

Procedures for Faculty-led Study Abroad and Service Learning Programs

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INTRODUCTION: PROCEDURES FOR FACULTY-LED STUDY AND SERVICE LEARNING PROGRAMS

The University of Wisconsin-La Crosse (UWL) Office of International Education (OIE) has prepared this document to assist faculty in the development and on-going administration of short-term study abroad and service learning programs. Faculty-led program proposals originate from the faculty and are administered by OIE. Many of the policies and procedures described within are the result of mandates from UW System for safety and liability reasons. Faculty Leaders are encouraged to meet with the staff in OIE for program planning purposes.

While the UWL Study Program Manual is intended to be a summary of certain matters of interest to proposers of faculty-led programs, its readers should be aware that:

1. It is not a complete statement of all procedures, rules and regulations of UWL;
2. The university and/or OIE reserves the right to change, without notice, any procedure, policy, and/or program which appears in this manual.

The most successful programs are those that utilize adequate time to plan, generally a year to 18 months ahead of your planned departure. This allows you to research available options, communicate with overseas partners, thoughtfully construct a budget, and communicate program details to students. The [International Faculty/Academic Staff Development Grant](#) is available for travel to proposed sites for use in planning stages. **All faculty-led programs must be reviewed and approved by the Faculty Senate International Education Committee (IEC) before publicity can be distributed to students.**

OIE encourages the use of UWL's partner institutions abroad and domestic providers to further develop existing ties with their faculty, students, and the international program staff. Contacts abroad may have recommendations for sites to visit, guest lecturers, housing options, etc., although care should be given with respect to the foreign institution's own administrative burdens and academic calendars.

Throughout this handbook, the term, "faculty" is used to describe study program and service learning proposers, however, academic staff are also encouraged to design study programs and service learning experiences across academic and non-academic units.

Finally, a thank you is in order. Study programs are labor intensive for both OIE and the planners. Faculty-led programs are the truly innovative programs that often cross disciplines, involve new and seasoned faculty in international activities, invigorate curriculum, and provide opportunities for students to have an international experience. We welcome your ideas and suggestions on how to improve this handbook.

PROGRAM DEVELOPMENT

Program Definitions

An international study program is a credit-generating course that is created and led by faculty/staff and that takes place primarily in another country. These opportunities are (generally) short term in nature and may or may not involve another institutional (university) partner participating in the delivery of the program.

Faculty/staff leading ongoing study programs (i.e. programs that have been offered in the past) must submit the Ongoing Study Tour Summary Form to the International Education Committee in the early planning stages of the program.

Service Learning Experiences may or may not be a credit bearing, educational experience in which students participate in an organized service activity that meets identified community needs and reflect on the service activity in such a way to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility Definition

Recreational Travel: Programs that do not provide an academic credit or service learning component. These programs are identified as travel intended for the enjoyment of the participant. These programs must be clearly distinguished that they are NOT sponsored by UWL (no correspondence on University letterhead; information sessions and orientations may not be held on campus; university services should not be used such as University Financial Services, Publications, Document Services). Recreational programming does not require the approval by IEC.

Credit vs. Non-credit

OIE is responsible for the coordination of study programs offering UWL credit or non-credit service-learning international travel involving UWL students. CEU credit or those involving community members are housed in Continuing Education and Extension with support from OIE. Please refer to Appendix A: *UWL Policy for the Administration of International Study Programs, Service Learning Programs and Recreational Travels*.

Recreational travel programs coordinated by faculty/staff members as private citizens should be clearly distinguished that they are NOT sponsored by UWL (no correspondence on University letterhead; information sessions and orientations may not be held on campus; university services should not be used such as University Financial Services, Publications, Document Services).

Procedures for Proposing New Programs

The primary purpose of the IEC is to encourage and support the continuing growth and development of high quality, international study programs at UWL. One of the responsibilities of the committee is to review for possible approval each UWL credit-generating program offered at least in part at a site abroad. Guidelines and applications are available from the [IEC website](#).

If a new course is to be offered, it must be approved by the University Curriculum Committee (UCC) via LX-139 form. The following umbrella courses currently exist in the International Studies program.

INS 225 Cr. 1-3

Seminar in World Area Studies: _____

An interdisciplinary examination of the geography, history, culture, and political, economic and social systems of a particular country or world area. Topics vary. Repeatable for credit — maximum 6.

INS 226 Cr. 1

Seminar Foreign Study Tour: _____

Group travel to a selected country or world area, to provide direct contact with the geography, history, culture, and political, economic, and social systems of that region. Must be taken concurrently with a university course that includes foreign travel or foreign tour. Departmental option for Pass/Fail grading.

Faculty wishing to offer a course using these umbrella courses should prepare a course outline and meet with the International Studies Director.

Things to Consider in Program Logistics

- **Program Model**—experiential, on-the-go study program in several locations, or structured classroom work with outings
- **Location**—will the program be housed in one place or be on the move; are there any U.S. Department of State warnings or travel advisories
- **Affiliation Abroad**—connected with a partner institution abroad, contracting with an independent service provider, or using contacts of the faculty leader
- **Duration**—how many weeks and exact dates of the program, including travel days
- **High Risk Activities**—programs including activities during which students may be at risk of physical injury such as horseback riding, surfing, scuba diving, mountain climbing, or swimming as part of the program-related activities should consider a rider insurance policy to cover the increased risk and liability exposure to the institution; faculty should consult with the UWL Risk Manager if including these types of activities in the program design

- **Climate**—what is it like at that time of year; will the weather affect program activities
- **On-site Arrangements**
 - Where and what kind of accommodation is available: hotel, youth hostel, homestay, university residence halls, conference facilities;
 - Meals included with accommodation or an additional expense;
 - Ground transportation—cost, safety and reliability of the transport mode; maximum number of passengers on buses;
 - Classroom space and rental cost;
 - Cultural and educational outings;
 - Accessibility for students with disabilities
- **Participants**—maximum and minimum limits; open to non-UWL students; open to non-degree students and expectations for participation

Things to Consider in Academic Content

- **Structure**—is the program tied to a semester course as a “trailer” or a stand alone
- **Credit**—how many credits available; is graduate credit an option
- **Selection of Courses**—will the courses offered apply to major, minor, or general education requirements or will they be considered elective credit; is a new course being created or housed under an umbrella course; are there prerequisites to the course
- **Contact Hours**—readings, assignments, and meetings before departure; each credit requires the provision of a minimum of 15 contact hours of instruction

Things to Consider in Information to Students

- **Course Requirements**—what work will students need to complete to earn credit; how will they be graded
- **Itinerary**—a day to day itinerary should be provided for students prior to departure
- **Selection Criteria**—minimum GPA; upper or lower class students; open to non-UWL students; must be a major or minor in department
- **Known Risks or Dangers**—information about road conditions, areas of disease, forces of nature (earthquake region, avalanches, extreme heat or cold, typhoons, etc.); political or social instability must be researched and made known to participants
- **Pre-departure Orientation**—attendance required

Resources

Faculty are welcome to review past faculty-led program proposals from OIE or IEC. For more ideas and information, the following resource is available from OIE:

The Guide to Successful Short-Term Programs Abroad, edited by Sarah E. Spencer and Kathy Tuna. NAFSA: Association of International Educators (2002).

BUDGET AND FINANCIAL ISSUES

Financial and Administrative Policies: Study Abroad Programs (F45)

[UW System Administration Policy F45](#) details the financial policy and procedures for study abroad programs in the UW System.

F45 states:

In order to increase student access to UW study abroad programs and minimize the cost of student participation, study abroad programs will be financed on a cost recovery basis. Students studying abroad will be exempt from paying the Board of Regents' approved academic fees. Instead they will be assessed a fee which will recover the actual, reasonable, and necessary costs of the program which are not covered by GPO. Such fees will be deposited to Fund 128.

Per F45, at a minimum, the comprehensive fee shall include, but not be limited to, the following, as applicable to the operating costs of each study abroad program:

1. Tuition and costs charged by foreign institutions;
2. Salaries and fringe benefit costs, and local taxes where applicable, for direct instruction (instructors, co-instructors, assistants, etc., or the cost of purchased services if appropriate);
3. Salaries and fringe benefits for program resident directors and faculty, including replacement costs, to the extent that such funds are not provided by university departments to support the program;
4. Appropriate expenses of program personnel, including instructors and resident directors, but not their accompanying family members;
5. Instructional program-related supplies and expenses (guest lectures, honoraria, equipment/facilities rental, program assessment and other direct administrative expenses);
6. Fees for mandatory health, accident, medical evacuation and repatriation insurance;
7. Student personal costs (if not handled directly by the student); examples include carfare, housing, food, international travel, local travel, excursions, and other personal expenses.

Budget Worksheet

A budget worksheet in an Excel format is available on the [IEC website](#). This worksheet should be submitted with the [International Study Tour Proposal](#) to the IEC. A revised and final budget worksheet must be submitted to OIE before the program and program fees are advertised to students. Faculty are responsible for setting reasonable minimum

recruitment goals and may include an additional reserve should cancellations cause enrollment to fall below this target.

NOTE: *The budget sheet must be signed by the group leader(s), Dean/Division Head, and Office of International Education Director prior to submitting to the IEC. Subsequent revisions must also have the appropriate signatures prior to any adjustments.*

Creation of 128 Account

Upon receipt of the final, approved budget, OIE will create a 128 account (program generated revenue) for the study program with Administration and Finance which will be housed in OIE. Special course fee or departmental accounts may not be used. Deposits may not be collected or invoices paid until this account is created, so please allow sufficient time to meet with the OIE staff and allow the OIE budget coordinator to complete the necessary paperwork.

Study program accounts may not incur a negative balance. Cost overruns in excess of the emergency contingency fund must be recovered through a surcharge to all participants in the program and/or a reduction in faculty salary.

Calculation of Program Fee

Currency Exchange

Currency exchange rates used for calculating host country costs may be found on the following website: <http://www.oanda.com/converter/classic>. Keep in mind currency changes daily. It is the faculty's responsibility to update the budget sheet prior to IEC review and student recruitment for the most accurate program fees.

Tuition and Academic Expenses

UWL's per credit tuition is not charged to participants; rather the actual cost of faculty salaries and academic expenses paid to the foreign institution substitutes for tuition under the budget heading, *Tuition and Academic Expenses*. The minimum fee charged for any participant in a credit program shall be no less than the resident fee rate at that institution. The program fee must also differentiate between Wisconsin resident and nonresident status; undergraduate vs. graduate. That differential shall be no greater than the difference between resident and nonresident fees at the institution. The following standard amounts are suggested:

- Non-resident Surcharge: \$500

- Graduate Tuition: difference between undergraduate and graduate tuition

Compensation for Faculty and Study Program Leaders

Faculty receive a salary of \$1,200 per credit. In addition, the program fee will include the required contribution for fringe benefits. Because these figures may change from year to year, faculty should confirm amounts with OIE before generating the budget sheet.

Salaries will be paid upon payment of all outstanding invoices, receipt of grades, travel expense reports (TER) for personal and group expenses, and payment of outstanding family costs. If the above items are received by August 10 (for summer programs), salary will be included in the September 1 payroll.

The program leader may receive an additional \$500 stipend to compensate for planning and program oversight. However, should expenses exceed collected revenue due to the leader's failure to adhere to budgeted expenses, this stipend may be forfeited and additional shortfalls subtracted from faculty salaries.

Faculty Assistants

Faculty assistants are generally non-teaching staff or graduate students who do not receive a salary and are not compensated above the costs of travel, accommodations and meal stipend. Faculty assistants are expected to travel with and stay with the students throughout the course of the program.

Stipend for Meals and Personal Expenses

Faculty leading study programs or teaching on OIE study abroad programs receive a meal stipend or other budgeted compensation for personal expenses, and therefore do not claim per diems for the length of the program. Personal expenses include, but are not limited to, telephone calls, taxis and transportation for non program related activities, laundry, bottled water, etc.

- Faculty on short-term programs (1 to 4 weeks) that do not include meals receive \$45 per day, including travel days.
- Faculty on longer programs (4-8 weeks) who are provided with meals as part of the program or a furnished apartment that includes cooking facilities receive \$125 per week.

Other Faculty/Staff Expenses Included in Program Fee

Cost which should also be included in the program fee:

- Airfare
- Housing
- Ground Transportation
- Visa Fees
- International Teacher Identity Card (ITIC)
- Study Abroad Health Insurance (refer to Health, Safety and Liability Issues section)
- Passport and Photo Fees*
- Inoculations required for entry into certain countries, not covered by health insurance*

*Requires a receipt for reimbursement if the charge exceeds \$25.

Student Expenses

It is highly recommended that students not be expected to pay out of pocket expenses for program-related costs unless notified in advance in promotional materials. The following items should be included in the program fee:

- Airfare
- Housing
- Ground Transportation
- Entry Fees and Tours, if participation is required
- Visa Fees
- Books or Course Materials that must be purchased
- International Student Identity Card (ISIC)
The ISIC is required for many discounted student airfares, hotels, entrance fees, train tickets, etc. The ISIC should be included in the budget program fee (approximately \$22) if required for discounted airfare. A discounter's database allows students to do a custom search of discounts and benefits available all over the globe (<https://www.myisic.com/MyISIC/>). In addition to the discounts available, the ISIC provides a 24-hour legal assistance hotline, a 24-hour travel assistance hotline, and basic emergency health insurance. Students and faculty will be asked to submit a passport-size ID photo with their required documents. If the ISIC is not required, the students will be provided information on how to obtain one at their own expense from OIE.
- Study Abroad Health Insurance (mandated by UW System)
- Study Abroad Graduation Sash
The graduation sash depicts the flag of the host country and is worn during commencement. Faculty may also wish to purchase a sash (at their own expense).

OIE Administrative Fee

OIE requires an administrative fee for the cost of administering the program and services provided to faculty, staff and students. Faculty leaders should consult with OIE to determine the administrative fee for their program.

Administration and Finance Assessment Fee

The Office of Administration and Finance requires an assessment fee for all 128 (program generated revenue) accounts. Consult OIE for the current rate when preparing your budget worksheet.

Emergency Contingency Fund

UW System mandates that all study abroad programs must collect an emergency contingency fund. These funds may be used to cover shortfalls due to a negative fluctuation in the exchange rate or unforeseen costs not included in the budgeted program fee at the discretion of the OIE director. A per person charge of \$50 is recommended but may be increased if deemed appropriate.

Fundraising/Raffles

Programs utilizing fundraising or raffle events to raise money for students to help offset program expenses must contact the Foundation Office for the guidelines and procedures.

Communication of Program Fee and Miscellaneous Expenses

Publicity materials should include the following statement, *“Program fees subject to change without prior notification due to currency fluctuations and other changes beyond the control of UWL.”* Program literature should detail costs included in the program fee and, to the best of your knowledge, other costs such as meals, immunizations, and personal expenses that the students may incur.

Collection of Program Deposits and Fees

All deposits and fees MUST be payable to UWL; not the faculty. Faculty may collect deposits with application forms and submit them to OIE for deposit within five (5) days of receipt. Once students have paid a deposit, subsequent billing and payment of fees is

made through the Cashier's Office during the term they are abroad or on a schedule set by the faculty leader and OIE.

Cancellation Policy

A cancellation policy and a schedule of refunds should be communicated to students at the time of application. Generally, all deposits are non-refundable and expenses paid on behalf of the student that cannot be recovered are charged to the student. This may include airfare cancellation fees, housing deposit, entry fees, etc.

Financial Aid

Degree-seeking UWL students may apply financial aid to the cost of study abroad programs up to the maximum loan amounts set by the federal government. Upon acceptance, OIE will forward a Financial Aid Budget for each qualifying student to the Financial Aid Office. J-term awards are distributed at the beginning of the spring semester and summer programs on the first day of summer session, therefore, students should not count on funds being available to take with them as personal spending. Students from non-UWL institutions may be able to transfer financial aid to UWL through a *Consortium Agreement* at the discretion of their home campus.

Financial aid will not be available for non-credit service learning programs and recreational travel programs.

Payment of Invoices

Whenever possible, OIE will make arrangements to pre-pay program related costs. The faculty leader will be asked to provide invoices for these program costs as early as possible. Most payments require a minimum of 14 days for processing. No invoices may be paid until the budget is approved by OIE and an account number is assigned by Administration and Finance.

Family/Companion Costs

Airfare and other expenses for a partner or dependents traveling with the group must be paid separately by the faculty member at the time of purchase directly to the travel agent, partner institution, or rental agency.

Personal Travel Advance

Faculty may request a personal travel advance up to 80% of the budgeted stipend for meals and personal expenses. Faculty will be personally responsible to account for money spent by completing a travel expense report (TER) within 30 days to return to Wisconsin.

Group Travel Advance

When program costs (such as theatre tickets) cannot be pre-paid prior to departure, a group travel advance may be requested. Advances for group travel may equal 100% of the estimated travel cost for the entire length of the program, but must be accounted for in the same manner and with the same due dates as regular travel advances.

Unforeseen expenses related to the program should be pre-approved by the OIE director, unless the expense is related to an emergency. Expenses not included in the budget prior to departure will be drawn from the emergency contingency fund built into the program fee, with prior approval from the OIE director.

A separate travel expense report (TER) must be completed for program related expenses. If funds were provided to students, the receipt must be signed by the recipient, which indicates the amount received and the expenses covered by the allowance. Invoices or receipts must be submitted for ALL expenses. Whenever an invoice or receipt cannot be obtained (i.e. taxi or public transportation), a log of the expenses incurred must be submitted with the date, purpose, and amount (see Expense Journal in Appendix B). A receipt book will be provided by OIE. Foreign exchange rates used should be documented to support conversion to U.S. dollars.

Items Requiring an Original Receipt

- Itemized hotel receipts (if not invoiced prior to departure)
- Ground transportation (if not invoiced prior to departure)
- Business related supplies purchased while traveling
- Meal receipts, IF paid for the group and included in program fee; or
- Log of meal stipend distributed to students and signed by each participant
- Museum entry fees, play or other tours
- Rental of any equipment
- Signed statement verifying payment to individuals for service (i.e. translator, guide, guest lecturers, tips over \$50, etc.)

US Bank Travel Card

The State of Wisconsin and US Bank have entered a contract for the US Bank Travel Card effective July 2004. The US Bank Travel Card is only to be used for business travel-related expenditures. It is recommended that faculty leaders have a credit card

available in case of an emergency. For additional information, contact Business Services.

Payment of Faculty Salary

Salaries and fringe benefits costs will be paid upon receipt of grades, payment of all outstanding invoices, personal and group TERs. Expenditures not included in the budgeted program fee which cause the program to incur a negative balance will result in a reduction of your final salary.

Surplus Revenue

Should income exceed costs associated with the program, the remaining balance will be held in reserve for a period of three years. These funds may be used for future program development such as site visits, publicity for repeat offerings of the same program, or scholarships for students. These monies may not be used for recruitment meetings (i.e. pizza informational sessions).

At the end of the three year period, surplus revenue will be transferred to the OIE general operating budget and the account will be closed. *Please note: fiscal emergencies or budget deficits at UWL may require absorption of surplus revenue prior to the three year period at the discretion of the OIE director and the Chancellor.*

Revenue Deficit

Should expenses exceed program revenues, the faculty stipend and salary may be affected. If this does not eliminate the deficit, the negative balance will be applied to the next time the program is offered and factored into the program budget worksheet.

PROGRAM ADMINISTRATION: STUDY AND SERVICE LEARNING PROGRAMS

Recruitment

The Faculty Leader will have primary responsibility for program recruitment. Promotional materials should emphasize study, not travel. Refer to "[Campus Publicity Guidelines](#)" administered by Student Activities and Centers for general requirements for publicity as well as ideas. Program flyers should clearly state sponsorship and contact information for the Faculty Leader and OIE. Recruitment may not begin until the proposal has been reviewed by the IEC and the program budget approved by the OIE director.

Budget

Faculty Leaders are responsible for obtaining bids from airlines and travel agents, determining the cost of housing and classroom rental, and investigating the costs of program-related field trips in order to construct the budget, with assistance and oversight from OIE. A budget worksheet in Excel format is available on the [IEC website](#). This worksheet should be submitted with the International Study Tour Proposal to the IEC. IEC approval will be sent via e-mail to the Leaders as well as OIE. A revised and final budget worksheet must be submitted to OIE before the program and fees are advertised to students. Upon receipt of the final, approved budget, OIE will create a 128 account for the program with Administration and Finance. Special course fee or departmental accounts may not be used.

Faculty are responsible for setting reasonable minimum recruitment goals and may include an additional reserve should cancellations cause enrollments to fall below this target. (Refer to the section, *Budget and Financial Issues*, for more information on how to determine the program fee.)

Travel Arrangements and On-site Preparations

OIE is happy to assist in the arrangement of airfare and provide contact information for youth hostels, bus companies, tour operators, etc. that are on file from previous programs operated by OIE. Unfortunately, OIE does not have unlimited time or staff to investigate available travel options in all parts of the world; this is the role of the faculty proposing the program. Once travel arrangements have been made, all invoices should be directed to OIE for payment.

UWL has direct billing arrangements with the following travel agents:

Travel Leaders (formerly Carlson Wagonlit Travel)
Hobbit Travel
STA Travel (provider of discounted airfares for students and teachers)

If faculty wish to utilize a UWL partner institution abroad, we ask that communication be directed through OIE as a courtesy to our friends abroad who are coordinating other international activities for UWL at the host institution. Contacts abroad may have recommendations for sites to visit, guest lecturers, housing options, etc.

Faculty may wish to consider using a UWL-approved, or an independent, service provider that has a strong network of resources, including housing, airlines, local transportation, tour packages, academic facilities, etc. **Contracts with independent service providers may only be signed by Administration and Finance.** The contract should include a detailed proposal of costs, a clearly articulated cancellation policy and schedule of refunds should circumstances cause the program to be cancelled. It is also recommended that the service provider share a positive philosophy of education abroad and understand the dynamics of working with student groups.

Application Process and Selection of Participants

Applications will be distributed by the Faculty Leader. This allows the Leader to control the enrollment and scrutinize the applicant's qualifications. Upon approval of the program, OIE will provide application forms detailing the required deposit and cancellation policy. A program deposit collected with the application authorizes the Faculty Leader and OIE to act on the student's behalf in arranging housing, airfare, etc. Faculty Leaders will turn over the applications and deposits for OIE for processing. The applications will remain on file in OIE.

It is at the Faculty Leader's discretion to decide on selection criteria, whether on a first-come, first served basis, or based on some other selection criteria previously communicated in program flyers. An unofficial transcript should accompany the application to ensure that students are in good academic standing and have met any prerequisites required for the course to be offered abroad. Once students are selected, a participant list will be provided by OIE to the Faculty Leader. Any cancellations must be made in writing by the student to OIE.

Communication/Correspondence with Students

All communication of program-specific details must come from the faculty. E-mail distribution lists are a low-cost means for communicating program details, changes in the itinerary, reminders of upcoming deadlines, and schedules pre-departure meetings.

OIE will send students information on required documents, procedures for registration, payment schedules, and financial aid. When forms and other materials need to be

mailed to students, faculty should provide an original to OIE for photocopying and mailing, the cost of which is covered by the OIE Administrative Fee.

Required Documents

Upon acceptance, all participants will receive an acceptance packet from OIE of required documents:

1. UW System Uniform Statement of Responsibility
2. Health and Emergency Contact Form
3. Study Abroad Survey
4. Passport Copy Request
5. Photo Request (for ISIC card, if applicable)
6. Special Non-degree Application Information (for participants from non-UWL institutions)
7. Orientation Manual
8. Information on the Saturday afternoon orientation meeting

Faculty may wish to include a Code of Conduct for students to sign, detailing behavior guidelines, expectations in and out of the classroom, and grounds for expulsion. An example is included in Appendix C.

Information on how [to obtain a passport](#), which will serve as proof of citizenship [visa](#) information (if applicable); and [international travel health issues](#) and immunizations will be provided by OIE at the time of acceptance.

Pre-departure Orientation

Faculty are responsible for scheduling pre-departure orientation sessions in cooperation with the Study Abroad Coordinator. Students will be required to attend the Saturday OIE Orientation session provided for all students participating in an international program.

The orientation dates are available on-line

(http://www.uwlax.edu/oie/Study_Abroad/Events.htm). J-term and spring programs will use the fall orientation date; summer and fall programs will use the spring orientation date. At the end of the two hour sessions, faculty will be offered an opportunity to briefly meet with their group prior to dismissal.

If students from non-UWL institutions will be participating in the program, consideration should be given for meeting times that are accessible for all students such as a weekend session or the use of electronic discussion boards such as D2L.

Faculty should address the following topics in pre-departure meetings:

- Airline and travel itinerary
- Review of course syllabus, evaluation criteria, academic expectations

- Scheduled activities vs. free time; communicate when and where UWL responsibility ends before, during and after the program
- Discussion of student conduct policies (i.e. attendance policy, dress code, behavior expectations, and grounds for expulsion)
- Survival language training for programs in non-English speaking countries
- Information on the culture, history, politics of the countries or regions to be visited
- On-site arrangements and services (i.e. housing, meals, ATMs, health care facilities, e-mail access, etc.)

OIE will address the following topics during the Saturday pre-departure orientation:

- Recognizing and dealing with culture shock; activities to develop cross-cultural understanding and skills
- UW System mandated Study Abroad Health Insurance Policy; distribution of ID cards
- Benefits of the International Student Identify Card (ISIC), if applicable
- Health and safety issues, including U.S. Department of State travel warnings and Consular Information Sheets
- Alcohol and drug use
- Money abroad
- General travel tips
- UWL academic and financial policies (i.e. registration, billing, financial aid, posting grades upon return)

Books and Course Materials

Faculty should provide a memo to Textbook Rental indicating what books are required, the dates of the program, and a list of participants. If students from non-UWL institutions will participate in the program, faculty are responsible for signing out books, distributing them during orientation or on-site, and returning them to Textbook Rental at the close of the program. If students are required to purchase textbooks or course materials, the cost should be included in the program fee, if possible, or communicated to the students in the recruitment materials.

Registration in INS 300

During the term of the program, students will be registered in INS 300: Foreign Study for the number of credits they will earn. This course number allows OIE to manually bill students the program fee and credit payments to the program account created for the study program and housed in OIE. INS 300 is also the mechanism used by Records and Registration to report study abroad participation numbers to UW System. Upon receipt of a grade roster, INS 300 will be removed from the student's record and replaced with the actual course(s) completed as part of the program.

Because students will not be registered in the actual course for which they will earn credit, a “bubble sheet” will not be generated to report grades. OIE will provide faculty grade rosters prior to departure.

Service learning programs not connected with a credit-bearing course are not registered in INS 300. These students will be billed manually by OIE for their program fee balance to the program account created for the program and housed in OIE. Financial aid will not be available for non-credit service learning programs.

Collection of Program Deposits and Fees

All deposits and fees MUST be payable to UWL; not the faculty. Faculty may collect deposits with application forms and submit them to OIE for deposit. Once students have paid a deposit, subsequent billing and payment of fees is made through the Cashier's Office during the term they are abroad. Students will receive information on payment schedules and procedures with their acceptance materials.

Financial Aid

Degree-seeking UWL students may apply financial aid to the cost of study abroad programs up to the maximum loan amounts set by the federal government. J-term awards are distributed at the beginning of the spring semester and summer programs on the first day of summer session, therefore, students should not count on funds being available to take with them as personal spending. Upon acceptance, OIE will forward a Financial Aid Budget for each qualifying student to the Financial Aid Office for calculation of aid.

Financial aid will not be available for non-credit service learning programs and recreational travel programs.

Study Abroad Health Insurance

All study abroad participants are required to have health insurance coverage that covers medical expenses abroad. The UW System has selected a mandatory health insurance policy through Cultural Insurance Services International (CISI). The cost of the coverage must be included in the program fee. OIE will distribute a description of the policy, claim form, and ID card to students during the Saturday afternoon orientation session.

Although students and faculty may already have health insurance coverage through their parents or the university, some group insurance policies are not valid outside the United States. Faculty are also eligible to enroll in this policy and should include the amount in the program fee budget.

Health and Emergency Contact Information

Shortly before departure, OIE will contact the Faculty Leader with a Health and Emergency Contact Information file. The following items will be included:

- Emergency contact information for OIE staff
- OIE crisis/emergency response procedures
- U.S. Department of State Consular Information Sheet for countries to be visited (including location of Embassies and Consulates)
- Procedures for replacing a lost or stolen passport
- CISI health insurance policy and claim form
- Health and Emergency Contact form for each participant
- Copy of passport for each participant

Itinerary

A finalized itinerary, with airline itinerary, on-site contact information, and class schedule should be provided to students and on file with OIE prior to departure.

Evaluation

At the end of the program all participants should complete an evaluation of the program. A sample evaluation is provided in Appendix C.

HEALTH, SAFETY AND LIABILITY ISSUES

Safety and Risk Management

Increasing litigation involving institutions of higher education suggests the need for improved awareness of potential risks associated with international study programs. The UW System provides a number of policies and reports outlining risk management issues. These policies protect employees/advisors acting within the scope of their assigned position responsibilities. [ACIS 7.1-7.4, Policy Guidelines for the Conduct of International Programs](#) in the UW System, specifically extends standards of conduct to encompass the international activities of all UW employees and the international programs of all UW System institutions.

This policy recognizes that there is an element of risk in almost every organized program, activity or event. The policy is not intended to eliminate all risk nor cause unreasonable interference with Faculty Leaders in their attempts to create international study programs. Policy cannot adequately define the considerations of risk associated with all university programming, activities and events. Reasonable consideration and planning to manage or avoid potential risks associated with programming, activities, and events is the intent of this policy. Consultation with risk management personnel and OIE is encouraged. Employees that serve as Faculty Leaders are advised to consult with the UWL Risk Management Officer if the study program will include potentially high risk activities. A risk management video is available for checkout from the Risk Management Office and information is also available on-line at: <http://www.uwlax.edu/risk/>.

Faculty Responsibilities

- Understand the culture in which the program is conducted; communicate any potential health and safety risks to students.
- Exercise caution before engaging the services of local travel/tour operators, or local transportation companies. Consult others about the provider's reputation for safety and reliability.
- Maintain regular contact with OIE.
- Communicate any incidents or emergencies to OIE immediately.
- Be available to students at all times or provide alternative instructions for whom to contact in an emergency. Inform students of any overnight personal trips (e.g. weekend trips) away from the program site.
- Counsel students with personal, health, or academic issues.
- Remain at the program site until the conclusion of the program and ensure that the students depart. If students choose to stay at the site after the close of the program, communicate when UWL responsibility ends and ensure that the student understands they are no longer considered part of a UWL study program.

Participation of Family Members/Friends

Faculty members may wish to bring along family members, a partner, or friend for part or all of the program. The participation of family members or any party not associated with UWL should not interfere with the teaching of the course or the availability of the teaching faculty or Faculty Leader to the students. For liability reasons, travel companions should not act in any administrative role or be responsible for program logistics which may represent themselves as employees of UWL. Family members and travel companions will be responsible for paying directly all costs associated with their travel directly to the provider of services, i.e. travel agent, accommodation services, bus companies, etc.

If family or travel companions wish to enroll in the academic program they will be expected to complete the application process and participate in classes in the same manner as all other students, including the paying of tuition and fees. Because study programs are self-supporting, a reduced rate for auditing a course is not an option.

Children of faculty and students under the age of 18 must be accompanied by another adult not participating in the program, who will be responsible for the child during the duration of the program. On-site childcare may be arranged, however the provision and cost is solely the responsibility of the participant.

Faculty to Student Relationship

The unique aspect of the study tour experience calls on the Faculty Leader to wear many hats. Prior to departure: administrator, travel agent, accountant. Once on site, the roles expand to include counselor, parent, and friend, in addition to professor. The line between authority figure and student often blurs. This is an exciting and stimulating aspect of experiential learning but also exhausting with many pitfalls. Establishing an overly friendly relationship with a student may be misinterpreted both by the individual and the group. UWL has a "Zero Tolerance Policy" for sexual harassment. Unwelcome sexual advances are inappropriate and unacceptable, both on, and in conjunction with UWL activities.* Please be aware that in the "pressure-cooker" environment of living intimately with a group of young adults that the professional boundaries maintained on campus may relax somewhat, but some degree of separation should remain intact.

*Statement from the Office of Affirmative Action.

Disability Issues Abroad

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990 (ADA) are applicable to study programs sponsored by UWL. While there is no control or authority over physical access outside the U.S., UWL is responsible for making every effort to facilitate participation of a student with a physical or learning

disability despite problems of access from the host site. Programmatic aspects of access that can be reasonably provided should be provided. [Mobility International USA](#) can provide information on practical tips and a forum for answering frequently asked questions. The UWL [Disability Resource Services](#) is available to answer questions related to providing reasonable accommodations.

Study Abroad Health Insurance

All study abroad participants are required to have health insurance coverage that covers medical expenses abroad. UW System has selected a mandatory health insurance policy through Cultural Insurance Services International (CISI). The cost of the coverage must be included in the program fee. OIE will distribute a description of the policy, claim form, and ID card to students during the Saturday afternoon orientation. A copy of the coverage and claim form is available in OIE and will be included in the health and emergency contact file to be carried by the Faculty Leader on-site.

MEDEX

MEDEX is a supplemental insurance purchased by the State of Wisconsin for employees working/traveling in a foreign country on state business. MEDEX will provide 24-hour emergency assistance services including assistance in locating the nearest, most appropriate medical care, medically necessary evacuations and repatriation, and special assistance in replacing lost or stolen travel documents. Faculty Leaders will receive a MEDEX identification card in their health and safety file to be carried abroad.

Alcohol and Drug Use Abroad

With many U.S. students abroad, there is a direct correlation between alcohol use and stupidity. The drinking age is lower in most other countries than in the United States. Many U.S. students who are not yet 21 before departure have a tendency to overindulge and abuse alcohol as a result of this new freedom. Attitudes toward alcohol consumption may be different in your host country, and often rules about the acceptability of alcohol use in certain situations or contexts are very different. So if you choose to use alcohol, use moderation and good sense. Alcohol use impairs judgment, which increases your chances of being a victim of crime or sexual assault. Women, especially, should be aware that a woman who is publicly drunk may be looked upon as “loose” or “unladylike” or inviting advances from men. Public displays of drunkenness also contribute to the stereotype of “The Ugly American.”

Faculty may want to consider their consumption of alcohol while leading a study program. Faculty Leaders are **STRONGLY** discouraged against purchasing alcohol for students. Consumption in the presence of students should model responsible alcohol use. However, a word of caution—recent case law found a university liable because

alcohol consumption was claimed to have caused impaired judgment of the Faculty Leader in the handling of a crisis (not at UWL, thankfully).

Each year, 2,500 Americans are arrested overseas. One-third of the arrests are on drug-related charges. If a student is caught with drugs there is very little that anyone can do to help, and often the penalties are much harsher than in the U.S. including weeks, months or life in prison, even the death penalty in a growing number of countries including Malaysia, Pakistan, and Turkey. In some countries, anyone caught with even a small quantity for personal use may be tried and receive the same sentence as the large-scale trafficker. In recent years, there has been an increase in the number of women arrested abroad. The rise is the result of women who serve as drug couriers or “mules” in the belief that they can make quick money and have a vacation with less likelihood of getting caught.

Crisis and Emergency Procedures

The Faculty Leader will be provided a 24-hour emergency contact list prior to departure and crisis management procedures (see Appendix D). The key points to remember, as a Faculty Leader, are:

1. All responses to a crisis will be governed by the highest concern for the safety and well-being of program participants.
2. Communication of the crisis, as soon as possible once program participants are safe and secure, will be made to OIE. Voice mail and e-mail do not constitute adequate notification.
3. All reasonable and prudent measures will be taken to limit the University’s legal liabilities.
4. Decisions regarding future action, notification of students or emergency contacts, program closure, evacuation, expulsion of a student, etc., will be made by the primary crisis management team consisting of the Faculty Leader, OIE director, and others as deemed appropriate to the situation such as the Dean of Students, media relations, etc.

Consular Information Sheets and Travel Warnings

The [U.S. Department of State](#) monitors the political and safety climate of countries around the world and provides an overview of conditions pertaining to travel in each country for U.S. citizens. This information is available on their website.

- **Consular Information Sheets**—share information that may be of interest to travelers for nearly all countries in the world. Periodically, “Public Announcements” are issued for a particular country referring to a short-term situation that may affect traveler safety.

- **Cautions**—interpret news items and attempt to anticipate any potential problems that Americans may encounter. A “Worldwide Caution” is always in effect to remind U.S. citizens to be vigilant about safety on their own behalf.
- **Warnings**—provide travelers with specific recommendations, discouraging but not restricting, travel to particular countries because of safety issues. Warnings usually coincide with the authorization of the voluntary withdrawal of non-essential personnel at U.S. Embassies and Consulates.

During Saturday’s orientation and in subsequent e-mails to students when Worldwide Cautions are issued, UWL stresses to students the following safety advice:

- Monitor U.S. Department of State Travel Warnings
- Avoid public demonstrations and other civil disturbances
- Dress and act accordingly to blend in with the locals
- Avoid forming large groups of Americans
- Avoid obvious terrorist targets such as places where Americans and Westerners are known to congregate
- Keep in touch regularly and make sure someone else knows your travel itinerary
- Alert authorities if you feel threatened or suspicious in any way
- Be honest with your concerns and fears

The Department of State also publishes [Background Notes](#) on approximately 170 countries with information on each country’s culture, history, geography, economy, government, and current political situation; they often include a reading list, travel notes, and maps. A number of other publications of interest to students are available from their website.

Embassy Registration

All participants on UWL study programs must register themselves with the U.S. Embassy or Consulate (in the country you are visiting). This makes your presence and whereabouts known, in case it is necessary for a consular officer to contact you in an emergency. During a disaster overseas, American consular officers can assist in evacuation were that to become necessary.

Registration is particularly important for those who plan to stay in a country longer than one month, or who will travel to:

- A country that is experiencing civil unrest, has an unstable political climate, or is undergoing a natural disaster, such as an earthquake or a hurricane.
- A country where there are no U.S. officials. In such cases, you should register at the U.S. embassy or consulate in an adjacent country, leave an itinerary with the Consular Section, ask about conditions in the country that you will visit and ask about the third country that may represent U.S. interests there.

- If you are traveling with an escorted tour to areas experiencing political uncertainty or other problems, find out if your tour operator is registering your trip through the State Department's [travel registration website](#). If it is not, or if you are traveling on your own, you can still register with the nearest U.S. embassy or consulate through the State Department's travel registration website.

U.S. Embassies and Consulates are located in every country of the world with which the United States has diplomatic relations. The Bureau of Consular Affairs helps U.S. citizens during a crisis abroad, such as natural disasters, political upheavals, and acts of terrorism. The Bureau of Consular Affairs also provides emergency services to individual travelers, such as:

- Replacing lost or stolen passports
- Locating doctors or clinics for emergency medical care
- Contacting friends or family at home for money transfers if you become destitute
- Visiting you in jail if you are arrested

Protection against Terrorism

From the U.S. Department of State, "A Safe Trip Abroad"

Terrorist acts are random and unpredictable, making it impossible to protect oneself absolutely. The first and best protection is to avoid travel to unsafe areas where there has been a persistent record of terrorist attacks or kidnappings. The vast majority of foreign states have good records of maintaining public order and protecting residents and visitors within their borders from terrorism.

Most terrorist attacks are the result of long and careful planning. Just as a car thief will first be attracted to an unlocked car with the key in the ignition, terrorists are looking for defenseless, easily accessible targets that follow predictable patterns. The chances that a tourist, traveling with an unpublished program or itinerary, would be the victim of terrorism are slight.

Nevertheless, the following pointers may help you avoid becoming a target of opportunity. These precautions may provide some degree of protection, and can serve as practical and psychological deterrents to would-be terrorists.

- Schedule direct flights, if possible, and avoid stops in high-risk airports or areas. Consider other options for travel, such as trains.
- Be aware of what you discuss with strangers or what others may overhear.
- Try to minimize the time spent in the public area of an airport, which is a less protected area. Move quickly from the check-in counter to the secured areas. On arrival, leave the airport as soon as possible.
- As much as possible, avoid luggage tags, dress and behavior that may identify you as an American.

- Keep an eye out for suspicious abandoned packages or briefcases. Report them to airport security or other authorities and leave the area promptly.
- Avoid obvious terrorist targets such as places where Americans and Westerners are known to congregate.

Laws of the Host Country

Foreign visitors are subject to all local and national laws of their host country. This applies to your host country and in any other country you may visit. Do not expect any special treatment or assistance if you violate any laws. You can be arrested overseas for actions that may be either legal or considered minor infractions in the United States. If you are arrested abroad, the U.S. Consular Officer can visit you in jail, give you a list of local attorneys, notify friends and/or family, protest mistreatment or abuse to local authorities, and see that your rights under local laws are fully observed, but they CANNOT demand your immediate release or get you out of jail, represent you at trial or give legal counsel, or pay legal fees and/or fines with U.S. government funds.

Some of the offenses for which U.S. citizens have been arrested abroad are:

- Drug Violations
- Possession of Firearms
- Photography Infractions (at border areas, military installations, and government buildings)
- Purchasing Antiques (if considered a national treasure; you may be required to prove purchases are reproductions or secure necessary export permits)

Resources

The [SAFETI Clearinghouse](#) is an online resource for additional information regarding health, safety, and liability issues related to study abroad. Faculty Leaders may wish to consult the [SAFETI Adaptation of Peace Corps Resources](#). Topics include:

- Pre-departure Health Training Handbook
 - Maintaining Strong Mental and Emotional Health, especially as it relates to dealing with culture shock.
 - Dealing with Alcohol
- Crisis Management Handbook
- Rape Response Handbook
- Personal Safety and Awareness Handbook
- Team Building Workbook

The NAFSA (Association of International Educators) organization has compiled advising resources for Gay, Lesbian, Bisexual and Transgender students:

(<http://www.indiana.edu/~overseas/lesbigay/student.htm>)

PROGRAM ADMINISTRATION: RECREATIONAL TRAVEL

Recreational programming has been defined as programs that do not provide an academic credit or service learning component. These programs are identified as travel intended for the enjoyment of the participant.

Recreational travel arranged ***independently*** by UWL faculty or staff may be coordinated by the faculty/staff member as an individual, NOT as employees of UWL.

These programs must be clearly distinguished that they are NOT sponsored by UWL (no correspondence on University letterhead; information sessions and orientations may not be held on campus; university services should not be used such as University Financial Services, Publications, Document Services). Please refer to Appendix A: *UWL Policy for the Administration of International Study Programs, Service Learning Programs and Recreational Travels*.

Recreational programming does not require IEC approval.

Registration in INS 300

Recreational travel programs that are not credit-bearing or service focused will not be registered in INS 300.

Recruitment

There is no Faculty Leader for recreational programming. Flyers may be posted to solicit interest from students by private individuals. No faculty may recruit on the pretense of their position. No reference of UWL sponsoring the program may be indicated.

Budget

Recreational programming budgets are designed by the appropriate travel agency/tour company. Students will pay fees directly to the agency and not to UWL. No charges will be posted to the students' account.

Travel Arrangements and On-site Preparations

All arrangements, including transportation, are the responsibility of the travel agency/tour company. Students will communicate directly with the agent regarding travel, accommodation and excursion information.

Application Process and Selection of Participants

No applications will be solicited from students. Interested parties (including faculty and staff) may communicate directly with the travel agency/tour company to secure a place. Participants will be subject to the program provider's cancellation/refund policy.

Communication/Correspondence with Students

All communication of program-specific details will come from the program provider. Information regarding program details, changes in the itinerary, reminders of upcoming deadlines, and payment schedules are the responsibility of the provider.

Required Documents

Information on how [to obtain a passport](#), which will serve as proof of citizenship [visa](#) information (if applicable); and [international travel health issues](#) and immunizations will be provided by the travel agency/tour company.

Pre-departure Orientation

Any pre-departure meetings will be at the discretion of the travel agency/tour company. UWL facilities will not be used to conduct these meetings.

Registration in INS 300

Recreational programs will not be registered as INS 300 courses. These students will not be identified in the Records and Registration reporting system as study abroad students.

Collection of Program Deposits and Fees

All deposits and fees MUST be paid directly to the travel agency/tour company. No monies shall be collected at UWL.

Financial Aid

Financial aid will not be available for recreational travel programs.

Study Abroad Health Insurance

UWL will not provide coverage for participants on recreational travel programs. This is the responsibility of the participant to secure adequate coverage.

Purchase of supplemental travel insurance by each participant and liability insurance for the group leader is strongly encouraged.

Health and Emergency Contact Information

The travel agency/tour company will be responsible for maintaining any health and emergency contact information for the program. Any incidents reported will be responsibility of the provider to address.

Itinerary

A finalized itinerary, with airline itinerary, on-site contact information, and class schedule should be provided to participants by the travel agency/tour company prior to departure.

Evaluation

At the travel agency/tour company's discretion, participants may be requested to complete an evaluation of the program. The results may be used for future programming.

APPENDIX A

UWL Policy for the Administration of International Study Programs, and Service Learning Programs

All University-sponsored international study programs and approved service learning programs are subject to UW System Policy ACIS 7.1-7.4. This includes both credit and non-credit activities.

Credit involving UWL Students

1. The Faculty Senate International Education Committee (IEC) is responsible for the review for possible approval of each UWL credit-generating and service learning program.
2. Coordination is the responsibility of the Office of International Education (OIE).
3. The program must be run through Fund 128 managed by OIE on a cost recovery basis. OIE will be responsible for the collection of all fees and payment of invoices.
4. Fee must be established according to UW System Policy F45:
 - Tuition will be exempt from the tuition plateau; students will not be counted toward enrollment target.
 - Tuition will differentiate between Wisconsin residence and nonresidents.
 - The fees shall include, but not be limited to: salaries and fringe benefits for instructors, travel, housing, etc. A refund policy must be established and printed on all promotional materials.
5. All participants must sign and return the UW System Uniform Statement of Responsibility.
6. All students are required to purchase the CISI study abroad health insurance plan selected by the Board of Regents. MEDEX cards will be provided for all faculty/staff.
7. OIE will conduct a required pre-departure orientation.

Non-Credit involving UWL Students*

Non-credit international travel includes all travel outside the United States by groups or individuals sponsored by UWL, including student organizations/clubs, performance groups, athletic teams, volunteer/service learning trips, international undergraduate research, or internships. This does not cover Recreational Travel.

1. All participants must sign and return the UW System Uniform Statement of Responsibility.
2. Financial administration must be consistent with policies of UW System, UWL Administration and Finance, academic departments and/or Student Activities and Centers.

3. Health and Emergency contact information for each student and a complete itinerary must be on file with OIE.
4. All students are required to provide proof of health insurance coverage outside the United States that includes emergency medical evacuation and repatriation benefit. Alternatively students may be required to purchase the CISI study abroad health insurance plan selected by the Board of Regents or the International Student Identity Card (ISIC).
5. OIE will conduct a required pre-departure orientation.

*This policy also applies to credit-generating activities of individual students such as research, independent study, internship, or student teaching. Students will pay UWL per credit tuition but will be exempt from paying segregated fees.

Non-Credit, UWL Affiliated with Community Members

1. Coordinated by Continuing Education and Extension with support from OIE.
2. The program must be run through Fund 128 managed by Continuing Education on a cost recovery basis. Continuing Education will be responsible for the collection of all fees and payment of invoices.
3. Participants will be required to purchase supplemental travel insurance that includes emergency medical evacuation and repatriation benefit. MEDEX cards will be provided for all faculty/staff.
4. OIE will conduct a required pre-departure orientation.

Non-Credit, Independent Faculty/Staff

International tours (recreational travel) arranged **independently** by UWL faculty or staff must adhere to the following guidelines:

1. All arrangements will be coordinated by the faculty/staff member as an individual, not as employees of UWL.
2. A disclaimer stating, "this international opportunity is NOT sponsored by UWL" should be printed on all advertising and program materials. Faculty/staff are not covered by University liability while serving in this capacity.
3. Informational meetings or orientations may not be held on campus, giving participants the perception that these travel programs are coordinated by the University.
4. Fees should be charged to cover the cost of supplies and overhead:
 - No correspondence may go out to potential travelers using University letterhead, envelopes, or logos.
 - University phones and e-mail may not be used.
 - Departmental staff or program assistants may not be utilized.
5. No fees may be handled by UWL Administration and Finance, OIE, colleges, divisions/departments, or Continuing Education.

6. Purchase of supplemental travel insurance by each participant and liability insurance for the group leader is strongly encouraged.

APPENDIX C

STUDENT CODE OF CONDUCT

I, _____, in order to maintain a safe and secure environment to promote a positive learning environment and student learning, hereby agree to the following expectations for the _____ program:

- I will attend all classes on time.
- I will be prepared for class with the appropriate materials and homework completed.
- I will not participate in cheating or plagiarizing my work or the work of others.
- I will be honest with all staff and students.
- I will express myself without the use of profane language or offensive gestures.
- I will participate in positive group activities and will not be involved in any swarming, bullying, intimidating or harassing of staff or students.
- I will show respect for others by not participating in teasing and ridiculing.
- I will show respect for others by not wearing clothing with inappropriate messages (i.e., profane language, racial or sexual references, references to alcohol/illegal drugs or gang related).
- I will respect the personal property of others and the program, and the facility housed therein.
- I will respect and follow direction from all staff of the program.
- I will respect the safety of others by not bringing real or imitation weapons to school or school related events.
- I understand that illegal drugs and/or alcohol are not permitted on the institution's instructional and accommodation property or on any program excursion. If I am found to using/experimenting with prohibited substances, this will be cause for immediate termination of my program and could result in criminal charges and possible expulsion from UW-La Crosse.
- I understand that should I be dismissed from the program, I will be responsible for all expenses incurred on my behalf.

Furthermore, I have read the UWL Student Handbook, specifically the "Practical Stuff" Section pertaining to the Student Code of Conduct. I understand that any infraction will result in dismissal from this program and immediate return to the United States for disciplinary actions.

Student Name

Date

Director
Office of International Education

Date

Study Abroad Coordinator

Date

Dean of Students
Student Life Office

Date

**University of Wisconsin-La Crosse
Program Evaluation**

Program: _____ **Country:** _____

Term Abroad: Academic Year 20__ - 20__ Fall only 20__ Spring only 20__
 Summer 20____
 J-Term 20____
 Spring Break 20____
 Other (please indicate): _____

Year in School: Freshman Sophomore Junior Senior Super Senior
 Graduate Non-Degree

Gender: Female Male

Major(s): _____ **Changed after study abroad?**

UW-L SUPPORT SERVICES

	Not Available	Available but Not Used	Available and Used	Very Dissatisfied					Very Satisfied
				1	2	3	4	5	
Pre-departure information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	
Pre-departure orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	
Academic advising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	
Communication from OIE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	

ON-SITE SUPPORT SERVICES

	Not Available	Available but Not Used	Available and Used	Very Dissatisfied					Very Satisfied
				1	2	3	4	5	
Program administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	
On-site orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	
On-site academic advising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	
On-site personal support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	
Instructional resources (e.g. library, computers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	
Instructional facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	

HEALTH AND SAFETY

	Very Unsafe					Very Safe
	1	2	3	4	5	
How would you rate the level of safety in your host city?						
Were you made aware of unsafe areas or safety hazards by on-site program administrators?	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Were you the victim of a crime or assault? Please describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Were you provided information on how to report a crime or assault? i.e. location of the police or appropriate authorities	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Did you observe any other form of danger not directed specifically at you? Please describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	Very Dissatisfied				Very Satisfied	
	1	2	3	4	5	
How satisfied were you with the health care facilities in your host site?						NA
How satisfied were you with the counseling services at your host site?						NA
Were you provided information on health care facilities and counseling services by your on-site program administrator?	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Did you utilize the CISI health insurance policy required by UW System? Please describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Were you satisfied by the handling of your claim? Please describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No					

COSTS

	Strongly Disagree				Strongly Agree
	1	2	3	4	5
The program fee was a fair value?					
The total cost was close to what you expected?					
All required program costs were explained to you.					

Did you receive financial aid toward the cost of the program? Yes No

Check all that apply:

Loans:	Need-based Grants:	Scholarships:
<input type="checkbox"/> Unsubsidized Stafford Loan <input type="checkbox"/> Subsidized Stafford Loan <input type="checkbox"/> PLUS Loan <input type="checkbox"/> Private Bank Loan	<input type="checkbox"/> Pell <input type="checkbox"/> Wisconsin State Grant for Study Abroad <input type="checkbox"/> Student Association Academic Initiatives Stipend	<input type="checkbox"/> UW-L Foundation Award <input type="checkbox"/> Private Scholarship Please list:

APPENDIX D

UWL's Crisis Management Plan for International Programs

Crisis Management Plan

- I. Types of Crisis:
 - Natural Disasters
 - Civil Unrest or Political Uprisings
 - Disruption of Facility Operations
 - Health Related and Accident
 - Death of a Program Participant
 - Arrest
 - Sexual Assault
 - Non-Academic Misconduct subject to UWS 17

- II. Crisis Management Team:
 - Primary Crisis Management Team:**
 - Faculty Leader
 - OIE Director
 - Study Abroad Coordinator

 - Secondary Crisis Management Team (as needed):**
 - UWS Risk Manager
 - UWS Legal Counsel
 - Dean of Students
 - Media Relations Advisor
 - Counseling Provider
 - U.S. Consulate Representative

- III. Communication and Decision Making:
 - Safety and well-being of program participants is the first priority
 - Communication of the crisis to UWL will be made in a timely manner.
 - Voicemail and e-mail do not constitute adequate notification.
 - Decisions regarding further actions will be made by the Primary Crisis Management Team.
 - Written or verbal statements to the public will be agreed upon by the Primary Crisis Management Team and should be clear, consistent, and compassionate.

1. The **Faculty Leader** will assess the nature of the crisis if on-site and will contact local police, fire department, medical personnel, as necessary.

2. The **Faculty Leader** will inform Primary Crisis Team of the nature of the crisis as soon as possible once program participants are safe and secure.
3. The **Primary Crisis Management Team** (Faculty Leader, OIE Director, Study Abroad Coordinator, or their designees) will have the main responsibility for making decisions. A time will be agreed upon for a conference call to create an action plan and make decisions regarding future action, notification of students or emergency contacts, program closure, evacuation, expulsion of a student, etc. Members of the Secondary Crisis Management Team may be included, as necessary.
4. The **Primary Crisis Management Team** (or their designees) will be responsible for communicating the nature of the crisis and the action plan to campus administration, public relations staff, and dean of students. Notification of students and/or emergency contacts will also be the responsibility of the Primary Crisis Team, using a consistent message developed in Step 3.
5. Once the initial crisis has been addressed and the action plan implemented, the Primary Crisis Management Team will meet to debrief and discuss any further action necessary. Written documentation will be kept for future discussion.

IV. Roles and Responsibilities:

Faculty Leader

- Maintain roster of all students and staff with passport numbers and location, names of students and staff with special medical needs, and health insurance policy information.
- Post on-site contact information, emergency telephone numbers for local police, fire, hospital, Embassy or Consulate.
- Designate a safe meeting point within the facility and an evacuation point outside the facility.
- Complete and maintain a file of incident reports; copy reports to OIE for dissemination as required.
- Assist students who have been victims of a crime and need to contact police or other authorities.
- Monitor the safety of student housing and the community, and inform students about conditions that may entail a different level of personal responsibility.
- Inform students of any and all relevant State Department travel warning messages.
- Debrief all program participants and arrange for crisis counseling, if needed.

OIE Director

- Assemble Primary Crisis Management Team in a timely manner; contact Secondary Crisis Management Team members, as necessary.
- Communicate Crisis Management Plan to Faculty Leader and administration.
- Provide copies of Crisis Management Plan and Incident Report forms to program staff.

- Distribute Incident Reports filed by the Faculty Leader.
- Serves as primary contact for the Faculty Leader in an emergency.
- Maintain an emergency contingency fund for evacuation of program participants, mobilization of U.S.-based staff to the scene if determined as necessary as part of the Crisis Action Plan.
- Arrange travel and transportation for evacuation of an individual or entire program.

Study Abroad Coordinator

- Develop Crisis Action Plan; carry out duties as delegated by the plan.
- Notify campus administration of the crisis: chancellor, dean of students, media relations, counseling center.
- Communicate with emergency contacts for the participants.
- Travel to program site at their discretion to assess the situation and support program participants.
- Ensure that students have adequate health insurance, including evacuation and repatriation coverage.
- Collect and maintain easily accessible health and emergency contact information for each participant.
- Provide campus security and campus emergency contacts with copies of the Crisis Management Plan, home telephone numbers of personnel, and location of participant health and emergency information.

V. Attachments

- a) Definitions
- b) Communication Tree
- c) Crisis Action Plan Checklist
- d) Incident Report

Attachment A Definitions

Natural Disasters

May include floods, health conditions such as foot and mouth disease, environmental hazards such as pollution, water and air contaminants which may cause the program to be canceled, delayed, or evacuated.

Civil Unrest or Political Uprisings

Situations of local or worldwide threat designated by the U.S. Department of State in a Travel Warning or Worldwide Caution which threaten the well-being of program participants.

Disruption of Facility Operations

May include fire, power failure, communication systems failure, or property damage which causes the operation of the program to be unsafe.

Health Related and Accident Emergencies

Situations which require notification of emergency contacts, evacuation, or the dispatch of a parent to the site. Also, accidents resulting from negligence or with potential liability to the program.

Family Illness and Death

Situations which may require evacuation for an individual or grief counseling for all participants.

Arrest

Criminal acts by an individual or group which may result in imprisonment or deportation and the need to communication with local authorities and consulates. May also require the decision of the Primary Crisis Management Team to expel a student from the program.

Sexual Assault

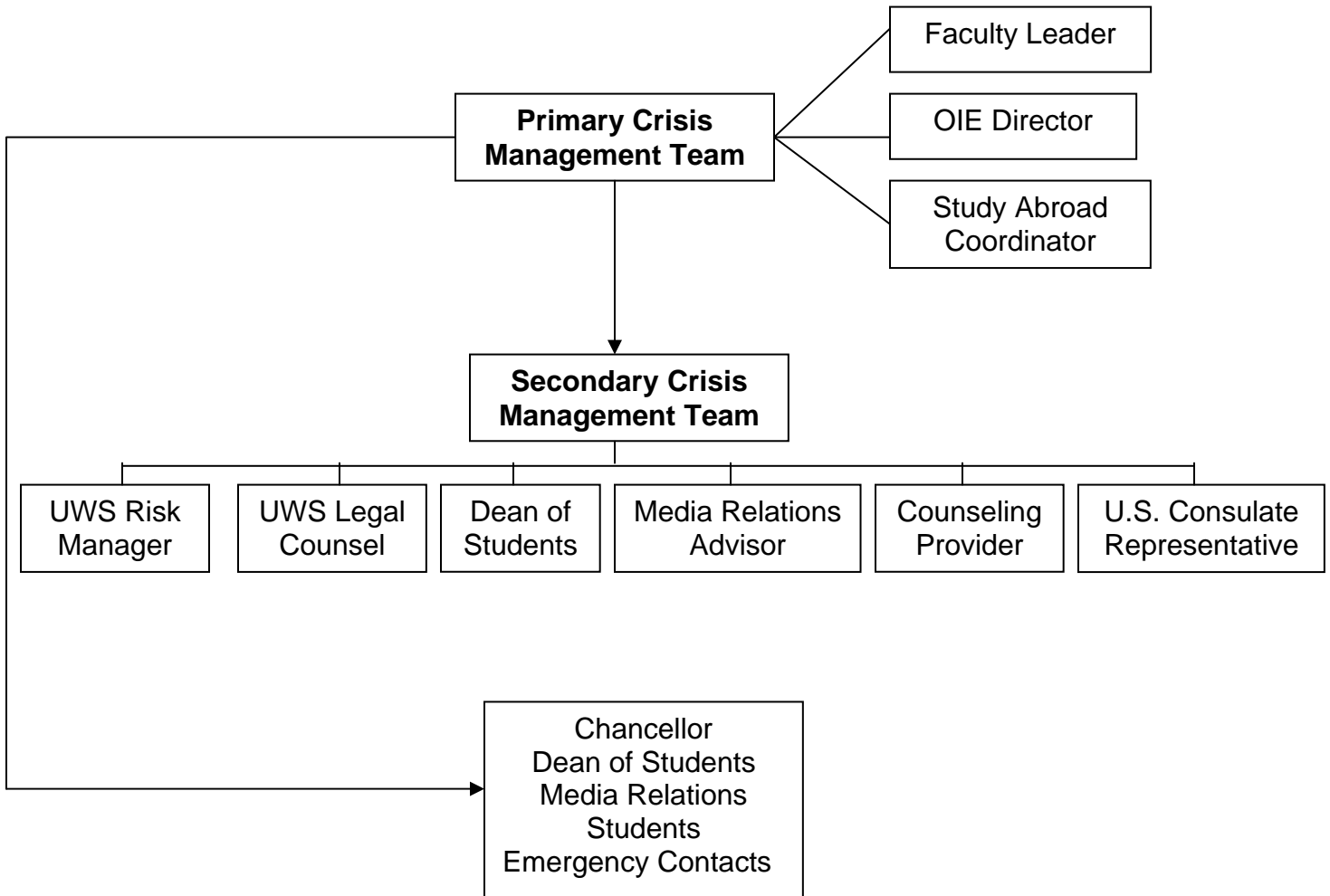
May be committed by another program participant or a stranger. May require the decision of the Primary Crisis Management Team to expel a student from the program, evacuate the victim, provide counseling support from the home campus, or pursue and assist with criminal proceedings.

Non-Academic Conduct subject to UWS 17

Chapter UWS 17 is an administrative code adopted by the Board of Regents as a set of disciplinary procedures for the University System. Examples of conduct prohibited and subject to disciplinary action (UWS 17.03) include but are not limited to: crime involving danger to property or persons (including sexual assaults and other offenses enumerated in UWL 18.06); attacking or otherwise physically abusing, threatening to physically injure or physically intimidating a member of the university community or a guest; selling or delivering a controlled substance; removing, tampering with or otherwise rendering

useless university equipment or property intended for use in preserving or protecting the safety of members of the university community such as fire alarms and fire extinguishers; stalking or harassment; conduct that seriously damages or destroys university property.

**Attachment B
Communication Tree**



Office	Contact/Title	Office Phone	Home Phone
Office of International Education	General Number	(608) 785-8016 (608) 785-8923	
Office of International Education	Sandy Sieber Study Abroad Coordinator	(608) 785-8925	(608) 788-1143
Office of International Education	Jason Kouba Study Abroad Advisor	(608) 785-8918	(608) 783-8125
Office of International Education	Emergency Cell Phone	(608) 386-6164 This cell phone will be shared by an <i>on-duty</i> staff member outside of usual office hours of Monday through Friday, 8:00 a.m. to 4:30 p.m.	

Office of International Education	Jay Lokken Director	(608) 785-8017	(608) 784-9360
UWL Campus Police	24-hour Emergency	(608) 789-9000	

Attachment D
Incident Report Form

Name of Student: _____ Home Campus: _____
Date of Incident: _____ Time of Incident: _____
Other Student(s)/Staff Involved: _____

Description of the Incident:	<input type="checkbox"/> Alcohol <input type="checkbox"/> Assault <input type="checkbox"/> Fighting <input type="checkbox"/> Candles <input type="checkbox"/> Noise <input type="checkbox"/> Damage <input type="checkbox"/> Theft <input type="checkbox"/> Vandalism <input type="checkbox"/> Sexual Assault <input type="checkbox"/> Smoking <input type="checkbox"/> House Duties <input type="checkbox"/> Guest Violation
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1st Offense
2nd Offense
3rd Offense

Subject to UWS 17?

Action Taken:

Warning
Disciplinary Action (describe): _____

Person Filing Report: _____ Date: _____
Signature: _____

Report filed with OIE Director _____ Date: _____

I acknowledge receipt of a copy of this report.

Student Signature: _____ Date: _____