assistant information).
   o Ensure SAO has all student documents.

6 weeks prior to departure: ORIENTATION

11. Conduct a pre-departure orientation for your participants.

   NOTE: Faculty Leaders are responsible for keeping RCIP apprised of any changes that take place after the “Pre-Departure Meeting” and before group departure. Any on-site changes or program concerns should be promptly reported to the Director of Study Abroad.

Student (Group) Departure
BSU Code of Conduct

Prohibited Behaviors Listed in the Ball State Code of Student Rights and Community Standards

**Offenses Against Persons:**

**Harassment** – Actions, whether physical, oral or written, that are sufficiently severe, pervasive, or persistent that it interferes significantly with an individual’s employment, education, or living conditions, and that have the purpose of creating a hostile or intimidating environment and which are directed at a specific individual(s). See also Sexual Harassment Policy and Anti-harassment Policy.

**Hazing** - Any mental or physical action, requirement, or request of, or obligation placed upon any person which is harmful to the health, welfare or academic progress of the person, or which is personally degrading to the individual involved (See also University Anti-hazing Policy).

**Physical Abuse** - Physical harm of any person or persons or threat of physical harm of any person or persons which causes that person to be reasonably apprehensive of physical harm.

**Privacy Violation**-- Use of audio, video or photographic devices to make an image or recording of an individual without that person's prior knowledge or consent, when such image or recording is likely to cause injury or distress to the reasonable person and when the image or recording occurs in a private area such as a residence, including a residence hall room, a public or private restroom, or a dressing/locker room. These examples of private areas are by way of illustration and not limitation.

**Sexual Misconduct** –Sexual intercourse or sexual touching, however slight, by one person upon another without effective consent or when it involves compelling a person to submit to such conduct by force, threat of force, use of intoxicants to impair a victim’s ability to give consent or otherwise taking advantage of any impairment which might render a person incapable of making a reasonable or rational decision about sexual activity. As defined by the State of Indiana, sexual misconduct also includes any sexual act when the person is not of legal age. See also Sexual Misconduct Policy.

**Stalking** - intentional, repetitious or continuous actions that are intended to frighten, harass, annoy, threaten, or alarm another person.

**Offenses Related to the Operation of the University:**

**Academic Dishonesty**

**Aiding and Abetting** - Knowingly, recklessly or willfully encouraging or assisting others to commit acts prohibited by this code.

**Computer Misuse** - Any behavior violating policies governing the use of the University’s computer
system and related equipment/technology. See also Information Technology Users’ Privileges and Responsibilities Policy.

**Disorderly Conduct** - Conduct that is disruptive of campus life or University activities, or that is a matter of public indecency, or a breach of the peace.

**Failure to Comply** - Failing to comply with verbal or written instructions of University officials acting in the performance of their duties and made within the scope of their authority, or failing to identify oneself upon request of a University official.

**False Information** - Submitting false information or records to a University official or office.

**Fraudulent Use** - Forgery, alteration, taking possession of or the unauthorized use of University documents, records, keys or identification without the consent or authorization of appropriate University officials.

**Interference with a Reprimand** - Obstructing or interfering with the reprimand, discipline or apprehension of another person who is involved in a violation of this Code or any other University rule or regulation.

**Obstruction or Disruption** - Obstructing or disrupting the teaching and/or learning process in any campus classroom, building, or meeting area, or any University-sponsored activity, pedestrian or vehicular traffic, classes, lectures or meetings, obstructing or restricting another person’s freedom of movement, or inciting, aiding, or encouraging other persons to do so.

**Residence Hall Policies** - Violating residence hall rules and regulations, or the housing contract.

**Solicitation** - Engaging in solicitation of any type on University property without appropriate authorization.

**Violation of the Law** - Committing or attempting to commit any act that would be a violation of local, state or federal law on or off University property, when such behavior is judged by the Office of Student Rights and Community Standards to be detrimental to the University’s educational process or objectives.

**Other Policy Violations** - Violating any other published University policies not specifically a part of this Code.

**Violations That Compromise the Health/Safety/Welfare of Others:**

**Alcohol** - Using, possessing or distributing of alcoholic beverages except as expressly permitted by law and University policies.

**Alcohol at University Sponsored Events** - Illegal purchase, service, consumption, or possession of alcoholic beverages at any University-sponsored event on or off campus is prohibited. Upholding applicable local, state, and federal laws in connection with this policy is the joint responsibility of the persons in attendance at the activity, the sponsoring organization, and the management of the establishment in which the activity is held.
Alcohol Policy General Guidelines
When students choose to consume alcoholic beverages, Ball State University encourages responsible practices and behavior in accordance with campus policies, the laws of the State of Indiana and the City of Muncie. Violation of University policy and local and state laws related to alcohol on or off campus will result in disciplinary action.

- Illegal purchase, consumption, or possession of alcoholic beverages by any student under 21 years of age is prohibited wherever it may occur.

- Providing alcoholic beverages at any time to an individual who is under 21 years of age is strictly prohibited.

- Adverse behavior as a result of alcohol consumption, including disruption, disorderly conduct, and public intoxication shall be a violation of the Student Code.

- The sale of alcoholic beverages by any person without a license is strictly prohibited.

- Students found responsible for providing alcohol to minors and selling or distributing alcohol in violation of state law shall be in violation of the student code.

- Students hosting parties where alcohol is provided to minors, provided in excess to others, or otherwise distributed in violation of the law shall be subject to possible suspension or expulsion from the University.

- On Campus - With respect to the service, possession or consumption of alcoholic beverages on the Ball State University campus, state statutes and city ordinances will be enforced in addition to the following regulations:
  - Residents who are of legal age to possess or consume alcoholic beverages and who reside in University-operated, rental or lease units may possess and consume such alcoholic beverages in the privacy of their residences.
  - Consumption and possession of alcohol may be permitted on some residence hall floors where all residents are of legal age to possess or consume alcoholic beverages. Such use of alcoholic beverages will not be permitted in the public lounges, study lounges, recreation areas, dining rooms, or any area other than the student rooms.

Arson - Attempting to set fires, or acting in a manner that disregards fire safety rules and results in a fire.

Drugs - Using, abusing, possessing, selling, distributing, manufacturing, or transferring narcotics, illegal drugs as defined by federal, state, or local laws, or any controller substance, (including marijuana, inhalants, and abuse of over-the-counter drugs and prescription drugs), except as expressly permitted by law. Possession of drug paraphernalia which can be demonstrated to be linked to illegal drug activity is also a violation of this policy.

False Reporting - Falsely reporting an emergency.

Gambling - Engaging in gambling, wagering or other games of chance in violation of the law

Smoking - Smoking in areas on campus other than those designated for smoking.

Tampering with Fire Equipment - Unauthorized use, activation or alteration of firefighting equipment,
fire safety or other emergency equipment.

**Weapons** - Transferring, using, possessing or manufacturing explosives, fireworks, firearms, dangerous chemicals, or any other weapons (deemed capable of causing bodily injury or property damage), on University property.

**Offenses Against Property**

**Misuse of Property** – Trespass, occupancy of, unauthorized entry into, possession of, receipt of or use of the property of another person, of the University or of University services, facilities or resources including, but not limited to, the University’s name, seal or insignia.

**Theft, Vandalism** - Theft, vandalism, unauthorized use, possession, damage to, or destruction of public property, University property or the property of another person.

**Offenses Involving the Judicial Process**

**Improper Influence** - Attempting to influence the decision of a member of a judicial body or a designated judicial officer, or attempting to discourage that person’s participation in a judicial proceeding.

**Intimidation of Participants** - Attempting to intimidate, coerce or influence a witness, complainant or other persons participating in the judicial process.

**Providing False Testimony** - Providing false testimony or false information in the judicial process or knowingly making unfounded accusations against another individual.

**Sanction Non-compliance** - Failing to complete or to comply with a disciplinary sanction.
Due Process

Misconduct by BALL State University students studying abroad can lead to removal from the study abroad program and may, in addition, result in a decision by BSU to impose further sanctions, such as suspension or dismissal from BSU.

Misconduct abroad refers to student actions that, in the judgment of the Faculty Leader and/or officials of the Study Abroad Office, jeopardize the student’s own welfare or that of fellow students and/or the integrity of the program. Such actions include, but are not limited to, the following:

- Academic dishonesty;
- Obstruction or disruption of teaching or other university activities;
- Unauthorized absence from class and/or other organized program activities;
- Use of, or threats of, physical violence;
- Violating the laws of the country in which the student is traveling or living;
- Violating the academic or disciplinary regulations of the host university or residential housing program where the student is studying;
- Openly abusing the customs and mores of the host community;
- Damage to, or destruction of, property of others;
- Alcohol or substance abuse; and
- Eviction from one’s lodging.

Verbal Warning: Faculty Leaders or instructors are empowered to issue a verbal warning if they observe or have determined that a student’s behavior is not in accord with the Study Abroad Conduct Code.

*Verbal Warning: An official, although oral, warning to the student that his/her conduct is in violation of the Study Abroad Conduct Code.*

Written Warning: Written Warnings, whenever possible, shall be faxed or otherwise communicated to the Study Abroad Office within 48 hours of the occurrence. The Study Abroad Office may distribute the information to other campus units as appropriate.

*Written Warning: An official written notice to the student of the study abroad misconduct violations and that failure to meet expected behavior or repeated violations may result in dismissal from the study abroad program.*

Dismissal from the Study Abroad Program: This sanction removes the student from a study abroad program. It is permitted when a student either fails to meet the conditions of a prior Written Warning or commits such a serious violation that it is contrary to paragraph #3 of the Conditions of Participation. Certain behaviors may lead to dismissal from a study abroad program. These include but are not limited to academic misconduct, eviction from housing on grounds of inappropriate conduct, exceeding the
number of unexcused absences from class allowed for the program, willful destruction of property, posing a safety hazard to oneself or others, and criminal conduct.

If, after an investigation and conduct meeting where the student involved has the opportunity to discuss the alleged misconduct violation, the Faculty Leader believes that dismissal is appropriate, s/he will contact the Study Abroad Office. All dismissal decisions shall be rendered in consultation with the Study Abroad Office. The Study Abroad Office may conduct an independent investigation of the incident and may request additional information. If a decision to dismiss the student from the program is made, the Faculty Leader shall issue a Dismissal Notice to the student.

Dismissal Notice: An official written notice to the student stating the study abroad misconduct violation(s) and the terms of the student’s dismissal from the study abroad program. Completed Dismissal Notices, with the student signature whenever possible, shall be faxed to the Study Abroad Office within 48 hours. The Study Abroad Office may distribute the information to other campus units as appropriate. Although dismissal from a study abroad program does not constitute dismissal from BSU, BSU may elect to impose sanctions in addition to those imposed by the study abroad program. If a student from another institution is attending a BSU study abroad program and is subject to disciplinary action while in the BSU study abroad program, the student’s home institution may also be notified.

Appeal: A student may exercise his/her right to appeal a dismissal decision. This does not alter the student’s obligation to absent him/herself from all premises used by the program for the duration of the program and return to the United States. The appeal must be in the form of a letter to the BSU Associate Provost. This letter may include any relevant documents and testimonials that the student wishes to enter into the record. The Associate Provost or his/her designee shall either concur with or overturn the dismissal decision of the Faculty Leader and the Study Abroad Office. S/he will inform the student in writing of the decision. This decision will also be communicated to the Study Abroad Office Director, Faculty Leader, and host institution, if appropriate. The Study Abroad Office will be responsible to inform any other appropriate campus offices or officials. If a student from another institution is attending a BSU Study Abroad Program and is subject to disciplinary action while in the BSU study abroad program, the student’s home institution will also be notified.
INCIDENT DOCUMENTATION FORM
Return to Study Abroad Office: Fax +1 (765) 285-3710

MY NAME:

DATE:

TIME:

NAME OF CALLER:

CALLER CALL BACK NUMBER:

LOCATION OF INCIDENT:

WHO IS INVOLVED IN THE INCIDENT?:

DATE OF INCIDENT:

TIME OF INCIDENT:

POLICE/EMERGENCY SERVICES NOTIFIED: Y/N

DESIGNATED TIME TO FOLLOW UP CALL:

DETAILS OF INCIDENT:___________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________
International Travel Oversight Committee
- Robert Morris, Chair; Associate Vice President for Research 765 285-1300
- Leisa Julian; Assoc. VP for Bus Aff. & Aux Services 765 285-1104
- Kim Miller; Director of Risk Management Insurance and Safety 765 285-1109
- Tom Gibson; Associate Vice President for Student Affairs 765 285-3734
- Marilyn Buck; Associate Provost and Dean of University College 765 285-3716
- John Jensen; Director of Study Abroad 765 285-2652
  517 721-9540 cell

Imara Dawson, Executive Director RCIP 765 285-2132
  773 600-1317 cell

Kelly Kirkwood, Assistant Director of Study Abroad 765 285-2657
  574 274-4873 cell

Kathryn Loving 765 285-2653
  765 433-0396 cell

HTH Worldwide 800 257-4823
HTH Worldwide 24/7 Collect 610 254-8771

Rinker Center for International Programs 765 285-5422

BSU University Police (After hours) 765 285-1111

Ball State Counseling Center
  (After 5pm) 765 285-1736
  765 747-7330

Mike Gillalen, Director of Student Rights and Community Standards 765 285-5036

Chanda Fouseridge, Coordinator of Field Study Budgets 765 285-6351

Sali Falling, Vice President and General Counsel 765 285-5162

Dr. Deidre Dorman, Medical Director BSU Health Center 765 285-8431
Student Application Components and Deadlines

The Following information is requested and required in the student’s online application and enrollment process:

Pre Acceptance:
- Student Contact Information
- Student Emergency Contact Information
- Student Conduct Agreement, Statement of Responsibility, and Liability Release Agreement
- Agreement of Estimated Program Costs (submitted to Bursar with $500 deposit)
- Read and confirm information about registration with U.S. Embassy
- Read and confirm information about Power of Attorney

After Acceptance
- Medical Questionnaire
- Upload copy of passport

Late Applications
The Study Abroad Office will accept late applications as long as the student can pay the program fee in full and there is still room in the program. Faculty Leaders will be consulted to make sure that there is time to make appropriate arrangements for an additional student.

Cancellation Policy
Students must submit all requests to cancel their participation in writing to the Study Abroad Office in order to be removed from the program once the program application deadline is passed. Verbal withdrawals from students, parents, or Faculty Leaders will not be accepted. Refunds are date sensitive. Students who withdraw prior to payments being made on behalf of a program can anticipate receiving a full refund less a $500 cancellation fee. The closer to departure the more likely that costs will have been prepaid on a student’s behalf, therefore decreasing the potential for a refund. Once the program begins (the published date of departure), the student is responsible for the entire program fee and is not eligible for a refund.