

Summer Academic Travel Program Policies

Requests for an exemption for any of the below policies must be included in the program proposal and will be reviewed by the director of Global Education, the associate dean and dean of faculty; some exemption requests may also be reviewed by the College's Vice President for Business Affairs and Finance and Global Ed Risk Team.

Program Director Each travel program has one program director who is the primary organizer of the program. Program directors must be full-time employees of the College. Program directors work closely with the director of Global Education at minimum 13 months before program departure to build the program and are the primary emergency respondent on-site. They are the College's legal representative on-site. Program directors are paid a stipend for this extra work and responsibility. Like program leaders, program directors teach and/or provide outside-of-classroom support during the program.

Program Leader Individual who teaches and/or provides outside-of-classroom support on an H-SC travel program.

Program Director/Leader Eligibility

Faculty and staff members who have worked for H-SC for at least one calendar year are eligible to serve as a program director/leader. The College strongly prefers individuals to have experience as a program leader before submitting a proposal as a program director. Visiting faculty are eligible to be program leaders but not directors.

Faculty from other institutions who have not previously taught at H-SC may be approved to serve as a program leader (but not director). They will need to submit a current c.v. as part of the program proposal which will be reviewed by the Academic Affairs Committee.

H-SC staff members will need to obtain their supervisor's approval to serve as a program director/leader and to discuss how this will impact their on-campus duties during the length of the program. Due to the intensity of travel programs and the differing levels of internet access in various locations, it is unrealistic to expect program directors/leaders to be able to do much, if any, on-campus-related work.

All programs are required to have at least two faculty/staff members.

Program Proposals & Program Approval

Program planning begins the calendar year prior to program departure and follows the below schedule:

1. Intent to Submit Forms

- a. Due March 15 (abroad programs); September 1 (domestic programs)
- b. Submitted online to the Global Education director.

2. Proposal Development

- a. The Global Ed director works with the program director and other program leaders to develop the Program Proposal

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3. Program Proposal Submission

- a. Due May 25 (abroad programs); October 1 (away programs)
- b. Submitted online to the Global Education director and Associate Dean of Faculty
- c. Courses must be approved by departments at time of submission
- d. If relevant, courses must be approved by the AAC no later than November 5 (before applications open on December 1).

4. Program Proposal Vetting

- a. Global Ed director
- b. Associate Dean of Faculty
- c. Risk Team
- d. Program advertising can begin after approval

5. Program Budget Approval (see below for more information about program budgeting)

- a. The Global Ed director works with the program director to develop a budget
- b. Budget submitted to the College Controller for approval: November 15
- c. Program costs advertised by Thanksgiving Break

Note Well: The College will not enter into any contracts or put forth monies for the program until Program Approval is granted by the College Risk Team and College Controller.

Program Locations

Proposals for programs outside the U.S. in a country or region with a U.S. Department of State travel advisory of Level 3 or 4, or CDC Travel Health Notice of 3 or higher are normally not considered and would require completing the exemption request process in addition to the Program Proposal.

Program Dates

Travel programs with an abroad component must be at least three weeks long. Domestic programs must be at least two weeks long. Any on-campus instruction components are limited to dates during a regular term (e.g. Fall, Spring, May Term). Programs whose dates span two fiscal years (e.g. June and July) are strongly discouraged and likely will not be approved. Programs longer than six weeks are not encouraged.

Use of Providers

Program directors/leaders who do not speak the local language and/or do not have recent extensive experience at the program location(s) will be required to work with a provider vetted by the director of Global Education.

Because programs not organized with the assistance of a provider will require more work to determine lodging, transportation, excursions, etc., the program director will be expected to spend more time during the process of program development working closely with the Global Education director the entire year before departure.

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Program Courses

Programs must offer at least one course for academic credit. Each course must include at least 35 contact hours with formal academic work reasonably equivalent to that expected be accomplished by students on campus. (Please note that this minimum is lower than the 42 contact hours required for a semester class.) Programs are not to offer more than 6 credit hours and all students must take the same number of courses.

All courses must receive departmental approval to be included in the Program Proposal submission. If a proposed course is not in the Catalog and is being offered as an x85 class, the instructor must also submit a proposal to the Academic Affairs Committee for approval. In addition, all courses are subject to typical College approval processes. For example, EL courses must be approved by the Assistant Dean of Faculty and subsequently the Academic Affairs Committee. Approvals for these courses must be sent to the Global Ed director no later than November 15. Be sure to allow sufficient advance time for approval.

Program Budgets

The director of Global Education works with the program director to create a budget for the program, which may take several months to complete; final approval is granted by the College Controller.

Program director and leader expenses are included in the budget, including a personal per diem. Per diems are issued in advance of the program start date and are calculated at 60% of the U.S. State Department's Foreign Per Diem Meal Rates with an additional \$30 per week for incidentals. In the rare case that the per diem is not sufficient, an expense report can be submitted which must include original receipts for the total amount of the per diem and any additional costs. Academic courses are compensated at the same rate as for on-campus May Term programs.

All funds spent related to the program are subject to the policies delineated in section 5-8 (Business Expense Reimbursement) of the College's Employee Handbook.

Housing Arrangements

Only program students will be permitted to share rooms with program students.

Unless otherwise exempted by the dean of faculty and the College's vice president due to special circumstances, students are to have individual beds even when sharing rooms.

In all cases, program directors/leaders are to reside in housing within 20 minutes of classroom space and/or student housing.

For programs where students are housed with host families or in college/university dormitories, program directors/leaders may have other housing arrangements, such as a rental apartment. For programs where students are not housed in dorms or with host families, program directors/leaders are housed in the same facilities as students.

Flights

For group flights, at least one program director/leader must be on the group flight in each direction. If there are one or more layovers, at least two program director/leaders must be on the group flight.

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Pre-Departure Responsibilities

The director of Global Education works with program directors/leaders to advertise the programs. Programs are more likely to make when program directors/leaders are heavily involved in student recruitment. A dedicated information session two terms before departure is strongly encouraged, as is sharing program flyers in relevant department classes.

All program directors/leaders are required to attend the Global Ed Program Leaders Workshop the semester prior to departure.

All program directors/leaders are to attend at least one of the Global Ed Travel and Safety information sessions required of all student attendees the semester prior to departure.

Program directors/leaders must also organize at least one pre-departure meeting for their program the semester prior to departure.

Alcohol Policy

Program directors/leaders are in a position of authority and responsibility. They must be available at all times to respond to student needs and are responsible for participants' safety for the duration of the program. Therefore, program directors/leaders are expected to maintain the ability to respond promptly and effectively to any situation. Furthermore, program directors/leaders are expected not to endorse irresponsible drinking on the part of program participants or accompanying individuals. Participation in and/or accompanying students at events that involve excessive consumption of alcohol implies that drunkenness is acceptable and sends a contradictory message regarding responsible drinking.

At events where students are of age, College funds may be used to pay for one alcoholic drink per meal per person. No open-bar meals are allowed. Program directors/leaders may not use personal funds to buy alcohol for students.

For all activities that include alcohol to any degree, the event must still be valuable for dry participants.

Service Animals

Due to the logistical concerns related to travel programs, it may not be possible for participants to include their service animals on the program. No other animals may be included on any program.

Accompanying Individuals

College travel programs are for the academic and developmental benefit of students. No financial burden or other disadvantage should fall on the students or program directors/leaders as the result of the participation of accompanying individuals.

The presence of accompanying individuals will not be considered for the logistics of the program (such as housing or excursion accessibility). In addition, their presence should not impact the quality of the program or present increased risk management considerations and liabilities for the College and program

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directors/leaders. The College may remove accompanying individuals from the program at their own expense, if their presence negatively impacts the program or program participants.

Accompanying individuals are limited to employees of the College and immediate family members (spouses, partners, or children) of program directors/leaders. Requests to accompany the program must be made by adult individuals to the director of Global Education by the program application deadline. Requests for minor family members must be included as part of the Program Proposal. Program directors/leaders are strongly encouraged to communicate with each other the potential addition of dependent children well before the Proposal deadline to ensure they are comfortable with the arrangement. The Global Education director, associate dean of faculty, and/or the College's vice president will review accompanying individual requests on a case-by-case basis.

Supervision of Minor Children: Program directors/leaders are on-call 24/7 for the duration of the program and are first responders to a participant emergency. While the College does not usually restrict them from bringing legal dependent(s) on a travel program, it is not a practice that is encouraged. It is strongly recommended that arrangements be made for a designated non-minor caretaker to accompany any children, particularly those under the age of 15. Hiring or relying on program participants for childcare during the program is not acceptable. Program directors/leaders should carefully consider the number of children they request to be included as accompanying individuals. The more children, the more difficult to remain attentive the academic and developmental needs of students. Any additional costs incurred for participation of his or her legal dependents are the responsibility of the program director/leader.

Accompanying individuals will not be charged tuition, but will pay by March 30 all other program-related costs, including an administrative fee. Some vendors may have different fees rates for students and accompanying individuals and that will be reflected in the amount owed to the College. Accompanying individuals are subject to the same cancellation policy as student participants.

Accompanying individuals are to read all pre-departure materials, complete all required documentation by their deadline, and, in the case of College Employees, attend the program's pre-departure meeting(s).

Accompanying individuals are not considered in any way to be program directors/leaders or official representatives of the College. They are, therefore, to have no role in leading the group or making decisions regarding the program or program participants. They are expected to abide by all program policies and any additional restrictions that are imposed for safety reasons. Accompanying individuals (whether College employees or not) will not be covered by the College's liability insurance.

Program Visitors

Visits from family members or others during a portion of the program are not encouraged and should be limited to any scheduled breaks in the program or free weekends. Program directors/leaders should be aware that such visits during the program risk encouraging the perception that the program is a vacation, rather than a quality academic and developmental experience.

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Emergency or Critical Situations

All abroad program participants (program directors/leaders, students, and accompanying individuals) will be enrolled in the same travel medical insurance policy. In the event of an emergency evacuation, all participants are to evacuate under this policy.

Program directors/leaders' first responsibility is to the safety of participants and to determine the scope of the critical situation. Notify the director of Global Education or other travel program designated emergency contact as soon as possible to inform them of the situation and action taken so far; the College will work with you to handle the situation.

When a program changes location, no student is to be left behind unaccompanied by a College representative or without a family member, especially when ill, injured, or impaired. No student is to be left unattended in a foreign hospital. If a student requires medical attention or is arrested, the program director must be directly involved in assisting the student to the degree possible with the help of other program leaders; on-site providers and host families may assist, but cannot replace them in this duty.