

Illinois State University

STUDY ABROAD FACULTY DIRECTOR'S HANDBOOK

- ? How to Develop a Study Abroad Program
- ? Renewing and Updating Existing Programs
- ? On-Site Activities and Responsibilities
- ? Student-Related Information
- ? Health, Safety and Risk Management

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MEMORANDUM

TO: Prospective and Continuing ISU Administered/Faculty Directed Study
Abroad Program Directors

FROM: Coordinator ISU Study Abroad Programs
Office of International Studies and Programs

SUBJECT: ISU Administered/Faculty Directed Study Abroad Program Development
Guidelines

The Office of International Studies and Programs (OISP) serves as a resource to ISU faculty who are interested in developing ISU Administered Study Abroad Programs. In order to assist faculty in planning and organizing an effective ISU Administered Study Abroad Program, OISP has compiled the Study Abroad Faculty Director's Handbook. We ask that you view it as a resource document created to provide policies, procedures and guidelines to assist you.

Faculty play a crucial role in both the planning and implementation of study abroad programs. Students most often indicate on their study abroad application that they learned about study abroad opportunities from a faculty member. Faculty have the strongest voice in getting the message to students that Study Abroad can be a vital component of their undergraduate or graduate education at Illinois State. Mentioning Study Abroad in class, encouraging students to apply for Study Abroad Programs, and incorporating an international dimension into class lectures are all ways of encouraging student participation in Study Abroad.

ISU, recognizing the global nature of our society, is engaged as never before in an effort to internationalize our curricula. Currently, ISU faculty members are directing programs in France, India, Ireland, Korea, Russia, England, Mexico, and Peru, to name a few.

ISU faculty and advisors encourage their students to participate in academically sound Study Abroad Programs as a way to provide an international dimension to their degree programs and to enhance their overall educational experience. More and more academic institutions are including Study Abroad experiences as a required or optional component of their degree programs. Many consider such programs an indispensable educational experience for the 21st century. ISU has already recognized the importance of Study Abroad by including Study Abroad as a part of the Presidential Scholars Program and the International Studies Minor.

For many faculty, this new international emphasis presents a dilemma. Those who desire to internationalize their courses would often benefit from a period abroad, but institutional resources for such an activity are typically limited. The Office of International Studies and Programs has created five Area Studies Units. The Units for Latin and Caribbean Studies, African Studies, Middle Eastern and South Asian Studies, East Asian and European Studies have been established to enhance global education at Illinois State. The units' primary mandate is to offer formal programs of undergraduate study with the creation of area study minors, encourage international and cross-cultural research, and foster student-faculty exchanges with universities worldwide.

Each Area Study Unit strives to bring together faculty, staff, and students from departments throughout the University, and people throughout the state and beyond, who are interested in the teaching, research and exchanges of ideas about the world. (Educating Illinois Goal # 10, Action 51, p. 18). As the University strives to prepare students for this era of globalization, the Area Study Units are at the forefront of internationalizing our curriculum as proposed under the Educating Illinois goal for a "Supportive Environment that Promotes Understanding" (Educating Goal # 8, p. 15). These Units offer a structure for capitalizing upon the

energy and commitment of faculty members exceptionally motivated by their interest in international education, enriching the breadth of education available to our students and enhancing academic culture by offering out-of-class programs including an interdisciplinary seminar series and film festival (Educating Illinois Goal #9, Actions 42, 45, p. 17). ISU administered (faculty directed) Study Abroad programs allow for faculty development and also promotes the internationalization of curriculum.

The benefits of faculty directed Study Abroad programs are many:

- Give faculty the opportunity to deepen existing relationships, or to develop new ones with institutions abroad.
- Allow for joint research projects with faculty abroad.
- Enhance one's teaching, research, and service.
- Provide intellectual stimulation and overall revitalization by living and learning in an international setting .
- Enhance global competence which can then be passed on to students.
- Promote the internationalization of curriculum.

The Handbook offers advice for planning and implementing a high-quality program abroad. It explains the procedures for planning the program, outlines the responsibilities and expectations of the program director, ensures that procedures for obtaining academic credit are followed, and articulates expectations of the students. All Illinois State University Study Abroad programs must conform to the Handbook's guidelines to ensure that the University's requirements regarding legal and financial liability are satisfied. The Office of International Studies and Programs staff is charged with ensuring that all programs abroad meet the criteria outlined in the Handbook.

Taking into consideration the time and expense involved in planning a Study Abroad program, and most importantly, the need to maintain the highest level of academic quality, we have adopted specific guidelines for these types of programs. This material, when completed by the program director, assists the Office of International Studies and Programs in developing a program proposal in addition to program descriptions, applications, and various other promotional information.

Prospective Faculty Directors may wish to pay special attention to the following sections included in this guide:

1. Guidelines and Procedures for Development and Administration of ISU Administered/Faculty Directed Study Abroad Programs
2. Study Abroad Program Feasibility Proposal Template and Guidelines
3. Sample Department and College/School Approval Form (includes faculty salary information)
4. Sample Program Budget Template
5. Sample Travel Information Form

6. Calendar of Important Dates (Proposal and Programmatic Deadlines)
7. Program Recruitment and Marketing Responsibilities
8. Sample Program Flyer and Sample Page from Program Guide
9. Student Eligibility and Admission Requirements

The **Guidelines and Procedures for Development and Administration of ISU Administered/Faculty Directed Study Abroad Programs for Academic Credit** provide prospective program directors with information and suggestions for the successful planning and implementation of a Study Abroad Program.

The **Study Abroad Program Feasibility Proposal Template and Guidelines** assist prospective program directors in creating a viable proposal for consideration by the department, the college/school, the Graduate School, and OISP. The template is available electronically in Microsoft Word upon request.

The **Sample Department and College/School Approval Form** requests authorization regarding the credit to be offered, dates of the program and any salary considerations for the program director. The department chair, college dean or school director, and graduate school dean (if graduate credit is offered) must sign this form approving all programmatic components. The signed form must be submitted to the Office of International Studies and Programs along with the Study Abroad Proposal.

The **Sample Program Budget Template** provides an example of the items included in a typical program budget. Be sure to list separately the costs that OISP is to bill as opposed to those that the student pays for on his/her own.

The **Sample Travel Information Form** provides questions that pertain to logistical requirements. Once you have secured approval of the Feasibility Proposal, completion of the Sample Travel Information Form allows OISP to begin the logistical planning required for Study Abroad. Study Abroad Program logistics are program-specific.

The **Calendar of Important Dates (Proposal and Programmatic Deadlines)** provides the deadlines for proposals and the various programmatic deadlines; i.e. application, billing and payment, withdrawal, etc.

The **Program Recruitment and Marketing Responsibilities** section is designed to give program directors guidance in effectively recruiting for their individual program. It also explains the type of recruitment assistance provided by the Office of International Studies and Programs.

The **Sample Program Flyer and Sample Page from Program Guide** provide examples of the types of promotional material OISP will design in order to assist in recruitment and advertisement. We welcome the inclusion of any program specific resources or information that you have to share.

The **Student Eligibility and Admission Requirements** section provides guidelines for how student applications are evaluated for admission to study abroad programs.

Guidelines and Procedures for Development and Administration of ISU Administered/Faculty Directed Study Abroad Programs

What is an ISU Administered/Faculty Directed Study Abroad Program? They are *programs designed by ISU academic departments and/or faculty, usually directed by an ISU faculty member, and which are administered by the ISU Office of International Studies and Programs.* An ISU administered program offers ISU credit through courses that meet a defined number of contact hours per week, in which all, or the major portion of these contact hours, are conducted at a non-U.S. location. These programs generally take place over the summer term or winter break; semester programs are encouraged as well.

For the purposes of Study Abroad, the Office of International Studies and Programs has adopted the University's guidelines for assigning credit based on *Contact Hours*. A *Contact Hour* is defined as 50 minutes of scheduled class time. Therefore, for three semester hours of credit a course must be a total of 2700 minutes and there must be formal class meetings extending over three weeks (i.e., over three seven-day periods). Contact hours must be actual instructional time and may not include orientation, general sight-seeing activities, or travel time. This translates as follows:

Three week program*	18 contact hours per week for three credit hours
Four week program	13.5 contact hours per week for three credits
Five week program	10.8 contact hours per week for three credits
Six week program	9 contact hours per week for three credit hours
Seven week program	7.7 contact hours per week for three credit hours

Reminder: In addition to the above-mentioned contact hours per week, it is also expected that students devote about one to two hours for course-related work outside of class for each hour in class.

*If you are planning a program abroad of less than three weeks duration, you should build into your proposal an on-campus component for the course: pre-departure, post departure, or a combination of both.

General Guidelines

The purpose of these guidelines is to provide information to faculty who wish to create and direct ISU administered Study Abroad programs for both ISU and non-ISU students. All proposals should be discussed and modified (if necessary) by the Coordinator of Study Abroad Programs, and the prospective program director. The following guidelines will assist the department chair, college dean, school director, Graduate School dean, and the Office of International Studies and Programs in evaluating proposals for ISU administered programs.

1. The program should be clearly related to departmental and student academic interests, providing either a pertinent international expansion of these, or a supplementation of campus programs so that it helps to strengthen overall ISU academic programs.
2. The program should be devised primarily with undergraduate or graduate students in mind. These students should constitute a substantial proportion of the total participants. The academic validity of the program requires that it be formulated with serious reference to students studying abroad for academic credit rather than individuals merely interested in overseas touring on a non-credit or audit basis.
3. Program applicants must meet ISU admission requirements and be eligible for and enrolled in academic credit.

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4. The proposed program should be clearly related to the specialized professional interests of the faculty member(s) concerned. Instructors of graduate courses must either be a member of the ISU graduate faculty from the offering department or be otherwise approved to teach at the graduate level.
5. Be sure to discuss and obtain approval from your department **before** meeting with the Office of International Studies and Programs. You will need to be ready to discuss all of the elements included in the Study Abroad Program Proposal and the necessary administrative arrangements that will be necessary to implement the program.
6. Be sure to discuss curriculum issues with department Chairpersons and/or College Deans/School Directors.

PROCEDURES

The procedures described below have been designed to assist departments at Illinois State University in developing Study Abroad/Exchange Programs to serve the academic needs of students. (These are adapted from "Guidelines for College and University Linkages Abroad" by the Office of International Education, American Council on Education in Washington, D.C. A copy is available upon request.)

Advanced planning is essential for the success of any international program. Good planning will include:

- Meeting with the appropriate OISP staff during program planning stage. Becky Goeckner, Coordinator of Study Abroad, handles programs for domestic students going overseas. Sarah Jome, Associate Director, handles programs where international students may come to ISU as part of an exchange.
- Completing the feasibility proposal in its entirety
- Obtaining signatures of approval from the Department Chair and College Dean/School Director
- Submitting the proposal to the Office of International Studies and Programs for approval and Institutional Agreement documentation

We suggest you plan to have the program approved by OISP at least two semesters prior to your program start date, so there is ample time to recruit. The other steps in the process can take two weeks to two months to complete.

Recommended Procedures

1. When a program proposal is in the exploration or formulation stage, the faculty member(s) should discuss the concept with appropriate OISP staff. Such discussion allows OISP to consider the various types of administrative arrangements that may be necessary to implement the program.

This discussion should have preliminary concurrence from the department chair as the program will relate to the department's total semester course offerings. Moreover, the appropriate instructional department must be willing to assign its faculty members to the program.

The review process involves travel planning, as well as an academic overview. A proposal might be academically sound, but impossible to plan within the current travel and lodging cost guidelines. Drafting a complete budget in advance will help to determine the cost effectiveness of your proposal.

2. After the initial discussions and the subsequent development of necessary supporting data, the actual program proposal must be worked out by the prospective faculty program director. The proposal should include information regarding course content, requirements, evaluation information, itinerary and housing information, and health and visa requirements. (See OISP *Feasibility Proposal* for further details)

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3. The *Feasibility Proposal* should be routed with the completed Departmental and College/School Approval for ISU Administered Study Abroad Programs Form in order to obtain all required signatures. The Department Chair, the Dean of the College, the Director of the School and the Dean of the Graduate School (when graduate credit is to be offered) should indicate to OISP that the program has their approval and set forth any special conditions (e.g. minimum number of participants required for the program to be implemented, funding, and/or salary arrangements made, etc.)

This form also provides information on how the salary of the faculty program director will be handled by the department and college or school. (See *Faculty Salary Information* for further details.)

4. After proposals have received departmental, college/school, and Graduate School (when applicable) approval, the prospective program director should submit the completed *Feasibility Proposal Form* to the Study Abroad Coordinator.

Proposals will then be reviewed by the Study Abroad Coordinator and the Assistant Director of the Office of International Studies and Programs.

The Office of International Studies and Programs cannot guarantee the successful planning or implementation of proposals submitted after the deadlines indicated. (See *Calendar of Important Dates*.)

5. Following receipt of the approved proposal, OISP will work with the faculty member(s) regarding the actual organization and administration of the program. OISP will:
 - Work with the faculty member to develop an academically sound study abroad experience;
 - Work with faculty member to develop a program budget;
 - Develop promotional materials;
 - Assist in marketing the program both on and off campus;
 - Assist in screening students, with active participation of the faculty member(s) and the department;
 - Process the necessary application and legal forms;
 - Assist with student registration in courses abroad;
 - Provide students with ISU course registration numbers;
 - Work with the faculty member to plan and provide an orientation meeting.

The Office of International Studies and Programs can provide assistance and sample materials from other programs to help proposal developers in preparing the feasibility proposal. Please feel free to contact OISP at 309-438-5276 to discuss international program ideas with OISP staff members.

Repeat Programs

Faculty that have offered summer programs in the past, or who offer programs on an annual basis should submit a revised program description, tentative daily schedule, emergency contacts, program budget, and the Departmental and College/School Approval Form each year to the Office of International Studies and Programs. (See *Update and Overview Form* for specific details)

Feasibility Proposal—1st Step

There are several details which need to be realized early in the program proposal phase. You should be able to answer, "True" to most of them before proceeding. We encourage you to meet with our office about any issues to which you cannot answer "Yes" or "True" before continuing the proposal process.

1. This program supports the overall mission of the institution.
2. This program fits a needed academic or geographic niche, which is not currently available to ISU students, and students can receive valuable ISU credit.
3. I can recruit enough students year after year to keep this program viable.
4. This program is compatible with the ISU academic calendar and will fit well into students' degree plans.
5. If this program is an exchange, ISU can realistically and legally accommodate and provide all that is being promised to the institution abroad.
6. This program is affordable for the student constituents (\$1,000 - \$2,500 over a traditional ISU semester can be managed). Also, students who depend on Financial Aid to support their education must be enrolled full time. Does this program allow students to remain as full-time students?
7. I have visited the study abroad site and can provide supplemental information concerning the program at the OISP orientation program to prepare students for their study abroad experience. I can also attest that this site has the necessary resources and support for participants.
8. This program is in a geographic location that the Travel Advisory Board states is safe for students.
9. My chairperson and dean/director find this program acceptable.
10. I have enough time to commit to this program in terms of its proposal, recruitment, orientation, and successful execution stages.

Feasibility Proposal—2nd Step

This next part is a sample of the formal **FEASIBILITY PROPOSAL**. On a separate sheet, please thoroughly address the following issues. OISP has sample proposals you can review if needed and the proposal itself is available in print or electronic format.

RATIONALE:

How does this exchange support the overall mission of ISU?

Does this program fill any gaps in existing programs?

What goals do you hope to achieve from this linkage? (departmental or otherwise)

What experiences have you had that provide you with a good knowledge base of the culture, politics, economy and academic system of the host country?

DESCRIPTION OF HOST SCHOOL:

Please provide a brief description of the proposed foreign institution. For example, how is it described in their student handbook? What is its reputation? Are there other United States higher institutions that send students there? Who is its accreditation body?

Describe their essential personnel and facilities.

Do they have experience with international linkages?

What academic and student services do they offer?

ACADEMIC INFORMATION:

What courses are needed by and/or are available to ISU students at the foreign institution? Do these courses have prerequisites? Please attach a photocopy of course descriptions or syllabi of the courses available at the host institution. In addition, indicate what ISU equivalent you propose for that course and attach a description of that course as well. Indicate which departments will be consulted for potential credits earned abroad.

Will the host institution provide a transcript? If not, how will students be awarded the proposed credit?

Are courses taught by the faculty of the foreign institution or by an ISU faculty member accompanying the students?

If the accompanying faculty member teaches the course, please identify what qualifications would be required of that faculty member.

WHO CAN PARTICIPATE?

WHAT QUALIFICATIONS ARE NEEDED?

- What number of students do you anticipate annually? Please indicate the departments, majors, or other non-ISU students which might be recruited to participate.
- Who will be eligible to participate?
Undergraduate: Minimum GPA: Overall and in the Major
Graduate: Minimum GPA: Overall and in the Major
- Are there any foreign language prerequisites?
- Are there other academic prerequisites?

DATES OF PROGRAM

- In which semester do you want to offer this program?
- What are the dates of the semester abroad? Are they compatible with ISU's academic calendar?
- What is the length of stay?

ITINERARY

(generally applies to short-term programs)

- Is there an itinerary associated with this Study Abroad Program? If so, please attach a copy of the proposed itinerary.
- Please indicate and explain any special co-curricular activities offered, like field trips, excursions, etc.
- Who is responsible for the coordination of the itinerary? Is it the faculty member or the on-site administrator?

ON-SITE INFORMATION

- Please provide a description of the proposed location or community.
- Is this program in a geographic location that the Travel Advisory Board states is safe for students?
- Describe the housing arrangements that are available for students and faculty at the institution (dormitory, homestay, hotel). Are there laundry facilities available? What is the typical distance from the housing facility to campus?

- Describe the meal arrangements.
- Is local transportation accessible? What is the cost of available local transportation for students (bus, train pass, subway pass, or bicycle)?
- What is the procedure for health care at the foreign institution (major and minor)?
- Will the foreign institution provide insurance? Is it required? How long will students be covered? What does it cover? **Note:** students are required to have insurance before studying abroad. They submit proof upon application at the International Studies Office. However, some institutions require their home coverage.
- What are the responsibilities of the ISU faculty versus the on-site administrator?

TRAVEL, IMMIGRATION & IMMUNIZATIONS

- How will students get to the host site? Who will make these arrangements?
- What are the proposed transportation arrangements between the international airport of entry and the program site and what does such transportation cost?
- Are students required to obtain a passport? Visa?
- Will students be required to obtain a visa, residence permit, or other immigration document?
- Are there any local legal requirements such as ID cards, registering with local police, etc. that will have to be done prior to or upon arrival?
- Will students require any immunizations for traveling? You can contact ISU's International Travel Service, Preventative Medicine Clinic, (309) 438-8560 for information.
- How long in advance must those immunizations be dispensed?

RECRUITMENT, APPLICATION AND ORIENTATION

- What is your strategy for recruiting students? Please indicate specific efforts that will be made and what staffing and monetary needs will be required to fulfill these efforts.

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- What are the application deadlines for your program? At ISU and abroad? *Generally, the OISP deadlines are as follows: fall semester participation is the first Monday in February, spring semester participation is the first Monday in October, and summer semester participation ranges from mid-February to March 1.*
- Is there an application/admittance fee? When is the deposit and/or payment due to the host school? Is this compatible with ISU's billing system? Do you understand the OISP billing procedures for study abroad?
- Our billing cycle is as follows: *fall semester participation payments are billed in two installments: \$150 Non-Refundable Application Fee billed upon application, and the balance due in June; spring semester participation is billed in two installments: \$150 Non-Refundable Application Fee billed upon application, and the balance is due the first week in December; summer participants are billed in two installments: \$150 Non-Refundable Application Fee billed upon application and the balance due the first week in May.*
- Do you understand what is involved with the application procedure at ISU for study abroad? (Visit the Study Abroad Coordinator if necessary)
- Who will provide the pre-departure orientation? Please describe in detail what will be included in this orientation and how this will help students prepare for their experience abroad. NOTE: There is a required orientation provided by OISP that covers culture shock, safety, health, and traveling tips. Please indicate if you will be hosting an additional orientation.
- Who will provide an on-site orientation? Please describe in detail what will be included in this orientation.
- Can their academic calendar accommodate our academic calendar plus orientation week?
- Have delegates from this institution visited ISU?
- Have the contacts toured the ISU I-House and approve of our requirement that students live there?
- What kind of recruitment, application, and orientation process do they have for their students prior to coming to ISU?
- Do all contacts understand our admissions and immigration requirements (application, TB, \$, deadlines, TOEFL, transcripts)?
- Who/what office selects the students who will come to ISU? Can they recruit enough to maintain the exchange? How will English proficiency be determined for exchange students?
- What will be exchanged (i.e., tuition, room and board, programs, service for service)? What will each institution provide the other?
- What exchange ratio will be used to reflect the monetary agreement and participation?

PROGRAM CONTACT INFORMATION:

Name of faculty contact person:
 Position/Title:
 Telephone number:
 Fax number:
 Email address:
 Department and mail code:
 Home contact information in case of emergency:

Name of institution:
 Address:
 Telephone number:
 Fax number:
 Email address:

Contact person:
 Position/Title:
 Telephone number:
 Fax number:
 Email address:
 Department and mail code:
 Home contact information in case of emergency:

FINANCIAL ARRANGEMENTS: Be sure to utilize the *Budget Template* provided. OISP will be happy to assist with the preparation of the budget.

EXCHANGE: Kathy Waterkotte, Associate Director, can help you with these questions.

- What types of students will be participating from the host institution and how long will they study here?
- Do we have courses available to meet their students' needs? Is there an agreement as to how upper-level class requests will be addressed?
- Administrator for International Program (if different than above):
 Position/Title:
 Telephone number:
 Fax number:
 Email address:
 Department and mail code:
 Home contact information in case of emergency:

Sample Budget Template

COSTS—Per Student	Amount to be billed & collected by OISP	Amount to be paid by student out of pocket
Tuition/Instructional Cost		
Other Instructional Costs: (Are there any "Fees" that the students will need to pay? ie. lab fees, supplies & materials, rental fees, lunches, social activities, club dues, etc.)		
Host-site Coordinator/Orientation		
On-site Transportation		
Program Support/Faculty Support - Please provide a separate itemized budget of expenses for the faculty director(s) to determine the cost per student and the minimum number of students needed to break even.		
Administration/Implementation	\$ 100.00	
OISP Non-refundable application fee	\$ 150.00	
International Student Identification Card (ISIC)	\$ 22.00	
Housing: (What type of accommodations? Please describe in detail what is provided.)		
Meals: (Are any meals provided with the housing? Is there a specific meal plan that can be purchased? If meals are to be self-catered or purchased, what would you estimate their cost to be for the duration of the student's stay?)		
Food expenses: (Are there any in addition to those already mentioned above?)		
Field Trips: (Are they optional or included in the cost of the program?)		
Health Insurance abroad		
Optional costs (Please be specific as to the cost and what it covers, activities, trips, etc.)		
Books		
Airfare: (OISP will not bill/pay for Airfare for students)		
Personal Expenses: (Please give an estimate for personal "extras", ie. snacks, toiletries, laundry based on the host country's cost of living index)		
Passport/Visa expenses (Passport is currently \$97—check on visa requirements & cost)		
Immunizations		
Amount to Be Billed by OISP	This should be the sum of the costs that are to be billed and collected by our office	(1)
ISU insurance (Summer Insurance = \$86)	\$145.00	
ISU tuition	\$320.00	
ISU Bills Student	\$465.00	(2)
Cost independently incurred by student	This should be the sum of any costs listed above that should be paid for directly by the student	(3)
Total Program Cost	This should be the sum of the 3 subtotals the amounts (1) billed by OISP, (2) billed by ISU and (3) paid out of pocket by the student	(Sum 1 + 2 + 3)

Signature of Faculty Director

Date

**Travel Information Form
- SAMPLE -**

This form provides an opportunity for the Faculty Director to indicate preferences regarding departure and arrival sites, accommodations, and land transportation. When information is not provided, proposals are often delayed while OISP researches different logistical options.

Please complete this form in full and return to the Office of International Studies and Programs by the appropriate proposal deadline.

Program: _____

Program Director (s): _____

Estimated Group Size: _____

Section 1:

Proposed Date and City of Departure*: _____

Proposed Date and City for Return*: _____

* The information requested in Section 1 is required in order to provide a point of departure and arrival.

Note: The State of Illinois now allows ISU administrative units or faculty to make travel arrangements with a travel agency or airline of your choosing. This allows you to “shop around” and to hopefully find the most economical travel arrangements for your program.

Section 2:

Land/Water/Air Transportation outside the US: It is important that the faculty director provide as much information as possible regarding land transportation requirements. This assists OISP and/or the overseas agency assisting with logistical arrangements in assessing the needs and expenses of the group.

If applicable, please provide the dates and types of land transportation required for this program:

Section 3:

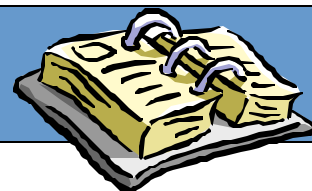
Accommodation preferences should be indicated in this section. If the faculty director wishes the group to reside with host families or in a specific hotel or dorm, it is important that this be communicated, along with specific contact information. Indicate the dates and accommodation locations you will require during the course of the program. If placements/arrangements are being made by a third party, please provide contact information as well.

Faculty Director’s Signature

Date

Calendar of Important Dates

Proposal Deadlines Programmatic Deadlines



Proposal Time Line:

- Meet with the Study Abroad Coordinator **Nine to twelve months prior to proposal deadline**
- Develop Study Abroad Proposal **Four to six months prior to the proposal deadline**
- Departmental/School and College Approval **Must accompany proposal**
- Travel Information Form **Must accompany proposal**

These planning horizons are *strongly* recommended because they allow for more thorough planning of program logistics. Of equal importance, these horizons also provide the time needed for the marketing of the program to prospective students and for recruiting sufficient numbers in order to make the program financially feasible.

The Office of International Studies and Programs cannot guarantee the successful planning or implementation of proposals submitted after the deadlines indicated.

Program Date	Proposal Deadline
Winter Break Program	May 1 of prior year
Spring Break Program	August 1 of prior year
Summer Program	November 1 of prior year
Semester Program	One year prior to start date

Programmatic Deadlines:

Below is a list of dates representing the approximate deadlines used by the Office of International Studies and Programs for application, billing and expected payment in full.

	Fall Program	Winter Break Or Spring Program	Spring Break Program	Summer Program
Application Deadline	1st Monday in February	1st Monday in October	1st Monday in October	Varies February-March
Participants Must Have a Valid Passport	May 1st	November 1st	December 1st	February 1st
Application Fee Billed	Upon application	Upon application	Upon application	Upon application
Final Payment Deadline	June 1st	December 1st	March 1st	May 1st

Should you have any questions regarding the preliminary planning, please contact OISP at 438-5276.

Travel Services

ISU Travel Program

Illinois State University has contracted with Suzi Davis Travel and Seven Seas Travel, Inc. to be the primary travel agencies for University business travel. These partnerships provide the opportunity to track precise travel information for purposes of receiving airfare discounts and other volume based negotiated benefits.

Benefits of Using Designated Travel Agencies:

- The ability to track our travel volume and carrier experience.
- Possibility of receiving a discount. Be sure to indicate that you are with ISU when making travel arrangements.
- The ability to bill airfare directly to ISU.
- Access to negotiated hotel rates at select locations.
- Obtain seat assignments at the time of booking.
- Assistance with special needs available locally.
- Convenience of having a professional agent arrange your travel who is aware of discounts and travel suggestions.

Who to Call:

- Seven Seas Travel - 309 662-2128 or 800 444-8728, Fax 309 663-2948
- Suzi Davis Travel - 309 662-0455 or 800 397-1455, Fax 309 663-6428.

Current Fees: Recent reductions in airline commissions paid to travel agencies have forced US travel agencies to impose fees for service. A \$20 fee will be charged to your account for each reservation, not to exceed \$50 per invoice.

Procedures after Booking: When the University account is charged for airline tickets, Purchasing will fax an approval request form to the OISP fiscal agent for signature and account number assignment. The signed approval is then faxed back to Purchasing within 24 hours to complete the booking transaction.

Fares are extremely volatile and can change without notice. A fare is guaranteed only when it is actually ticketed. Holding a reservation does not guarantee a fare. Airlines can and do change fares several times throughout a day. Once one tells the travel agent to ticket his/her flight, the reservation is generated and the person requesting the ticket is then held responsible for payment.

Airline itineraries, and tickets if applicable, are delivered directly to OISP. Business travel should be billed directly to the ISU account. If the traveler pays with a personal credit card, a [Travel Voucher](#) must be used to request reimbursement after the travel has occurred. Personal travel arrangements must be charged to a personal credit card, or paid by check or cash.

Electronic Ticketing: When possible, ISU travel agencies will be utilizing ticketless (e-ticket) airline travel. E-tickets are used when travel is on a single carrier with no more than four flight segments. E-tickets avoid the possibility of lost tickets. There is no physical ticket, only a record in the computer. Photo identification is required at check-in. Tickets at low fares must still be ticketed the same day the reservation is made. Eticketing does not extend this deadline.

Online Booking: Online booking is now accepted as a method of purchasing travel services. Online booking may not be the least costly solution; please check with the primary travel agencies as they may have access to discounts that are not available online. New airline forfeiture rules impose severe penalties when non-refundable tickets are not used on the dates and times purchased. Online booking does not give the traveler access to customer service assistance from the primary travel agencies. Some online booking engines are now charging service fees. Be certain to check for any additional fees, charges for paper tickets, or any other costs added to the price of the flight.

Use of Personal Credit Card: If a personal credit card is used for business travel, reimbursement may be requested on a travel voucher after the travel occurs. Include an explanation of why Suzi Davis or Seven Seas were not used for booking your travel.

If You Have Policy and Procedure Questions Contact :

Linda Bagby at 8-7291 or ljbagby@ilstu.edu

If You Have Datatel Voucher Questions Contact:

Don Missel at 8-2991 or dmissel@ilstu.edu.

Sample Flyer

Lima, Peru

Universidad del Pacífico and CEAPAZ—Summer 2006

“María Elena Moyano”

Democracy and Human Rights Seminar



MARIA ELENA MOYANO, Peruvian social fighter and vocal feminist leader, was assassinated in Lima, Peru by a Shining Path death squad on 15 February 1992, at the age of 33 years.

The spirit of Maria Elena Moyano is alive in the heart of all human rights activists in Peru as a symbol of defense of human rights, peace, and justice.

The goals of this program are to: a) Understand Peru's historical, economic, and social background; b) Gain theoretical and practical knowledge of human rights organizations and human rights violations in Peru; c) Participate directly in human rights programs; d) Experience life in Peru, in order to understand the culture within which the defense for human rights takes place; e) Contribute to the defense and protection of human rights in Peru; and f) Develop a lasting friendship with the land of Peru and its people.

The program will include a series of lectures and participation in human rights projects. **The classes will be taught in English by professors** of the Universidad del Pacífico, Centro de Estudios y Acción para la Paz (CEAPAZ), and Dr. Carlos Parodi, the ISU Faculty Director of this program. Universidad del Pacífico has been ranked as the most prestigious higher education institution in its fields of specialization in Peru. CEAPAZ is a civic association working for peace, human rights and democracy in Peru. Topics will include: State and Democracy in Latin America; The Socio-Economic System of Peru; Culture, Development and Human Rights; Youth Rights and Society; Women's Rights in Peru; International Relations and Human Rights; and Environmental Rights. Under the guidance of CEAPAZ professionals, students will participate in several human rights projects such as Youth Programs of Violence Treatment and Prevention and Educational Programs for Women and Children.

DURATION	May 28-June 23, 2006	
PREREQUISITES	2.5 cumulative GPA .Recommended course for Spring 2006: Peru in Comparative Perspective (POL 340)	
ACADEMIC CREDIT	Possibility of 6 hours of Independent Study in Political Science and/or POL internship	
DEADLINE	Preferred deadline, March 15, 2006	
SCHOLARSHIP	There will be 5 scholarships given by the Political Science Department to female participants from ISU. Each scholarship will be worth up to \$1,000. For more information about this scholarship, please contact the Department of Politics and Government.	
CONTACT	International Studies and Programs Fell Hall Room 308 Phone: 309-438-5276 oisp@ilstu.edu	Dr. Carlos Parodi Schroeder Hall 407C Phone: 309-438-5467 cparodi@ilstu.edu

For more information visit the following websites:

www.up.edu.pe and www.internationalstudies.ilstu.edu/internationallinkage/Moyano/Maria/home.htm

⊕ Students who need accommodations based on disability may call 438-5365 or 438-8620 (TT/TDD).

Université Laval

Québec City, Canada

Sample Program Guide

Summer

French

Introduction

This program is for anyone interested in the French language and culture who has taken at least French 112 or the equivalent and would like to increase their ability to speak and understand the French language. The program will last for 5 weeks at the oldest French-speaking university in North America. Université Laval offers small French classes both in language and culture. All students who want to participate in this program must sign a contract agreeing to only speak French for the entire 5 weeks of the program.

Housing

Students have two housing options: host family or dormitories. Many students choose to live with a host family in Québec because it gives them a first-hand look at Québec culture. Living with a family whose first language is French can also help students to improve their knowledge of the language. However, for students who wish to stay in a dorm, there is space available. Living with other students who are studying the same language certainly has its advantages. The cost estimated at the left on the sidebar of this page is based on the dormitory housing option.

Academics

You will receive 6 hours of Foreign Language credit which will apply to your major or minor at ISU. A placement test will be taken upon arrival to determine the level of your French class. During the week, students will be in class each morning for 4 hours. In the afternoon, there will be options for students to attend workshops, participate in mini-excursions, or other available group activities with students who share your level of French comprehension. In the evening, there will be additional activities available to you, and each Saturday will have full or part day excursions planned.



Université Laval

Duration (approximate)
 May 9—June 10, 2005
 or
 July 4—August 5, 2005

For more information on this program, please contact:

Dr. Jim Reid
Phone: (309) 438-7894
E-mail: jh Reid@ilstu.edu

The city of Québec

History

The city of Québec is almost 400 years old and is the root of French civilization in North America. Once the center of a vast French empire encompassing most of Canada and America, Québec was originally founded by Samuel de Champlain and was under French rule until 1759. In 1759, the English took control of the city and the next year, gained control of the entire New France territory. In 1867 Québec City became the capital of Québec, following the adoption of the British North America Act.

Today

There are many things to see and do in Québec. There is an enormous variety of restaurants to suit any taste and style. The National Museum of Fine Arts is a must see for any art enthusiast. The Jardin Zoologique has a wonderful selection of animal and plant life on display with many rare species. The beautiful Notre-Dame Basilica is the oldest cathedral north of Mexico and one of the most stunning buildings in Québec. In addition, the university will provide excursions every Saturday!

Academics

- 🌐 Intensive French language classes
- 🌐 Students sign a contract to speak only French for the duration of the program
- 🌐 Numerous excursions and group activities

Primary Language

- 🌐 French

Housing

- 🌐 Student Housing
- 🌐 Host Family

www.ulaval.ca

Estimated Cost

OISP Bills

Tuition, OISP application fee, Administration/

ISU Bills

ISU tuition, \$388

Independent Ex-

Airfare, Housing, \$2,237

Housing deposit,

Passport, Books,

TOTAL \$3,529

Program Cancellation



The appropriate department and/or college/school, along with OISP, reserve the right to cancel the program if any of the following occur:

1. The status of the faculty member in the department/college/school changes.
2. The minimum number of students needed for financial feasibility are not enrolled in the program.
3. Events in the study abroad site(s) indicate that the security of students cannot be reasonably ensured.
4. The U.S. Department of State issues a travel warning for the program country. Travel Warnings are issued when the State Department recommends that Americans avoid a certain country.
5. There is a substantial increase in the cost of travel.
6. The faculty member does not fulfill his/her responsibilities.
7. The OISP staff determines that the proposed program is no longer feasible for financial, organization, or other reasons.

Student-Related Information

Application Fee

Students are charged a non-refundable \$150 application fee after they submit their completed application form. In the application, students sign a statement acknowledging their understanding that by submitting an application they are obligated to pay this \$150 non-refundable application fee. It is refunded only if the student is not accepted or the program is cancelled.

Program Costs

Once students have been accepted into a program, they will be billed and held responsible for the cost of their program. Full payment is due prior to participation.

Transferring to Another Program

Students who decide to delay participation or transfer to another program must submit a new application, or edit the current application on file with OISP. Once they have done so, the non-refundable \$150 application fee will be transferred to the new program.

Withdrawal from a Program

Students are informed that should they need to withdraw, they must submit to the Office of International Studies and Programs a written Withdrawal Notice. The Withdrawal Notice Form is included in the *Study Abroad Participant's Pre-Departure Guide*. This guide is given to students who have been accepted into a study abroad program.

Students sign and date a statement which reads, "I understand that by withdrawing from this program after having applied, I forfeit the \$150 Application Fee and that I am responsible for any other expenses that were incurred on my behalf. I also understand that it is my responsibility to withdraw my ISU Study Abroad Registration."

Refund Policy

If for any reason a student is forced to withdraw before or during the course of the program, the following refund policy will apply: The date on which the official Withdrawal Notice Form is received by OISP is the date by which any refund balance due will be calculated. If a balance is due at the time of withdrawal, that amount must be paid according to established policies, to cover expenses incurred for the student to that point.

Consideration will be given for the student who leaves a study abroad program because of an emergency situation or illness (either personal or of a family member). Whether it is before or after departure, the student must submit to OISP the official Withdrawal Notice Form and will be subject to the refund policy as stated above.

How to Market Your Program



Marketing and recruitment survey information gathered from past study abroad participants has shown that the most effective recruiter is the **faculty director!**

If you are directing a study abroad program for the first time, please keep in mind that successful programs require a considerable amount of time and effort spent recruiting and marketing. Begin marketing your program at least one year in advance. Become acquainted with the recruitment, publicity, curriculum and administrative practices of your department's previous study abroad offerings, particularly those of the previous year. The suggestions which follow are highly recommended.

Recruiting and Marketing:

- Promote the program in your classes.
- Contact your colleagues. Ask if you can speak to their classes or if they will share information with their students for you.
- Hold at least two information meetings for students to generate interest.
- Involve students who have previously participated in the program, especially at information meetings.
- Work with OISP to create promotional materials which provide a comprehensive overview of the program.
- Consider using photos that you already have to promote the program.
- Stress the benefits of studying abroad: academic/ intellectual, professional, intercultural, and personal in your promotional efforts.
- Develop your own program Web site.
- Counsel students who may be interested.
- Make yourself available to meet with students and/or parents.
- Make yourself available for e-mail contact with students and/or parents.
- Maintain a list (name, address, phone number, e-mail) of interested students, including any who have inquired by phone or in person. Share this information with OISP.
- Write letters to students (particularly non-ISU students) who have contacted you regarding the program. Check with them periodically to see if they remain interested, and inquire if they would like further information in order to apply.

IMPORTANT—Ideally all promotional materials should be reviewed and approved by the Office of International Studies and Programs and the Faculty Director **before** they are printed or distributed.

Responsibilities Checklist

Study Abroad Program Directors have a number of important roles and responsibilities when planning and conducting study abroad programs. They include the following:

RESEARCH all travel/housing/land arrangements for inclusion in the Feasibility Proposal to be submitted to the Office of International Studies and Programs.

ASSURE the Office of International Studies and Programs (if you directed a program before) that any matters/issues regarding the previous program have been addressed and resolved.

PROVIDE the Office of International Studies and Programs with the completed Study Abroad Feasibility Proposal; Departmental/School and College Study Abroad Proposal Approval Form; Budget and Travel Information Forms.

RECRUIT participants. With the active assistance of the OISP staff, recruitment is primarily the responsibility of the program director. (See *How to Market Your Program* in the column to the left)

PLAN AND CONDUCT with OISP a pre-departure orientation meeting for all participants and their parents/guardians/family members.

ASSUME full responsibility for all instruction/travel on site, as well as any disciplinary or conduct problems that may arise while abroad.

SUBMIT travel receipts and completed travel vouchers to the OISP Administrative Assistant/Coordinator of Office Operations and Budgets upon return from a study abroad program and follow up promptly regarding any questions.

ENSURE that students' grades are submitted on the official Office of Admissions & Records Grade Collection Roster by deadline.

PROVIDE a summary report of the program.

REMEMBER, the Office of International Studies and Programs is here to assist students and faculty to ensure that the study abroad programs are educational and successful for all involved. We appreciate your assistance and dedication in this effort!

The Function of OISP

The Office of International Studies and Programs acts as an administrative liaison for individual programs with ISU academic units and other ISU offices, as well as off-campus agencies. The five main area functions of the Study Abroad Unit within OISP are study abroad program development, study abroad marketing, study abroad support/management, study abroad advising, and study abroad evaluation. We are also working to develop a re-entry program for returning past participants.

Program Development:

- Initiate/assist with new program development.
- Provide regional, logistical, and cross-cultural expertise.

Marketing:

- Coordinate on-campus as well as off-campus promotion of study abroad programs.
- Place regular advertisements in national study abroad catalogs, submit program descriptions to national study abroad catalogs annually.
- Design, edit, and produce individual program brochures, as well as produce a comprehensive annual catalog describing ISU study abroad program offerings.
- Respond to student inquiries concerning program offerings.
- Assist faculty, departments, schools, colleges with program recruitment.
- Present information at ISU Admissions Open Houses, Preview, Connections Groups, FOI Classes, Presidential & Provost's Scholars Meetings, Minority Scholars Meetings, Family Weekend, Springfest, etc.
- Maintain program and additional general information on the Web.

Program Support and Management:

- Work with faculty directors on program cost arrangements for projections and budget development; make payments for contracted arrangements.
- Serve as a centralized office for disbursement of study abroad information and materials to faculty, staff, students and parents.
- Develop and maintain records for each applicant for the purposes of financial payments, registration, and faculty and OISP review.
- Provide program budgets to ISU's Financial Aid Office for ISU study abroad programs and verify costs for non-ISU programs.

- Provide general orientation sessions to address cross-cultural issues; academic and cultural differences; registration; payment of program; confirmation of attendance; insurance abroad; money abroad; visas; travel tips; airport check-in; customs regulations; health and safety issues abroad. In addition, provide and coordinate site specific orientations utilizing program experts: faculty, staff, past student participants and/or international students.
- Prepare packets for distribution to students during the orientation sessions; mail packets to non-ISU students not in attendance.
- Prepare packets for distribution to parents/guardians/family members for distribution at orientation; mail to those not in attendance.
- Process financial transactions related to faculty and program expenses; ie. cash travel advances and payment of travel vouchers. OISP is not be responsible for payment of faculty salaries. If a salary has been built into the budget, those monies will be transferred to the appropriate department for payment.
- Work with Illinois State University's Critical Incidence Response Team in conducting periodic assessments of health and safety conditions for study abroad programs; develop and maintain emergency preparedness procedures and a crisis management plan; and act as initial campus point of contact for study abroad related emergencies.
- Provide reentry information for returning study abroad participants.

Advising:

- Provide a general campus reference point for advising and correspondence with ISU and non-ISU students concerning study abroad opportunities and application/enrollment procedures.
- Refer students to the Financial Aid Office for information regarding available funding.
- Refer students to their Academic Advisor for information regarding articulation of new courses.
- Work with the General Education Coordinator to develop a list of articulated courses for each institution or program.

Evaluation:

- Collect, review, and analyze the student evaluation forms. Follow-up with students who wish to assist with study abroad program recruitment and promotion.
- Review program report filed by faculty director. Note any recommendations for future change.
- Meet with program faculty, and, as appropriate, with the chair and/or Dean/Director, to discuss program improvements.

Student Eligibility, Admission Requirements, Acceptance, etc. . .

APPLICATION AND ADMISSION PROCEDURES: Most study abroad programs are open to students of all disciplines. Eligible non-students include ISU faculty, staff, and persons not currently enrolled in a college or university. **Applicants must, however, participate in the *entire* program and satisfy ISU undergraduate or graduate admission and course requirements.** Currently enrolled students must meet ISU Undergraduate or Graduate School admission requirements, along with admission and GPA requirements mandated by the host institution and/or the ISU college and department sponsoring the program.

All interested individuals are to complete and return the Study Abroad Application. Upon OISP's receipt of this application, the student will be billed a non-refundable application fee of \$150.

MINIMUM AGE REQUIREMENT: The Office of International Studies and Programs requests that the participants be at least 18 years of age. In addition, all participants must meet ISU admission standards and be eligible for and enrolled in academic credit.

ACCOMPANYING SPOUSES/PARTNERS: The programs, including estimated costs, are based on unaccompanied individual students. Double occupancy accommodations cannot be guaranteed. The spouse/partner of an individual who is enrolled for academic credit, may apply for and be admitted to the program without enrolling for credit. The spouse/partner will, however, be expected to:

1. Submit a completed Study Abroad Application
2. Participate in all scheduled activities, and
3. Pay the full program cost.

ACCEPTING STUDENTS INTO YOUR PROGRAM: Students should submit applications directly to the Office of International Studies and Programs. Each application will be dated so that if participation is based on first come first served, their date of application will be noted. Once a student has submitted an application, OISP will check the application for completeness and verify the student's eligibility requirements including cumulative and major GPA. All students must have a GPA of 2.5 at the time of application; however, it does not guarantee admission. Some programs may require a higher GPA. If a borderline GPA is noted, we would suggest conditional acceptance based on the student meeting the re-

quired GPA at the end of the term preceding participation.

As a faculty director, you are free to establish additional eligibility criteria. In this case we urge you to please communicate this clearly in all program-related publicity (e.g., brochures, flyers, program Web site, and information meetings).

REVIEW OF APPLICATIONS:

If possible, please come to Fell Hall Room 308 to review files. If you wish to set up a time in advance to come in, that is acceptable, but not necessary. Our office is open M-F 8:00 a.m. to 4:30 p.m. A staff member will always be available to collect files for your review.



When you come in to review the files, please ask if there are any incomplete files yet to be processed. By the same token, if you are expecting additional application items (such as resumes, housing forms, statements of interest, etc.) and they are missing from the student file, please inform an OISP staff member. OISP will notify the applicant that his/her application is incomplete.

If you prefer, OISP can fax or send photocopied files to you. You may also request a list of program applicants from OISP at any time throughout the application process.

We would ask that you review applicant files early and regularly to determine which students will be accepted into the program.

If you review an application but are unable to make a decision regarding the student, please let OISP know. Provide us with the name of this student, the reason no action can be taken, and when you think that you will be able to make a final decision. We often receive calls from students and are unable to determine whether their file has been overlooked, or reviewed and put on hold.

Make note of your acceptance by signing and dating the student's application or send approval by e-mail. DO NOT call OISP to give verbal approval: students must be approved in writing. OISP will send official notice of acceptance to the students.

LATE APPLICANTS: Please do not encourage students to apply after the application deadline. The receipt of late applications leads to an increase in mistakes, potential liability, and difficulty in securing payments. Additional consequences of accepting late applications are:

1. Insufficient time for students to: purchase an inexpensive airline ticket; receive immunizations; obtain course articulation; enroll and register for Study Abroad and for courses abroad; obtain a passport, VISA, ISIC; apply for scholarships; apply and receive financial aid; attend orientation and receive materials.
2. Insufficient time for faculty to review; conduct interviews; orient students to bring them “up to speed” with other participants.
3. Insufficient time for OISP to: process the application; provide already distributed materials, including orientation packets, contact addresses, host family assignments, etc.; correct any changes related to housing, filling, purchase and payment of on-site activities, etc.



Because OISP has had occasional difficulties collecting payments from non-ISU students and from late applicants in general, such applications **CANNOT** be accepted without full payment any later than:

- June 1 for fall semester programs;
 - November 1 for winter break programs;
 - December 1 for spring programs;
 - May 1 for summer programs,
- OR**
- Six weeks before departure, whichever one comes first.

HELPFUL TIPS

- If you learn that a student wishes to withdraw, please remind him/her that they are required to submit to OISP **in writing** their intention to withdraw. A form is provided in the back of the “Study Abroad Participant’s Pre-Departure Guide.” E-mail is not acceptable. Until written withdrawal is received, students will continue to receive and be responsible for program costs and any late fees assessed by Student Accounts.
- If the number of applicants exceeds your program’s limit, please rank order the extra students on a waiting list. This will enable OISP to quickly notify these students should there be a withdrawal.

- If your student housing has been reserved based on your anticipated enrollment, please do not accept additional students until you have confirmed the availability and cost for additional housing.
- If a student requests assistance with on-site arrangements, such as housing, before or after the established program dates, you may provide the student with relevant contact information. Please do not make specific arrangements for the student prior to or after the established program dates; *providing services outside of those dates can lead to unnecessary liability risks for you and for ISU.*

Pre-Departure Activities:

- Participate in at least one of the OISP-sponsored general Orientation Meetings. These meetings are held each year in November (for Winter Break and Spring Semester programs) and in March/April (for Summer, Fall, and Academic Year programs). OISP arranges program-specific sessions that immediately follow the general orientation session. At this time faculty directors will have a chance to talk with students and parents/guardians/family members so as to answer their questions and concerns.
- Whenever possible, arrange for a get-acquainted party for participating students prior to departure. Please note that expenses associated with such a party need to be included in the budget.
- Make every attempt to communicate all necessary information to students prior to the end of the semester. Do not assume that all students can access e-mail between semesters.
- Submit invoices to OISP for as many advance payments as possible (such as on-site personnel, transportation, class trips, and other related expenses).

Community Building: Seasoned study abroad faculty directors will report their biggest challenges abroad are not public transportation strikes, fluctuating currency values, or language barriers; but student behavior problems.

- Discuss appropriate student conduct and behavior-related problems in the pre-departure orientation as well as on-site.
- Consider creating a “student-faculty” contract, specifically tailored to your program. Identify acceptable and unacceptable behaviors which the group can agree upon, create a “contract”, and have students sign.

Renewing and Updating Existing Programs

Programs that are offered on an annual or semi-annual basis need to be reviewed prior to being offered to students. This helps keep all pertinent information current and accurate. The following will give you an idea of the information that needs to be updated. This form is available on our website (<http://www.internationalstudies.ilstu.edu/studyabroad/AbroadFaculty.shtml>) or an electronic copy can be sent to you via e-mail.

Please return the completed Update & Overview Form by campus mail - Campus Box 6120, or drop it off at the Office of International Studies and Programs in Fell Hall 308.

Update & Overview



Name of Study Abroad Program: _____

Faculty Director (s) Name: _____

Faculty Director (s) Office Address: _____

Faculty Director (s) Phone: _____

Faculty Director (s) E-mail Address: _____

Will you or someone else in the department accompany the students? Yes No

Name of Host Institution or Site of Program : _____

Address of Host Institution/Site: _____

Personnel at Host Institution/Site and their contact information:

Name: _____

Phone: _____

E-mail Address: _____

Emergency Contact Phone (24-hour availability): _____

Description of Host Institution/Site: _____

Prerequisites for participation: Year in School, Course prerequisites, GPA?: _____

Academic Credit to be earned (please be specific regarding # of ISU credits and course articulation): _____

Will students register for a course in your department (with grades given by you)? **or** Will they register for Study Abroad credit and our office be provided with a transcript of grades earned abroad?: _____

Housing and meals (please describe what accommodations/meal arrangements are available in as much detail as possible): _____

Length of Program (give current dates of program if available): _____

Application Deadline: _____

For Application, do you require any of the following?

- ____ Essay
- ____ Faculty/Staff Recommendations
- If yes, how many? ____

Additional program highlights that you wish to advertise: _____

****** Please complete a budget template as part of this Update & Overview. A sample is found on page 11 of this handbook.

****** As a faculty director, please note that if your department wishes to pay you a salary from this program, the amount that you are to be paid must be specified by your department chair to the Office of International Studies and Programs in order to be included in the program budget. The Office of International Studies and Programs will NOT pay your salary, but will remit the funds to your department for disbursement.

Faculty Activities and Responsibilities

LOGISTICAL

- Notify the Office of International Studies and Programs IMMEDIATELY of any student's late arrival and/or absence by the first day of class.
- Act as a liaison between the students and the resident director/bursar/principal/hotel manager, as well as those individuals providing services related to class activities. If cross-cultural issues or concerns regarding interpretation of the host culture arise, defer to available local contacts.
- Meet with students regularly, preferably weekly, to discuss academic and non-academic issues. These sessions can also help to build group cohesiveness and alleviate possible cliques and divisions.
- DO NOT loan money to students including program and personal money unless it is an extreme emergency. Despite all the advice and pre-departure information, some students spend more than they take. Some possible solutions: have someone at home deposit money in the student's account for ATM withdrawal; send a foreign draft by express mail; send a bank wire or transfer; or send a transfer through American Express. The latter option can be very expensive. Loans should be avoided, but in cases of extreme urgency, a loan not to exceed \$100 U.S. can be considered. In these situations, the student must sign a form (See Appendix) agreeing to repay the loan in full.
- ISU will not provide any administrative support (housing, childcare, etc.) or assume any responsibility for accompanying non-participants. Accompanying non-participants are limited to spouses/partners and children. If non-participants accompany a student on the program, the student is responsible for obtaining overseas health insurance for that person(s). Accompanying non-participants are NOT part of the program and therefore, cannot attend classes, field trips, or any other activities formally associated with the program. If such individuals become disruptive to the program, it may be grounds for the student's dismissal.
- Be aware of and take note of accessibility for students with disabilities. Although you may not have a student with disabilities on your current program, this information may prove useful in the future.
- When going on program-related activities, students should be transported via public transportation or in vehicles rented by the faculty director for that purpose and driven by professional or hired drivers.
- Any program function that provides alcohol, such as a banquet, is considered an official program activity. It is your responsibility to monitor responsible alcohol use by both you and the students. While you are not ultimately responsible for an individual student's drunkenness, you could be found liable if shown to encourage consumption. As a faculty director, you are in a position of authority and responsibility and you must be capable of addressing an emergency should it arise. As a result, it is strongly advised that you do not consume alcohol at such functions. Participation in and/or accompanying students to social events that involve excessive consumption of alcohol implies that drunkenness is acceptable and sends a contradictory message regarding responsible drinking.
- Take a group photo on site. This photo can be used for program-specific and general promotion and publicity.



FINANCIAL

- Faculty directors for a study abroad program are responsible for maintaining fiscal records and academic integrity of the courses, for coordinating class activities, and for responding to any emergency situations which may arise. (See the section titled *General Emergency Procedures*)

- Record Class Activities costs by itemizing expenses and collecting receipts for audit purposes. All expenditures (except emergencies) must follow the original approved and finalized budget.

BEHAVIORAL

- You will have both an academic and disciplinary role with the students. You should decide on your expectations and limits and communicate those to students pre-departure and again on-site.
- Notify OISP immediately if a student leaves the program for any reason.
- Be sure to read the Study Abroad Health, Safety and Risk Management which begins on page 26. "DIFFICULTIES ABROAD" discusses the following:
 - * Culture Shock and its behavioral indicators
 - * Student Conduct
 - * Protecting the rights, safety, and dignity of the individual
 - * Protecting the rights of the University and the educational process
 - * Promoting personal responsibility and integrity
- Also be sure to read the information developed and provided by the ISU Counseling Services Office which begins on page 28, "Identifying and Intervening with Students in Crisis—A guide for Faculty."

GENERAL EMERGENCY PROCEDURES

- A review of "Emergency Procedures" including, "What is an emergency?" and "How to respond to emergencies." can be found on page 31 and "Campus Resources: Emergency Contact Information" on page 32.

POST-PROGRAM ACTIVITIES

- Contact Kathy Waterkotte within five days of your return to schedule an appointment to reconcile any Cash Travel Advance that you might have received.
- To provide continuity, we request that returning

faculty submit an end-of-program report to his/her college Dean's office, department chairperson, and Becky Goeckner. See *Study Abroad Faculty Directed Program Report Guidelines* in the Appendix for the format. This report should be submitted soon after your return to campus so that the insights, suggestions, and criticisms can influence the planning for the following year's program.

- A study abroad program faculty director is expected to assist his/her successor with advice regarding recruitment and planning for the next program offering.
- Maintain contact with your students. Chances are that your mentoring and professional relationship may be their most significant one during your students' careers.
- Assist them with their readjustment and possible reverse culture shock. Students need to be reassured that as difficult as it is to adapt to an entirely new culture, it can be just as challenging to come back home after being away for any period of time.
- Suggest ways to use the interests and skills they gained while abroad, such as:
 - * Develop a Web site for the program
 - * Submit an article or a Letter to the Editor for the Daily Vidette, or a local newspaper.
 - * Volunteer to talk or email students who are thinking about going on the same program next year.
 - * Live on campus in International House located in Atkin-Colby Residence Halls.
 - * Work with international students
 - * Continue foreign language training. Continue studying the host country by taking related courses, reading international papers, viewing films and videos, writing research papers, etc.
 - * Talk about your study abroad experience to clubs and groups, including adults and children.

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Faculty Activities and Responsibilities Continued

- * Join international organizations or clubs.
- * Volunteer to work in the community or on campus. Help organizations that support community service and development. Look for groups working with immigrants, refugees, or the aged that can use the skills of listening, patience, and empathy.
- * Start thinking about when and how to return abroad. Some students have applied to graduate schools in the country in which they studied, have found employment possibilities while they were on the program, have joined the U.S. Peace Corps, or have just returned to visit host family and friends.

SUMMARY

- A quality study abroad program will make use of all the people and resources available in the host country. Students want an experience that they cannot obtain at ISU.
- Your efforts and creativity in publicizing and recruiting will determine the success of your program. Set realistic enrollment targets when we work together to create the program budget. This will result in an attractive program fee and a realistic budget for the program.
- Regularly check your application files and become familiar with the application process and the Study Abroad Participant's Pre-Departure Guide, so that you can answer questions and retain enrollments.
- Communicate regularly with students through orientation sessions, informal gatherings, e-mail, and phone to provide information and to build group cohesiveness.
- Be proactive in addressing your expectations and the group expectations for the program during pre-departure and on-site orientation.
- Become familiar with handling on-site logistics and finances.
- Be prepared to respond to behavioral problems and emergencies.
- The only way we can make program improvements is through feedback from you and your students. We would appreciate your assistance in promptly submitting a program report.

Study Abroad Health, Safety and Risk Management

GUIDING PRINCIPLES

The following principles approved by the American College Personnel Association (ACPA) 1989 should guide your behavior and actions as you address or handle student's concerns.

- **Act to benefit others:** Promote a healthy social, physical, academic, moral, cognitive, career, and personality development of students.
- **Promote justice:** Assure fairness for all individuals. Impartiality, equity, and reciprocity are basic.
- **Respect autonomy:** Respect and promote individual privacy and autonomy. Student's freedom of choice and actions are not restricted unless their actions interfere with the welfare of others.
- **Be faithful:** Be trustworthy, truthful, and honor agreements.
- **Do no harm:** Do not engage in activities that causes physical or psychological damage to others.

DIFFICULTIES ABROAD

Culture Shock: You will have both an academic and disciplinary role with the students. You should decide on your expectations and limits and communicate those to the students during pre-departure and on-site orientations.

Be aware of possible indicators of culture shock that include: compulsive eating or lack of appetite; feelings of helplessness, irritability, and loneliness; homesickness; sleeping more than usual; feeling depressed; getting angry easily; decline in inventiveness, spontaneity, or flexibility; stereotyping of host country/culture; increase in physical ailments or pains; inability to work effectively; boredom; unexplainable crying.

Most Study Abroad participants will experience some form of culture shock. However, some might experience it after only two days in the host country, others not until three or more months into their stay.



Student Conduct

Illinois State University expects study abroad participants to abide by the laws, regulations, and customs of the host country, community, institution and program. Among the rules that the student should abide by include but are not limited to:

Protecting the rights, safety, and dignity of the individual

Illinois State University recognizes that it must create an environment where each person’s rights, safety, and dignity will be valued and respected. In a University setting, it is particularly important that there be respect for diversity and for differences of opinion.

Students deserve to be free from harassment or physical abuse in any form. Especially intolerable are acts directed against individuals based on race, religion, ethnicity, gender, age, disabled status, or sexual orientation. Therefore, any such acts shall subject the offender(s) to a more serious level of sanctioning.

The University shall also impose those more serious sanctions upon individuals who direct misconduct at other individuals because they are carrying out duties assigned to them as University officials, on the basis that staff members deserve to be free to perform their duties. The following restrictions are designed to uphold the rights, safety and dignity of the individual. Their violation will result in disciplinary action.

1. Safety Regulations. Students shall not take any action that creates a substantial risk such that the safety of an individual may be compromised.
2. Damage to Property. Students shall not take any action that causes damage or which would tend to cause damage to public or private property without the consent of the owner or person legally responsible.
3. Theft. Students shall not appropriate or attempt to appropriate or possess public or private property without the consent of the owner or person legally responsible.

4. Dangerous Objects. Students shall not possess or use functioning or nonfunctioning firearms on University property or at any University-related event.
5. Hazing. Students shall not engage in any act, which endangers the mental, emotional, or physical health or safety of a student for the purpose of initiation, admission into, affiliation with, or continued membership in any organization or team whose members are or include students of Illinois State University.
6. Harassment. Students shall not take any action with the intent to alarm or disturb another individual, or to breach the peace of an individual.
7. Physical Misconduct. Students shall not inflict bodily harm or unwanted physical contact upon any person.
8. Sexual Misconduct. Students shall not engage in any physical act that is sexual in nature and which is committed under pressure, force, threat, or coercion, or without the full and informed consent of all persons involved.
9. Arson. Students shall not set fire to any public or private property. Students shall not create a fire hazard or be in unauthorized possession of flammable or hazardous substances.

Protecting the rights of the University and the educational process



Illinois State University recognizes that it must create an environment where each student will be free to pursue her or his academic interests without interference from others. This includes upholding the integrity of the academic process as well as providing a community free of disruptions. The following restrictions are designed to foster a healthy and peaceful learning community. Their violation will result in disciplinary action.

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Study Abroad Health, Safety and Risk Management Continued. . .

1. Academic Dishonesty. Students are expected to be honest in all academic work. A student's placement of his or her name on any academic exercise shall be regarded as assurance that the work is the result of the student's own thought, effort, and study.
2. Disruption. Students shall not:
 - a. disrupt or obstruct teaching, research, administrative, or other University functions including its public service functions on or off campus, or other authorized non-University activities when these activities occur on University property.
 - b. lead or incite others to disrupt scheduled and/or normal non-academic activities associated with the operation of the University.

regulations and guidelines related to alcohol consumption. Students of legal age may not distribute or sell alcohol without a license, and no student of legal age shall purchase, distribute or sell alcoholic beverages to anyone under twenty-one years of age, or the legal age of the host country.

2. Drug Policy. Students shall not possess, purchase, distribute, sell, or consume any illegal or controlled substance in crude or refined form except under the direction of a licensed physician.



Promoting personal responsibility and integrity

The Illinois State University community strongly promotes the development of a personal values system that focuses on each person assuming responsibility for her/his own actions, and on maintaining dignity and truth. The following restrictions outline the parameters within which each individual shall be held responsible. Their violation will result in disciplinary action.

Please Note:

A copy of the Illinois State University Code of Student Conduct can be obtained at the following web site:

http://www.policy.ilstu.edu/student_handbook/student_code_of_conduct.html

1. Alcohol Policy. Students shall not possess, purchase, distribute, sell or consume any alcoholic beverage unless that student is at least twenty-one years of age, or is of legal age of the host country.

As representatives of the University, faculty, staff and students should uphold and promote the University's mission whenever they are engaged in on-campus or off-campus University related activities and events. When attending those activities where alcohol is available, those who choose to drink are expected to do so responsibly.



Students of legal age may possess or consume alcoholic beverages only in specified areas and only in compliance with all other University or host institution/country

Illinois State University

Identifying and Intervening with Students in Crisis A Guide for Faculty: Developed by the ISU Counseling Services Office

University students experience stress on a continual basis during the course of their education. They are faced with maintaining a balance between academic, social, family, financial, and work demands. While many students are able to cope with these demands successfully, others experience difficulty. These students may enter a crisis state that impairs their learning ability as well as their general ability to function adequately in life. The assistance you can provide to distressed students may make a vital difference to those students' capacities to survive and succeed academically.

Recognizing the Signs of Students in Distress

Everyone experiences stress and has times of feeling anxious, depressed, lonely, or hurt. There are several signs that are characteristic of students who are in distress. The number and intensity of the signs are indicative of the level of distress a student is experiencing. Some common signs are as follows:

- Serious grade problems, particularly when there has been an unexplainable change from consistently good grades to poor grades;
- Excessive absences, especially if the student has previously established a pattern of regular class attendance;
- Exaggerated emotional responses that are inappropriate to the situation;
- Unusual or changed patterns of interaction in class, such as dominating discussions or totally withdrawing from participation;
- Disruptive in class behavior, (e.g., being aggressive or inconsiderate of others);
- Requests for extension of deadlines or other special considerations, especially if the student is reluctant to disclose the circumstances;
- Depressed behavior such as lack of energy, deterioration in personal appearance;
- Anxious behavior such as over participation in class activities, hyperactivity;
- Use of mood altering chemicals (e.g., alcohol, "uppers").

In addition to these, there are several characteristics that may be present with more severely disturbed students that might require an immediate response:

- Inability to communicate clearly due to garbled speech or disconnected thoughts;
- Loss of touch with reality (e.g., individuals report hearing or seeing things that do not exist or express beliefs that are in conflict with reality);
- Talking about committing suicide (e.g., "I can't go on ... there's no reason to continue");
- Threatening to seriously harm or even kill someone.

Responding to a Student in Distress

How you respond to a student in distress or crisis will depend on the nature and severity of the student's problems, the circumstances at the time you become aware of the stu-



dent's problems, and your personal inclinations and preferences with regard to helping students. In non-emergency situations you might decide not to intervene if the problems seem minor or temporary. You might also choose to focus on a minor problem indirectly by talking about classroom performance or other academic concerns (e.g., test performance). Finally, you might address the personal concern directly and extend an invitation to the student to speak to you privately. Emergency situations are rare, but they can occur. If an occasion should arise when you are dealing with a student who is disoriented, out of control, or engaging in bizarre behavior, there may be several helpful things to consider:

- Approaching the situation calmly will allow you to be more effective and may also help the student become less anxious or agitated.
- Hear the student out; you can try to consult the Student Counseling Services (SCS) by phone while the student is there if the time difference allows.

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- Contact an appropriate person or agency for assistance. This may be another faculty member, the host site staff, the SCS (309) 438-3655, or another agency.
- If at all possible, do not leave the student alone. If for some reason you must leave the student, have someone stay with the student until your return or help arrives. At the same time, do not encourage too many "extra" helpers to become involved; such extensive involvement can embarrass the student and increase resistance to a referral.

Referring a Student to Other Resources for Assistance

In many instances when you encounter a student in crisis, you will be able to help the student deal with his or her problems. If you are perceived as a caring and interested listener, the student may experience relief just by being able to share her or his concerns. The process of talking often enables the student to place problems in a more realistic perspective, and become aware of alternative courses of action.

Sometimes, however, students will have problems that you are not comfortable addressing. The problems may be too complex, highly personal, emotionally laden and/or time consuming. Under these circumstances, the best and most appropriate option will often be to refer the student to other people or agencies that can provide the assistance needed.

Addressing Behavioral Problems

In the event of an incident/infraction where there is an allegation of a violation of the laws, regulations, and customs of the host country, community, institution, or program or a violation of the ISU Drug and Alcohol Policy, but does not cause immediate danger to others, the following procedures will apply:

1. The faculty member-in-residence, on-site resident director, or program assistant representing the Office of International Studies and Programs will investigate the alleged violation using the resources available to him or her and have a frank discussion with the student of expectations and consequences. Unless there is a clear and present danger to the health or safety of persons or property, do not involve the local authorities.
2. The student will be informed, in writing, of the alleged violation and will be given an opportunity to respond in person and present any witnesses or ask questions of witnesses, if any, that the com-

plainant has identified. The faculty member-in-residence, on-site resident director, or program assistant representing the OISP will immediately inform and consult with the OISP regarding the alleged violation and the process to be pursued in investigating it.

3. If the behavior continues, the student will be warned, in writing, of the expectations and consequences.
4. The faculty-in-residence, on-site resident director, or program assistant may, with the concurrence of ISU's OISP, temporarily suspend the student pending final resolution of the matter.
5. After the facts have been examined, the faculty member-in-residence, on-site resident director, or program assistant will, after consulting with and receiving authorization from the Office of International Studies and Programs, take appropriate action and inform the student in writing of the decision.
6. Depending on the severity of the case, one or more of the following should apply if the student is found guilty of the allegation:
 - a. Letter of warning
 - b. Reassignment to another housing location, if available
 - c. Written dismissal from the Study Abroad program
 - d. Referral to the University Student Dispute Resolution Service System for a hearing upon return to ISU
 - e. Other action deemed appropriate to the specific case

The following behaviors are among those that should result in immediate dismissal from the program:

- Egregious and offensive conduct which is undesirable and in violation of Illinois State University's General Student Regulations, including the ISU Drug and Alcohol Policy.
- Conduct which is in violation of the laws, rules and regulations, and customs of the host country, community, institution, or program.
- Conduct that damages or destroys property of another person, institution or organization.

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Identifying Continued

- Behavior, whether academic or social, which constitutes a clear and present danger to the health or safety of persons or property, or threatens the future viability of the program.
- Repeated offenses or severe infractions of the housing rules and regulations as established by the local facilities (host family, university residence, rental unit).
- Physical or sexual assault; harassment; unlawful possession, use or distribution of illegal drugs; alcohol abuse as defined in the Study Abroad Student Handbook; setting a fire or possession of explosives; possession of a weapon, including BB guns and knives; theft.
- Repeated bad behavior for which the student has been warned of.

You should explain to the students that they are required to inform you about any medical emergency, and that you in turn are required to contact the Study Abroad Coordinator of ISU Office of International Studies and Programs as soon as possible in order to inform her about any emergency.



Become familiar with and inform students of the procedures for obtaining emergency health and law enforcement services in the host country. Provide all students in your group with the local telephone number(s) the students should use to contact emergency services (i.e. the equivalent of the "911" that we use in the U.S., which provides access to police, fire and emergency medical services).

Provide all students in your group with a written list of reputable local medical clinics or hospitals and English-speaking doctors. In summary, provide students and OISP with a list of names and phone numbers for:

Health and Safety Issues

Safety is a prime concern of all who are involved in study abroad ventures - participants, their families, advisors, ISU, the host institutions, faculty leaders, OISP staff and any other ISU personnel associated with our programs. There are risks that are unique to the settings abroad, and when incidents occur, the impact on participants and their families is often more profound because of the unfamiliarity of the context and the distance that separates participants from their primary sources of consolation and support. It is your responsibility to access the U.S. State Department Web site (http://travel.state.gov/travel_warnings.html) periodically for updates between the time of your acceptance of the participants and the group departure.

In cooperation with the Office of International Studies and Programs, be sure to provide health and safety information during orientation for prospective participants so that they can make informed decisions concerning preparation, participation and behavior while on the program. OISP provides general information; it is expected that faculty leaders will provide country-specific health and safety information.

The program-specific orientation, which you lead prior to the program and, as needed on site, should include information on safety, health, legal, environmental, political, cultural and religious conditions in the host country; dealing with health and safety issues; potential health and safety risks; and appropriate emergency response measures.

- 24 hour emergency contact
- Nearest U.S. Embassy
- Law enforcement/police department
- Nearest hospital/emergency facility and obtain a list of English-speaking doctors and/or health care providers

In the event of a local, regional or global crisis, you should maintain contact with the local U.S. Embassy or Consulate for updated security information. If a crisis should occur, review precautions with students so they can better secure their safety.

Important links:

- U.S. Department of Homeland Security www.ready.gov
- Federal Emergency Management Agency www.fema.org
- American Red Cross www.redcross.org
- Illinois Emergency Management Agency www.state.il.us/iema/index.htm

Health Insurance Companies:

- STA Travel International ID Card Insurance www.isicus.com/cardholders/summaryofbenefits/
- HTH Worldwide (formerly Hinchcliff International), www.hthworldwide.com

Important Links Continued

- International SOS (a medical evacuation service), www.internationalsos.com
- Medex International (a medical evacuation service), www.medexassist.com
- Seabury & Smith, (call 1-800-282-4495) www.gatewayplans.com
- Wallach & Company, Inc., www.wallach.com
- U.S. State Department -- Medical Information for Americans Traveling Abroad, www.travel.state.gov/medical.html

Emergency Procedures

As someone who will be responsible for leading an ISU Study Abroad program, you may find yourself facing an emergency involving one or more of the students who are in your care. Students can and do become ill, suffer accidents, are the victims of muggings and assaults, find themselves caught up in potentially violent political situations, and fail to return on time to programs at the end of long weekends. While it is of course impossible to plan for all contingencies involving our students abroad, we do need to follow procedures that will allow us to react in a responsible and level-headed way when emergencies do arise. We need to be able to provide, in a consistent and predictable way, for the safety and well-being of our students. We also need to take reasonable and prudent measures to limit the University's legal liabilities.

What is an emergency?

For our purposes, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants. Emergencies will include, though not be limited to, the following types of events and incidents:

- physical assault
- disappearance or kidnapping of a student
- robbery
- sexual assault or rape
- serious illness, physical or emotional
- significant accident and/or injury
- hospitalization for any reason
- terrorist threat or attack
- local political crisis that could affect the students' safety or well-being
- arrest or questioning by the police or other security forces
- any legal action (lawsuit, deposition, trial, etc.) involving a student

How to respond to emergencies:

1. In an emergency, your first responsibility is to safeguard the safety and well-being of program participants. Do whatever is necessary to assure this, whether this means obtaining prompt and appropriate medical attention, Embassy intervention or police protection. You will be reimbursed for all expenses relating to the management of an emergency.
2. When you have done all that you reasonably can to assure the students' well-being, immediately contact the ISU Emergency Assistance line.
3. Notify the local U.S. Embassy or Consulate about the crisis, and follow whatever procedures they may require; if there is a continuing risk to the welfare of the students (during a terrorist threat, for example), ask the appropriate Embassy or Consulate Officer to advise you on a regular basis about the evolution of the crisis, and about how the students should respond.
4. During an on-going crisis, keep OISP informed on a regular basis, through telephone, fax, or e-mail messages, about the evolution of the crisis, until it has passed.
5. In the event of a crisis, it is important that all concerned not overreact or panic: the students are counting on you to help get them through a difficult time. We in OISP have had experience dealing with crises in the past, and are ready to assist you during and after any type of event or incident.
6. After OISP is informed about an emergency, and after we consult with you, and other appropriate individuals on site, we may, depending on the acuteness of the crisis, fax or email you a description of the course of action that you and the students will need to follow. All program participants will be required to sign a statement acknowledging that they have received, read and understood this response plan; after all of the participants in your group have signed, please fax OISP the signed acknowledgments.
7. During a political crisis or some other emergency during which foreigners in general or U.S. citizens may be at risk, tell the students to keep a low profile. Tell them to avoid demonstrations, confrontations or situations where they could be in danger; to avoid behavior that could call attention to themselves; to avoid locales where foreigners or Americans are known to congregate; and to remove signs, luggage tags and clothing that would label them as Americans.

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Emergency Procedures Continued

8. It is unlikely that participants would need to be evacuated from a site abroad. However, faculty members and students would be brought home if a situation were to deteriorate to the point where the degree of risk to participants was deemed unacceptable.
9. In the event of a significant crisis, individual students have the option of returning to the U.S. Every reasonable effort will be made to allow them to continue their academic program on campus, and to be housed appropriately as well.

CAMPUS RESOURCES:

OFFICE OF INTERNATIONAL STUDIES AND PROGRAMS (OISP)

Study Abroad Coordinator

Becky Goeckner
 Office: (309) 438-3361
 Home: (309) 454-1804
 Fax: (309) 438-3987
 Email: rsgoeck@ilstu.edu

Assistant, Study Abroad

Sharon Benz
 Office: (309) 438-5276
 Fax: (309) 438-3987
 Email: sbbenz@ilstu.edu

Director

Dr. Momar Ndiaye
 Office: (309) 438-5276
 Home: (309) 451-1366
 Fax: (309) 438-3987
 Email: mndiaye@ilstu.edu

Associate Director

Sarah Jome
 Office: (309) 438-3363
 Home: (309) 663-6734
 Fax: (309) 438-3987
 Email: sjjome@ilstu.edu

Assistant and Budget Coordinator

Kathy Waterkotte
 Office: (309) 438-5223
 Home: (309) 828-1895
 Fax: (309) 438-3987
 Email: kawater@ilstu.edu

ISU POLICE:

ISU 24 hour Emergency Number. (309) 438-8631
 They have alternate contact information for ISU's CIRT (Critical Incident Response Team) in the event the above individuals cannot be contacted.

www.ilstu.edu/depts/police/welcome.htm

700 West College Avenue
 Nelson Smith Building, Room 105
 Normal, Illinois 61790-9240
 Tel: (309)438-8631
 TDD: (309)438-8266
 Fax: (309)438-3029

COUNSELING SERVICES:

www.counseling.ilstu.edu/

Student Services Building, Room 320
 Normal, IL 61790-2420
 Tel: (309)-438-3655
 TDD: (309)-438-5489

STUDENT HEALTH SERVICES:

www.shs.ilstu.edu/

Student Services Building
 Campus Box 2540
 Normal, IL 61790-2540
 Tel: (309) 438-865
 TDD: (309) 438-2498

LEGAL AFFAIRS:

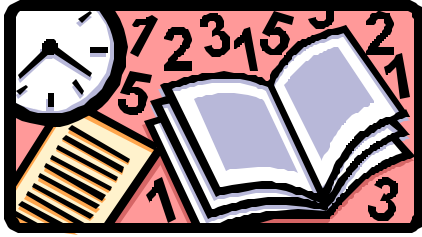
www.ilstu.edu/depts/studentlegal/

Student Services Building, in Room 120
 Campus Box 2702
 Normal, IL 61790-2702
 Tel: (309) 438-2571
 Fax: (309) 438-7560

DIVISION OF STUDENT AFFAIRS:

www.ilstu.edu/depts/stuaffairs/

301 Hovey Hall
 Campus Box 2100
 Normal, Illinois 61790-2100
 Tel: (309) 438-5451
 Fax: (309) 438-5521



Guidelines for Faculty's Study Abroad Program Report

We appreciate and value the information that you provide to the Office of International Studies and Programs upon your return. Your information helps us to maintain and improve program quality, and to inform and prepare colleagues who may later become involved in your program. These reports are due October 15th for spring and summer programs and March 1st for winter break and fall programs.

In writing your end-of-program report, please address the following topics. In each instance please describe:

- what you did this year
- what worked or didn't work
- what suggestions you have for next year's program

1. **Recruitment and publicity procedures**
2. **Program preparations** (On-site preparations, pre-departure orientation, student arrival and orientation, etc.)
3. **Academic program** (Courses offered, number of credits, collaboration with host institutions and faculty/presenters, field trips, etc.; please include a statement about the integration of the study abroad program into the department/college curriculum and/or life of the unit)
4. **Assessment of on-site logistics and support** (Student housing, classroom space and equipment, housing staff, meals, transportation, excursions, special events, etc.)
5. **Health and safety issues** (What, if any, preventative safety measure do you recommend: Were there any health-related incidents such as accidents, serious illness, and mental health issues?)

Were there any crimes committed against faculty or students? Were health care facilities satisfactory: What, if any, steps need to be taken to make program sites safer? What political, social, cultural, environmental developments on-site warrant special attention for next year's program?) Complete and submit an Incident Report for any crimes that affected students during the program.

6. **Student issues** (Could satisfactory solutions be found to most student problems? How could such problems be avoided/minimized in the future? What could be done in the future to enhance the cross-cultural learning component of the program? Which aspects of the culture did students react to negatively/positively? Were issues of cultural adjustment and re-adjustment discussed with students? Was there a special event marking the end of the program? Could a student with a disability have easily participated on the program? If not, what changes would you make for the future?)
7. **Program benefits** (How has being involved in this program enhanced your professional development; for instance through research and teaching collaboration with the host institution faculty? How does the program enhance participating students' academic/intellectual, personal, professional, and cross-cultural learning?)
8. **Finances/budget** (What, if any, adjustments need to be made to the budget to improve the program and/or to reflect cost realities in the host country/countries?)

Please submit copies of your report to your college's Dean, to your department/school chairperson/director, and to the Director of the Office of International Studies and Programs.



**Illinois State University
Office of International Studies and Programs
Incident Report for Crime Abroad**

Date of Report: _____ Reported to (OISP Staff): _____

Date of Incident: _____ Reported by (on-site): _____

Program Name: _____

Location of Incident: _____

Victim: ___ Male ___ Female ___ Student ___ Faculty ___ Non-student participant

Type of Crime:

___ Assault ___ Mugged ___ Sexual Abuse/Rape ___ Battery

___ Pick pocketed ___ Theft ___ Vandalism ___ Arson

___ Other (Please explain): _____

Was Alcohol Involved? ___ Yes ___ No

Description of Incident:

Was a Police Report Filed? ___ Yes ___ No Copy available? ___ Yes ___ No

Follow-up:



Student Loan Agreement

DO NOT loan money to students including program and personal money unless it is an extreme emergency. Despite all the advice and pre-departure information, some students spend more than they take. Some possible solutions: have someone at home deposit money in the student's account for ATM withdrawal; send a foreign draft by express mail; send a bank wire or transfer; or send a transfer through American Express. The latter option can be very expensive. Loans should be avoided, but in cases of extreme urgency, a loan not to exceed \$100 U.S. can be considered. In these situations, the student must sign the form below, agreeing to repay the loan in full.

Student Loan Agreement

I acknowledge receipt of a loan of _____
(amount and currency, not to exceed the equivalency of \$100 US)

from _____
(name of faculty director)

on _____
(date)

- I understand that this loan is made at this time only because it is considered an emergency situation.
- I understand that this loan is made on behalf of Illinois State University and I accept full responsibility for the repayment of this loan.
- I understand that a hold will be put on my transcript if this loan is not repaid before I complete my study abroad program.
- I understand that I am only permitted to receive one loan during the length of my study abroad program.

I agree to repay this full amount on _____
(date)

Student's Signature

Date

Student's Name Printed

Social Security Number



Release Form for Accompanying Spouse/Partner or Family Member

If the spouse/partner or any family member of the faculty director accompanies the group on any portion of the program, these individuals must sign the following release form. If you need additional copies of this Release Form, they can be obtained from the Office of International Studies and Programs—Fell Hall 308 or sent by mail/e-mail attachment if requested.

Release Form

I hereby acknowledge that I have read and understand the program's itinerary and Consular Information Sheet for:

_____ (name of study abroad program)

_____ (country or countries to be visited)

I hereby acknowledge my awareness and willingness to assume responsibility for any risks incurred in traveling and participating in this Illinois State University study abroad program. Risks that I may encounter include, but are not limited to airplane crashes, motor vehicle accidents, political unrest, terrorist incidents, sickness and criminal acts, as well as other risks that may not be foreseeable.

I further covenant and agree for the consideration stated above, I will not sue the Institution, the Board of Trustees, its members individually, its officers, agents, or employees for any claim for damages arising or growing out of my voluntary participation in this program.

I certify that I have read and understood the above, and I voluntarily agree to all of the provisions herein.

I certify that I am at least 18 years of age, or, if not, that I have secured below the signature of my parent or legal guardian as well as my own.

Signature

Date

Printed Name

Signature of Parent or Guardian (if signee is under 18)

Date



Illinois State University

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