

# Procedures for Developing and Implementing Short-term Study Abroad Programs at Ithaca College



ITHACA COLLEGE

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# Table of Contents

• Introduction	3
• Mission statement	4
• Program planning and design	4
• Summary of proposal/approval process	8
• Program proposal/approval schedule	8
• Program administration schedule	9
• Compensation and contracts	10
• Advertising the program	10
• Student application and selection	10
• Travel arrangements	11
• Int'l health & security insurance/Property insurance	12
• In-country arrangements	12
• Pre-departure orientations	12
• In-country issues	13
• Financial matters for group leaders	14
• Financial matters for students	17
• Final details	18
• Planning checklist and summary	19
• Appendices	21

*Note that some of the documents listed below are in draft format. As each document is finalized, we will update this guide with the final versions.*

1. List of Third-Party Providers
2. Participation of persons not directly involved with the program
3. Incident Report Forms: Injury Report and Property Loss/Damage Report
4. Final Report Form
5. Questionnaire for International Conference/Research Travel with Students  
([http://www.ithaca.edu/oip/study\\_abroad/faculty/intl\\_conf/](http://www.ithaca.edu/oip/study_abroad/faculty/intl_conf/))
6. Participant Medical History and Physical Exam Form (*draft*)
7. "Know before You Go" outline
8. Study Abroad Code of Conduct (*draft*)
9. What to do in an emergency (*draft*)
10. Program proposal form

## Introduction

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Ithaca College's comprehensive programs of study emphasize the development of the intellect, creativity, and character in each student in order to produce graduates who are prepared to competently work and thrive in a global economy, participate as informed citizens in the global community, and to collaborate with others in finding responses to global challenges. To this end, the College values faculty and staff who create opportunities for students to experience and learn from the world around them.

To protect the interests and safety of Ithaca College, its students, its faculty, and its staff, the College requires all faculty and staff organizing international travel involving students to work directly with the Office of International Programs (OIP). The OIP will work with faculty and staff to facilitate the development of international opportunities, to assess each opportunity in cooperation with various offices of the College, to coordinate the implementation of the most promising opportunities in keeping with institutional policies and procedures, and to provide administrative support when needed and as appropriate. The OIP welcomes proposals for short-term study abroad programs. OIP staff assist faculty, staff and administrators in proposing and designing international programs which are academically, economically and logistically feasible, and which support the educational goals of Ithaca College. Full-time Ithaca College employees on continuing contract may lead international travel opportunities involving students.

Each year the OIP reviews proposals in the context of the total number of international programs to be offered. The College will strive to avoid duplication of programs because there is only a finite number of Ithaca College students who may be interested each year. College sponsored programs should be of sufficient interest to attract the necessary number of participants from the College community for a viable program.

The Ithaca College London Center is the College's directly-administered overseas program. Additionally, the College has exchange agreements with international universities, including:

- **Australia:** Griffith University, Brisbane; La Trobe University, Melbourne
- **China:** Chengdu Sport University, Beijing Sport University, University of Hong Kong, Hong Kong Baptist University
- **Germany:** SRH University Heidelberg
- **Ireland:** University of Limerick; Institute of Technology, Carlow
- **Japan:** University of Tsukuba, Tsukuba City & Akita International University, Akita City
- **Korea:** Hanyang University, Seoul
- **Singapore:** Nanyang Technological University
- **Spain:** University of Valencia, Valencia
- **Sweden:** Jönköping University, Jönköping

Ithaca College also has affiliated program relationships with a number of organizations (refer to Appendix 1). These affiliated programs offer students the opportunity to choose from an array of programs offered all over the world. Students may apply their financial aid to approved full-time affiliated study abroad programs offered during the fall and spring semesters. Short-term programs must be self-supporting; a student's financial aid does not apply to such programs. Individuals considering the development of a study abroad program may wish to consult the OIP library for a description of these programs in order to determine what is now available and in what areas new programming would be complementary.

## **Mission Statement for College-Sponsored Study Abroad Programs**

Study abroad programs should complement and enhance the academic and non-credit bearing educational offerings of Ithaca College. They should provide intercultural and global educational experiences that:

1. Educate students about global issues and interdependence while introducing them to different cultures, languages, peoples, and worldviews;
2. Allow for the comparative study of given subjects, systems and cultures which, in turn, develops students' appreciation of United States cultures and their understanding of how these are viewed from abroad;
3. Provide for a better understanding of the peoples of the world by offering appropriate opportunities to meet, study, and interact with people from the host country;
4. Encourage students to mature by learning to adjust to different environments, the unexpected, and new challenges.
5. Offer experiential learning opportunities which may include internship placements and service projects

As Ithaca College seeks to increase the variety and number of opportunities for international experience in destinations around the world, these procedures apply a process for reviewing any and all proposals for travel across borders; said review must incorporate an assessment of risk associated with all elements of the program. These procedures help us to prepare ourselves and our students for the experiences we offer them abroad. It also leads us to acknowledge that unfortunate events may occur even with the most careful planning and preparation.

Given the litigious environment with which we live and the obligations we have to those in our care, when proposing to travel abroad with students, we must identify and mitigate risk even as we pursue opportunities in their behalf. On the one hand, we must assess and manage risk; on the other, we must manage and lessen institutional exposure and personal liability. In so doing, we should arrive at a balance that is reasonable for all parties concerned, protects the well-being of students, employees, and the College, and realizes the educational goals we have for our students. Therefore, each travel initiative will be reviewed based on its own merits and in keeping with institutional policy and procedures.

## **Program Planning and Design**

### **Planning**

Planning is a key element in realizing a successful short-term program abroad. The process of proposing a program at Ithaca College consists of two steps. The first step is to consult with your supervisor or department chair regarding your wish to offer a program and to submit the Program Intent Form

([http://www.ithaca.edu/oip/intent\\_proposal/](http://www.ithaca.edu/oip/intent_proposal/)) at least 15 months in advance of the proposed departure date.

Upon receipt of the Program Intent Form, the OIP will contact the faculty/staff member to schedule a meeting to discuss the proposal idea. Programs may be denied or postponed at this stage based on cost, safety and security concerns, liability constraints, or competition for the same population of students. The Program Intent Form is to be followed by the submission of a formal program proposal

([https://www.ithaca.edu/oip/docs/sa\\_faculty\\_staff/stsa\\_program\\_prop/](https://www.ithaca.edu/oip/docs/sa_faculty_staff/stsa_program_prop/)), which must be submitted 12 months in advance of the proposed date of travel. When considering the development of a short-term study abroad program, please reflect on the following:

1. You will be the responsible Ithaca College representative while you are abroad; you will be responsible for ensuring that appropriate resources are available for the support of the students in your care.
2. You will need to be knowledgeable about the country you propose to visit. Preferably, you should have visited the country within the last two years in order to have recent knowledge of current conditions in that country, and you must also be familiar with the city or cities which will serve as the program base, unless you are working with a third-party provider or local institution.

3. You need to have a minimum of basic communication skills in the main language spoken in that country. If you do not speak the language, you must plan for the services of an interpreter.
4. You will need to conduct a risk analysis of all the elements of your proposed trip. The College generally considers water-based activities (for example, canoeing across a river), non-public transportation, uninsured bus companies, and extreme sports and activities, to be high risk activities to be avoided. Unvetted homestays, too many travel legs, and too much unsupervised/unstructured time increase the likelihood of adverse situations. Activities considered to be high risk will require greater scrutiny and may result in the proposed program **not** being approved.
5. While the Office of International Programs will give support and guidance when needed, you will make all in-country arrangements for things such as lodging, activities, transportation, etc., either on your own or in conjunction with a travel agency or an organization that specializes in organizing this type of trip. The OIP has identified a list of third-party providers that can offer these services (see appendix 1). If you wish to use a provider not currently on this list, the provider must be reviewed and approved by the OIP and a contract must be signed with the organization in sufficient time for you to meet the 12 month deadline for proposal submission.
6. A minimum of two Ithaca College employees must accompany each program as group leaders. As the group size increases, at least one additional group leader may be required. Any non-Ithaca College employees accompanying the group must have prior approval from Ithaca College (see appendix 2).
7. You and any other Ithaca College group leaders will be the emergency contacts for program participants until each student has been released from the completed program. You must identify the release date from the program. Students as well as parents/guardians will be required to acknowledge that the official end of the program serves as the release date and that anything occurring after that date is the responsibility of the student and his/her parent/guardian. This information should be clearly expressed in the waiver release form and in the "Know before You Go" information sheet.
8. All academic/credit-bearing programs must be designed to run for a minimum of three years (not necessarily in consecutive years) in order to insure continuity in the study abroad options available to students. You should discuss with your department and/or how the program can be offered for at least three years, including the identification of other faculty/staff who might be involved

## Proposal considerations

In planning a study abroad program, please take into consideration the following:

### Basics

1. Program objective(s) within the international setting and a program description
2. Academic prerequisites, if any.
3. Requirements for participation (academic performance, judicial standing, physical fitness, etc.)
4. Minimum and maximum number of students (keeping in mind your budget parameters)
5. Special and specific events, individuals or locations/site visits appropriate to the program and learning objectives that incorporate appropriate geographic and cultural knowledge.
6. Risk levels associated with all components of the program.

### Logistics

1. Location of program abroad with attention to safety and cost. Consult the U.S. Department of State website (<http://travel.state.gov>) as well as the Center for Disease Control website (<http://www.cdc.gov>) and local newspapers in order to assess current conditions in the country to which you propose to travel.  
**Note:** any country under a U.S. Department of State Travel Warning **cannot** be approved for student travel.
2. Room and board (number of meals to be included, costs, housing arrangements)

3. Travel arrangements from the U.S. to the program site as well as program-related travel while abroad
4. The supervision of and responsibility for the students in your care ends upon the release end date for the program and/or return of students to the United States.
5. Insurance requirements and liability assessment with supporting documentation.
6. Relationship with existing (non-Ithaca College) program(s) or organization(s) and our rights and responsibilities vis-à-vis these outside organizations. The OIP will advise you regarding any contractual agreements that may need to be implemented in order to work with the organization(s) you have identified.
7. Overall budget (all programs should be self-supporting).
8. Identification of target recruitment groups at Ithaca College with a complementary advertising/promotion plan.
9. Visa and medical (immunizations, etc.) requirements for the country/countries proposed.

#### **For academic/credit-bearing programs**

1. Method(s) of instruction, number of hours of instruction, any related non-instructional hours, proposed credit hours
2. A complete syllabus including texts and required reading
3. Means of assessment, grading rubric
4. Accessibility of library or other research facilities if required for course
5. Access to classroom facilities/meeting spaces or special equipment (A/V, computers, etc.)
6. Instructor(s), including proposed guest lecturers
7. If the short-term study abroad program is credit bearing and taught as an experimental course, the faculty member and the department must complete and submit all the necessary paperwork for such courses.

#### **For non-credit educational programs**

1. Statement of purpose of the program
2. Learning objectives
3. Activities to be undertaken while abroad
4. Access to facilities or special equipment required

#### **Use of a third-party provider for program planning/implementation**

There are organizations available to assist in planning and implementing a short-term study abroad program.

Factors to be considered when determining whether working with a third-party provider is a good option include:

- **Cost to students:** working with a third-party provider is likely to increase the cost to students as compared with making arrangements directly with contacts in the host country. Group leaders, together with the Office of International Programs, should evaluate whether the benefits and services merit the additional cost. This evaluation should take place early in the planning process during a meeting between the group leaders and the OIP.
- **Deadlines:** the deadlines for proposal submission to third-party providers vary, but are usually much earlier than Ithaca College's own deadlines. Therefore, it is important to start the planning process well in advance of the proposed implementation date (at least 18 months in advance is recommended).
- **Location:** group leaders should evaluate, based upon their knowledge of the country and city/cities in which the program will take place, as well as their fluency in the language spoken, whether the expertise offered by a third-party provider might enhance the program in terms of activities, access to affordable and safe housing and transportation, and support to the group, especially in times of unforeseen events or emergencies.
- **Group leaders' availability to make pre-departure arrangements:** group leaders should realistically evaluate their own ability to devote time to making the necessary pre-departure and in-country arrangements. Third-party providers will fully take on the burden of making such arrangements and, therefore, working with a provider is beneficial especially when a group leader has limited free time to devote to this time-consuming task.

Consult the appendix for the current list of Ithaca College third-party providers.

## Budget

Each program is expected to be self-supporting: the estimated total cost of each program cannot exceed the income generated by tuition and/or other program fees. This estimate should encompass all expenses, including, among others, approved faculty compensation; allocation for group leaders' travel and living expenses; printing and advertising, rental of teaching facilities, and a 10% contingency fund.

In addition to the program budget, a per-student budget should be submitted which includes projected costs for student tuition or fees, airfare, local transportation, housing, food and entrance fees. A clear indication of the number of paid students needed to make a program viable should be computed. A budget worksheet and other resources to help you develop your budget are available at

[https://www.ithaca.edu/oip/docs/sa\\_faculty\\_staff/stsa\\_budget\\_template/](https://www.ithaca.edu/oip/docs/sa_faculty_staff/stsa_budget_template/)

Deadlines will be established by the OIP for the receipt of a non-refundable deposit, and for receipt of full payment from student participants. The first deadline date serves as the cut-off date for determining program feasibility. This decision is made taking into consideration whether student enrollment meets budget requirements. The cut-off date is essential to avoid any cancellation fees or contractual obligations to parties external to the College.

## Procedures regarding the presence of persons not directly involved with the program

*(i.e. spouses, partners, family members, friends – “guests” – see appendix)*

If a guest (especially a child under the age of 18) will be accompanying the group leaders on the trip, you must make this known to the College in the short-term study abroad program proposal form.

The Office of International Programs in cooperation with the Office of Risk Management, as appropriate, will review the proposal with regard to the following points:

- ♦ If you, a group leader, choose to have guests along on the trip, you must provide a thorough explanation of how you intend to fulfill your responsibilities to the students on the program and be able to address the responsibilities that having guests may create.
- ♦ You must submit a written statement summarizing your understanding of any known risks or hazards that may exist in the host country and could potentially affect your guests.
- ♦ If children under the age of 18 will be accompanying you, there must be another adult present (someone not responsible for the students on the program) to care for them while you are involved in program activities.
- ♦ Before departure, you must insure that your guests have received appropriate vaccinations for the host country. If you will be bringing children on the program, you should also contact the Center for Disease Control to learn about childhood diseases that exist in the program area, and any precautions that should be taken to protect children's health.
- ♦ It is recommended that additional travel insurance be purchased (with emergency medical evacuation and repatriation coverage) for your guests. The OIP can provide information on companies that offer this type of insurance.
- ♦ Under no circumstances is it appropriate or permitted to have guests participate in activities that were paid for by student or College monies unless the guest has made an equal activity payment to Ithaca College. The proposal must indicate how much the guest is to pay and what is covered by this fee. Such payment must be submitted to the College before departure for the program.
- ♦ All receipts for your own reimbursable program expenses (lodging, food, travel, etc.) should be separate from expenses that involve your guests. If this is not possible, please be sure to indicate clearly your portion of the expenses on each receipt.

## Summary of Proposal and Approval Process

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Pages eight and nine provide a detailed timeline to help you plan a successful short-term study abroad program. Below is a summary of the approval process.

1. After consulting with your department chair or supervisor, prepare and submit your Program Intent Form ([http://www.ithaca.edu/oip/intent\\_proposal/](http://www.ithaca.edu/oip/intent_proposal/)) to the Director of Study Abroad.
2. After meeting with the OIP, prepare and submit your final proposal by the appropriate date to the Director of Study Abroad. Proposal form is available at [https://www.ithaca.edu/oip/docs/sa\\_faculty\\_staff/stsa\\_program\\_prop/](https://www.ithaca.edu/oip/docs/sa_faculty_staff/stsa_program_prop/).
3. The Director of Study Abroad, the Risk Manager, and the Assistant Provost for International Studies and Special Projects will review and forward the proposal with a recommendation to the Provost and Vice-President for Academic Affairs, or the Vice-President for Student Affairs and Campus Life (as appropriate). The Provost and Vice-President for Educational Affairs will review all programs, and a decision on implementation will be reached by the date indicated in the Proposal and Approval Schedule, below.
4. The Office of International Programs will help to coordinate the student application process, advertising in the Ithacan, processing of funds, and other program-related support work. The Department and School or Division sponsoring the study abroad program should actively assist, in accordance with approved OIP policies and procedures, in program planning, promotion and implementation.

### Program Proposal/Approval Schedule:

*(Note: dates are approximate. Dates for current academic year are on the OIP website.)*

PROPOSAL PROCESS	<i>For Winter Break Programs</i>	<i>For Spring Break Programs</i>	<i>For Summer Programs</i>
1. Submit Program Intent Form to OIP. Should be submitted at least 15 months prior to program implementation date	By February 10, 2017 for Winter 2017/18 programs	By February 28, 2017 for Spring Break 2018 programs	By March 31, 2017 for Summer 2018 programs
2. Creation of final proposal; departmental and School/Division endorsements of final proposal.			
3. Submission of final proposal with appropriate endorsements to the OIP. Must be submitted 10-12 months prior to program implementation date	By March 15, 2017 for Winter 2017/18 programs	By April 15, 2017 for Spring Break 2018 programs	By May 31, 2017 for Summer 2018 programs



## Program Administration Schedule

***(Note: dates are approximate. Dates for current academic year are on the OIP website.)***

Once a program has received final approval, group leaders should establish exact deadlines for their programs, using the schedule provided below. In order to facilitate program administration, deadlines may be established earlier than, but not later than, the timeline suggested in this table.

	Winter 2017/18 Programs	Spring Break 2018 Programs	Summer 2018 Programs
<b>Student application due to OIP:</b>	9/29/17	10/23/17	2/16/18
<b>Student notification of acceptance:</b>	10/9/17	10/31/17	2/28/18
<b>Student non-refundable \$500 deposit due to OIP:</b>	10/23/17	11/10/17	3/9/18
<b>Faculty member Travel Advance Form filed with OIP:</b>	10/31/17	11/15/17	3/23/18
<b>Program itinerary and contact information to OIP:</b>	10/31/17	11/15/17	3/23/18
<b>Students pay full program balance to SFS no later than:</b>	12/8/17	1/31/18	5/4/18
<b>Students attend mandatory OIP orientation no later than:</b> <i>(check with the Office of International Programs for schedule)</i>	12/8/17	Scheduled with group leader	5/4/17
<b>Group leader provides country-specific orientation for students &amp; documentation of attendance to OIP no later than:</b>	12/8/17	2/15/18	5/4/18
<b>Group leader submits program receipts to OIP within 30 days after program end date</b>	30 days after program end date	30 days after program end date	30 days after program end date
<b>Final program report to OIP within 60 days of program end date:</b>	60 days after program end date	60 days after program end date	60 days after program end date

## Compensation

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**For Faculty:** For a credit-bearing short-term overseas program, the primary instructor will receive \$1400 per credit hour. The instructor's expenses for overseas travel and living expenses will be paid with revenue generated by tuition charges. The second faculty group leader will receive compensation equal to half that paid to the primary instructor, and will also have his/her expenses for travel and living expenses paid for by tuition revenue.

**For Staff:** Any additional compensation will be determined in cooperation with the Office of Human Resources, especially when non-exempt staff members serve as group leaders.

### Contracts

For credit-bearing programs, the OIP will work with the faculty member's Dean's office to prepare a contract for teaching the study abroad course.

## Advertising the Program

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Any formal or informal advertising that takes place before the proposal has received final approval by the Provost must be prominently accompanied by the phrase "Pending final College approval"

### Promotional materials

A brochure, poster and web page should be developed to advertise each approved new short-term study abroad program. A cost estimate and dates of the program should be included in all promotional materials. The OIP may be able to offer assistance in the design and publishing process for these items. Students who are interested in the program may assist with the design process. A brochure with basic program information and estimated costs and dates should be ready for distribution to students shortly after the program receives final approval. At this time, information about the program will be posted on the OIP website. Interested and inquiring students **must** be given a "**Know before You Go**" information sheet setting forth the known risks, expectations of students, and conditions students will have to accommodate while overseas.

### Additional advertising

Other sources of publicity will take place in classroom visits, advertisements in the Ithacan and informational sessions on campus. The OIP will help you to advertise on campus via flyers and postings on Intercom.

## Student Application and Selection

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### Application

Students will use our online application system, Studio Abroad, to apply to all short-term international experiences. Students will go to <http://tinyurl.com/ICstudyabroad-search>, will search for and select the appropriate program from a list, and will use their Ithaca College Netpass credentials to log in to Studio Abroad. In the case of certain international group travel that is only open to certain students (for example, travel with an athletic team), we will create a unique application link and distribute it to interested students, as such programs will not be searchable on our website. Some group leaders may wish to create additional application materials such as a language evaluation form or other subject-specific questions. We can work with group leaders to incorporate such materials into the online application process.

## Selection

The group leader is primarily responsible for student selection. Group leaders will be able to view all student application materials submitted for their program on Studio Abroad, and will be able to use the system to review applications, communicate with students, etc. For participation in an academic/credit-bearing study abroad program, students must have a minimum cumulative G.P.A. of 2.5. For all study abroad programs, the students' disciplinary history at the College, as reported by the Office of Judicial Affairs, is taken into consideration. The OIP will conduct a preliminary review of the students' judicial information, and will notify group leaders of any disciplinary history issues that may be of concern. If there are any students about whom you are unsure, we can provide some guidance or make suggestions. The final decision will generally be left to the group leader, but the OIP and/or the Provost and Vice-President for Educational Affairs reserve the right to deny a student's application if circumstances warrant such action.

## Notification

Once you have reviewed the applications and decided which students you will accept, notify the OIP of your decisions. The OIP will then send the students letters informing them of their acceptance or rejection, along with detailed information about submitting a deposit, attending orientations, and paying for the program.

## Travel Arrangements

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### Optional Group flight

The OIP recommends that at least one group leader accompany the students on the group flight if one is to be arranged. If you wish to make such arrangements for your program, students will have the option of purchasing a ticket on the group flight, or of making their own travel arrangements. The Office of International Programs can assist with the scheduling of a group flight. The students must notify you as to whether they wish to purchase a ticket on the group flight no later than two months prior to the planned date of departure. In order for the OIP to find the best rate possible, please provide us with the following information:

- ♦ The number of students who will purchase group flight tickets.
- ♦ Their full names as appearing on their passport. (If a student's name is not included on this list, they will be required to make their own travel arrangements.)
- ♦ Date of departure and date of return
- ♦ Preferred airports for departure from the US and arrival in the host country
- ♦ Information about any connecting domestic flights you will require (e.g., Syracuse to JFK, etc.)

### Pros and cons of group flights:

- ♦ Cons: Group flights may be more expensive for students who are able to use frequent flyer miles; (different students making their own flight arrangements may arrive at various times making it difficult to have an efficient approach to accounting for students and coordinating the program activities scheduled for the first day, especially in non-English-speaking destinations; it is inefficient to have students arrive at very different times of the day; program activities may need to be delayed).
- ♦ Pros: In cases of flight delays, cancellations, or emergencies, the travel agent is able to assist all the students who purchased group flight tickets (but **not** those who made their purchases independently); students and parents are reassured by the presence of a group leader; the leader appears to be committed to the welfare of students, is present to handle any unforeseen logistical challenges, and can communicate with the airlines and travel agent on behalf of the group. It is easier to coordinate the first day activities in the host country.

## **International Health & Security Insurance/Property Insurance**

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All students and group leaders who travel overseas on an Ithaca College program will be automatically enrolled in a comprehensive international health and security insurance plan (2016/17 rate is \$2.52/day). The study abroad orientation session will include information about the health insurance plan.

Personal Property Insurance and trip cancellation insurance: Through Haylor, Freyer & Coon, students may purchase coverage for personal property against theft, loss, and damage. Trip cancellation insurance covers the expenses students may incur for airfare in the event the trip is cancelled or a medical emergency requires the student to return home earlier than expected. Visit the web-site for more information: [www.haylor.com/student](http://www.haylor.com/student).

## **In-Country Arrangements**

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### **Transportation, lodging, and activities**

You will be making all arrangements in the host country prior to the beginning of the program, unless you decide to work with a third-party provider for such services. The OIP is available for consultation and advice during this process, but cannot actually make the arrangements as we don't necessarily have expertise or familiarity with the destination(s) in which the program will occur. Once all arrangements have been made, please provide us with an itinerary of your program, including contact information for each place in which the group will be staying, and a rough schedule of planned activities, excursions and trips. We will need this itinerary no later than eight weeks before the planned date of departure, as it is a requirement for submitting your Travel Authorization Form (TAF).

## **Pre-Departure Orientations**

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### **Mandatory orientation provided by the OIP**

All students traveling overseas on short-term programs are required to attend an orientation, held by the OIP, which will address important issues such as safety and security abroad. **The group leaders must also attend one of these sessions.** There are several orientation sessions scheduled during the months of April and November. For the current schedule, or to schedule an orientation at another time, speak with the Director of Study Abroad in OIP.

### **Country-specific orientation provided by group leader(s)**

Group leaders are required to hold an additional pre-departure orientation that will focus on issues specific to the destination(s) concerned. **A written outline of the session must be distributed during the country-specific orientation, and a copy given to the OIP.** OIP must be informed in advance of the time and date on which this orientation will be held, and a sign-in sheet reflecting student attendance must be submitted to the OIP within two days of the date on which the session is held.

### **Penalties for students who do not attend one or both mandatory orientations**

Students are required to attend the above orientations. Students who do not attend are subject to withdrawal from the program and assessment of a cancellation fee to be determined based upon non-refundable payments that have already been made.

### **Study Abroad Handbook**

We will provide each student and instructor with a Study Abroad Handbook at the orientation. The handbook addresses issues such as culture shock, luggage and packing, staying healthy abroad, safety and security, and many other important topics for students and group leaders preparing to go overseas.

## **In-Country Issues**

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### **Health and safety**

It is very important that you encourage students to disclose to you any medical or emotional issues that may have an influence on their time abroad. Should anything occur during the program related to such conditions, you will be better prepared to deal with it if you have foreknowledge of the problem, and we will be better able to provide assistance.

### **Supervision of students**

It is your responsibility to insure that all students are appropriately supervised until the program release date. While we hope college students may be relied upon to behave as adults, the excitement of being in a new country, especially for those who have never traveled abroad, can sometimes alter their judgment and cause behavioral issues. As the group leader you are on-call twenty-four hours per day, every day of the program, to be available to students.

### **Disciplinary problems**

Group leaders have the authority to act on behalf of Ithaca College's administration with respect to any disciplinary issues that may arise, however, **before taking action**, group leaders should consult with the Office of International Programs and the Office of Judicial Affairs. Should a student's behavior cause serious problems while abroad, you have the authority and obligation to take appropriate action, which may involve terminating the student's participation in the program. **Before** a student can be dismissed from the program, the group leader must carefully document the circumstances leading to the recommendation for dismissal and consult with the OIP and Judicial Affairs. If an abbreviated due process arrangement can be immediately scheduled, we will try to do so. The group leader may decide that a student must be dismissed from the program because of a violation of rules, the Ithaca College Code of Conduct, or for behavior that could bring the program or the College disrepute, or for actions that may endanger himself or others. Separation from the program will result in the student being sent home at the student's expense and in the loss of academic credit. The student will not be eligible for any refund of program fees.

### **Sexual assault and/or harassment**

Sexual assault and/or sexual harassment is to be taken seriously, whether that harassment emanates from group leaders and accompanying guests, from local people at the destination, or from members of the Ithaca College student group. Incidents of harassment must be reported and addressed immediately using the Incident Report Form (see appendix). Should an episode of sexual assault and/or harassment occur, notify the OIP as soon as possible, and we will assist you in connecting with others on campus who need to be involved. If in doubt, telephone the Office of International Programs (00-1-607-274-3306).

Sexual assault **must immediately** be reported to the Office of Public Safety (call collect from overseas: 00-1-607-274-3333).

### **Communication**

All group leaders are required to have with them at all times a mobile phone (or phones) that functions both locally and internationally. Students are encouraged to have such phones available to them. Inexpensive and simple phones may be purchased in-country, or may be purchased or rented through a provider before departure from the USA. Your U.S.-based mobile phone may also be an option. For remote areas, the group leader may need to carry a satellite phone. A Google search of international cell phone providers will yield a list of companies that offer the rental or purchase of cell phones or SIM cards for use at your destination. Group leaders must submit to the OIP, prior to departure for the program, the names and cell phone numbers of all members of the group, including students, and the communication plan they have for maintaining contact with students while abroad.

It is essential that you remain in contact with the OIP while you are abroad with students and that we know where to contact you at all times. You should call (607-274-3306), fax (607-274-1515) or email the OIP ([rgould@ithaca.edu](mailto:rgould@ithaca.edu) AND [studyabroad@ithaca.edu](mailto:studyabroad@ithaca.edu) ) within twenty-four hours of arrival in the host country to inform us that you and the students have arrived safely. Additionally, please check in with the OIP on a regular basis while you are abroad with the students – at a minimum, once per week – in order to keep us fully updated on the progress of the program. Parents often call our office while a program is abroad, asking for information about their son or daughter. It is essential that we hear from you regularly in order to be able to provide assurance and accurate information to the parents.

## **Financial Matters for Group Leaders – Before, During and After**

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For program approval, Program Leaders plan, research, and then create a realistic budget for the program. Once approved, Leaders implement the program under the oversight of the Office of International Programs & Extended Studies (OIPES), ensuring College standards, practices, and policies are met - including Money Matters. As a Leader, being on the front line of the program, understanding and adhering to the financial responsibilities outlined by OIPES and Ithaca College is an obligation, not an option.

OIPES is here to assist you. Questions can be directed to:

- ♦ Rachel Gould - Director of Study Abroad. Email: [rgould@ithaca.edu](mailto:rgould@ithaca.edu), IC telephone extension: 4-1676
- ♦ Martha Van de Wall - Administrative Assistant OIPES. Email: [mvandewall@ithaca.edu](mailto:mvandewall@ithaca.edu), IC ext. 4-1983.

## **Program Leader Financial Responsibilities**

### **Student Fees**

Work with Rachel Gould to set due dates for the Application Fee and the Non-refundable Advance Deposit.

- ♦ Application Fees are paid in the OIPES, Job 202. Only checks and money orders are accepted for payment. Money orders can be purchased at campus mail centers for \$2.00. *Checks and money orders should be made out to Ithaca College. Memo information should include student name, student ID, and program name.*
- ♦ Advanced deposits are non-refundable. Certainly situations arise where a student changes their mind regarding program participation, and the advance deposit *may* be refunded. *Whether or not to refund the deposit is solely the decision of the OIPES.*

The due date of the non-refundable advance deposit is set to coincide with due dates of payments to program vendors. Whenever a student withdraws, and the financial commitment has been made to the vendors, there is always a penalty. Frequently the penalty is more than the advance deposit, but it helps offset the loss and retain the financial integrity of the program.

- ♦ If a program is canceled by OIPES, students will receive a refund for both the Advance Deposit and the Application Fee.

### **Pre-Payment of Program Expenses/Study Abroad Program Provider Deposits**

- ♦ Deposits requested by study abroad program providers prior to departure and final payments are to be directed to OIPES. Mailing address is: Ithaca College, Office of International Programs & Extended Studies, 953 Danby Rd., Ithaca, NY 14850. OIPES can provide payment by check, wire transfer, and infrequently by credit card. If payment is requested by wire transfer, wire transfer instructions are to be included with the payment request. *FYI – Wire transfers are due in Financial Services at least one week prior to deposit deadlines so getting information to the OIPES promptly is important.*
- ♦ If a vendor emails or faxes a deposit request or invoice to a program leader, it should be immediately re-routed to the OIPES. Email: [mvandewall@ithaca.edu](mailto:mvandewall@ithaca.edu) *Subject line: Study Abroad Vendor Deposit Request (or invoice request, if applicable).*

## Travel Authorization Form (TAF)

- ♦ The TAF provides budget guidelines for the program. It will include actual and estimated expenses. Program Leaders should pay close attention to MAXIMUM FUNDING AUTHORIZED, which is the combined budget for all expenses paid directly by Program Leaders.
- ♦ One Program Leader should be the Designated Program Leader. Each leader is responsible for in-country expense accountability. However, it is the Designated Program Leader who will monitor expenses during the program and ensure all leaders are following the financial accountability requirements.
- ♦ Cash Advance – There is an option for a cash advance on the TAF form. The Program Leader is responsible for the cash advance, even if some is distributed to other leaders as a convenience. Some countries do not accept credit cards, and a cash advance may be a necessity. A cash advance is always beneficial for gratuities and small purchases. It may only be used for approved IC travel expenses and may not be applied to personal credit card purchases. The balance of the cash advance not used during travel, must be returned to CFCU within 5 days of returning from the program.
  - The Cash Advance is determined by both OIPES and the Designated Program Leader. To receive the cash advance by Electronic Funds Transfer (EFT), the TAF must be fully completed four (4) weeks in advance of departure. If the request is less than four (4) weeks, then the Program Leader (only) will be able to pick up the cash advance from CFCU, located in the Campus Center.
  - Cash advances are not issued to students.
- ♦ The TAF is generated by the OIPES. It will be completed shortly after the deadline for students who have paid their Advance Deposit. It is based on the revenue generated by student participation, the program budget submitted by the leader, actual vendor invoices, and a review of past financial records (if any) for the same program.
- ♦ Once completed by the OIPES, the TAF will be emailed to each program leader. The Designated Leader is responsible for signing the TAF, getting the “Signature of Traveler’s Authorized Approver”, and returning the signed document to the OIPES, Job 202. Once the TAF is approved and signed by Assistant Provost Tanya Saunders, a final copy will be provided to the Designated Program Leader. If changes are made to the TAF during the approval process, each program leader will receive an updated copy.
- ♦ Travel arrangements should be made after receiving the final signed copy of the TAF, but *may be made prior with the approval of the OIPES*.
- ♦ You should become familiar with the [Ithaca College Travel Policy](http://www.ithaca.edu/procurement/travel/docs/IC_Travel_Policy.pdf), located at: [http://www.ithaca.edu/procurement/travel/docs/IC\\_Travel\\_Policy.pdf](http://www.ithaca.edu/procurement/travel/docs/IC_Travel_Policy.pdf) and the [Travel User Guide](http://www.ithaca.edu/procurement/travel/docs/traveluserguide.pdf), located at <http://www.ithaca.edu/procurement/travel/docs/traveluserguide.pdf>

## Travel expenses paid by program leader(s) for self and others

### ***Methods of Payment & Retention of receipts***

#### **Credit Cards**

- ♦ IC Credit Cards - The preferred method of credit card payment is with an Ithaca College-issued credit card. If you do not currently hold an IC credit card, speak with your Departmental Administrative Assistant. The Admin may be able to advise on whether you need to apply for one, or for certain expenses, i.e. airfare, they may have an IC card they can use on your behalf. *IC credit cards are strongly suggested when traveling with students.*
- ♦ Personal Credit Cards - Personal credit cards may be used, but please be aware *there is no reimbursement for personal credit cards until the program is complete and a Travel Expense Report Form, (TERF) is submitted and approved.* Personal credit cards are *only* reimbursed through the Travel Expense Report Form (TERF) at the completion of the program. *IC Cash advances cannot be used towards personal credit cards, even for IC approved expenditures.*

- ♦ Credit Card Receipt Requirements - Whether using personal or IC credit cards, each credit card transaction usually *requires two original receipts as proofs of purchase*. One is the itemized receipt; the other is the credit card transaction receipt. This information is sometimes included on the same receipt. Examples:
  - Frequently a restaurant is a two receipt transaction. First, you receive an itemized bill with the total due amount. Second, you receive a receipt showing you paid that bill and it will state whether you paid by cash or credit card (frequently listing the last 4 digits of the CC used). Airfare is frequently a two receipt transaction. *If a tip was included in the credit card purchase, please be sure to include that information on your customer copy.*
  - A supermarket or convenience store is frequently a one receipt purchase. It lists the items, the total due, the payment amount, and the method of payment.

## Cash

- ♦ Whether the cash is from a cash advance (see above) or a personal cash purchase you expect to have reimbursed by the college, an original itemized receipt is required which shows you paid in cash and the amount you paid.
- ♦ Gratuities are the exception. In most cases you will not obtain a receipt for a cash gratuity. A record of tips should be recorded on the receipt to which it applies – to whom it was paid or why and the amount paid. *Please initial beside this information*. In some instances, for example, if you tip a tour bus driver, you may not obtain a receipt. For your TERF, note such tips such on a separate sheet of 8.5" x 11" paper, with the same information as you would as if you obtained a receipt. *Again, each individual tip is to be initialed.*

## Sales Tax

- ♦ Tax exempt forms should be carried for states in which you are traveling that honor our tax exempt status. Forms can be found at: [http://www.ithaca.edu/procurement/travel/forms/#Tax\\_Exempt](http://www.ithaca.edu/procurement/travel/forms/#Tax_Exempt)
- ♦ Sales tax exemption is only allowed by vendors when IC travelers pay directly with the IC credit card (exemption does not apply when paying with personal funds or cash).
- ♦ Sales tax exemption is not expected to be used for small purchases (i.e. fast food restaurants) due to the time it takes to process at the register.

## Travel Expense Report Form (TERF)

### ***Expense receipt organization during travel and for the TERF***

#### Receipt notations

- ♦ **All** receipts need to have the following information written directly on them, either on the front or on the back of the receipt. **1)** Name of purchaser. **2)** Method of Payment. **3)** Category of purchase as determined by the Expense Report. **4)** Description of the purchase. **5)** Other pertinent information. For example, (Program Leader), IC CC, dinner with (other Program Leader) or dinner on own. **6)** If there is an international transaction fee for a credit card purchase, it should be included on the receipt per information in the next section.

#### Receipt organization

- ♦ **First, by payment method - Personal Cash, IC Cash Advance, IC Credit Card & Personal Credit Card.** When using a credit card, credit card statements are in US\$ so please note on the bottom of each receipt, the equivalent US\$ amount. Also, credit cards frequently have international transaction fees associated with them. Please note the fee next to the US\$ conversion figure. Transaction fees are included on the TERF as a part of that expense category. For example, a meal can include the itemized orders receipt, a credit card transaction receipt with a tip noted (if included in the card payment), conversion into US\$ if necessary, and the international transaction fee, if applicable. *For IC credit card charges, there is always a 1% International Fee charged.*



For IC credit card transactions, your Departmental Admin will provide this information. The IC credit card statement is in US\$, and notes the International Fee for each transaction. For reimbursable personal credit card transactions, if applicable, this information will come from your personal credit card statement.

- ♦ **Second, by Travel Expense Form Category.** A copy of a TERF form follows this section of the handbook.
- ♦ **Finally, all receipts are to be taped to an 8.5" x 11" piece of paper. This is a Travel Services requirement.** Only tape them at the top if the description is on the reverse. Receipts from more than one vendor can be taped to a single sheet of paper, BUT they need to be grouped by like categories. For example, all IC cash receipts for meals, even if there were 3-4 different eateries. It is easiest to have a single page noting all cash tips and their categories, signed by you. *Please note: The TERF does not break the payment categories down this specifically - if you'll note the column heading - but receipts will be reviewed in this manner, making this method of organization is very helpful.*

### ***Creating the Travel Expense Report Form (TERF)***

Questions can be directed to Martha Van de Wall by email: [mvandewall@ithaca.edu](mailto:mvandewall@ithaca.edu) or by IC ext. 4-1983.

- ♦ Within **5** days of return, the unused portion of the cash advance must be deposited with CFCU. A copy of the deposit must be included with the TERF paperwork. Once the TERF is complete, any cash advance discrepancies will be addressed at that time with the Designated Program Leader.
- ♦ Within **10** days of return, receipts, TERF, and Credit Card Transaction Update Request Forms must be submitted to the OIPES office.
  - After organizing receipts as noted previously, all paperwork *must* be given to your Departmental Admin who will forward original and copies of receipts and, if needed, a Credit Card Transaction Update Request Form to Martha Van de Wall, OIPES, Job 202.

Please, do not include an array of spreadsheets with your receipts. Receipts both properly documented and organized will speak for themselves.
  - The OIPES will complete the TERF. Expenses for all Program Leaders are compiled into a single TERF. All amounts due back to the traveler(s) will be combined into a single payment to the Designated Program Leader. It is then the responsibility of the Designated Program Leader to provide each Program Leader with their appropriate amount due back to the traveler. This explains why it is important to notate each individual's name on each receipt.

Some travelers feel more comfortable creating their own TERF. The Designated Program Leader can submit a copy of the TERF to be reviewed by the OIPES.
- ♦ Before the final version of the TERF is submitted for signatures by the Designated Program Leader, the same signatures as required for the TAF, a copy of the TERF will be emailed to all Program Leaders for review.

## **Financial Matters for Students**

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### **Program cost breakdown**

A copy of the finalized cost breakdown should be sent to the OIP when you provide us with your acceptance decisions. Students **must** be provided with a finalized cost breakdown for the program when they are notified of their acceptance, **before** they are required to put down the \$500 deposit. The cost breakdown should include all costs for the program, including estimates for any expenses the students will be expected to pay out-of-pocket while abroad. At a minimum, the breakdown should include the following expenses:

- ♦ Tuition
- ♦ Airfare
- ♦ Program fees which will be charged to the students' accounts (lodging, activities, food expenses, etc.)
- ♦ Personal expenses (estimate should include any food, travel, transportation, or activities you anticipate the student will be paying for out-of-pocket.)

Group leaders may choose to include daily food expenses for the students into their budget (i.e.: two meals per day); or to have the students be responsible for their own daily food expenses; or to include some group meals in the budget, but have the students pay for meals taken individually.

### **Billing, payment and refund policies**

The only fees that the student will pay directly to the OIP are the \$35 non-refundable application fee (to be paid when application is turned in), and the \$500 non-refundable deposit. All other program expenses will be charged to the student's account by the Office of Student Financial Services, and students will make payment directly to that office.

Any student who withdraws after submitting the \$500 non-refundable deposit will lose their deposit, and will be responsible for paying any other program costs beyond the \$500 (lodging deposit, airline ticket, etc.) that have already been paid on their behalf and are non-refundable. Any exceptions to these policies will be considered on a case-by-case basis, and will only be granted in the case of serious extenuating circumstances. When a student decides to withdraw from a short-term overseas program, their withdrawal can have serious ramifications on the financial stability of the program, and in certain cases may mean that the program needs to be modified or cancelled due to the reduced revenue.

The letter of acceptance that will be sent out to the students will include information about billing and refund policies, and all payment deadlines.

### **Know Before You Go**

Students must receive in advance, that is, **before they place a deposit**, a "Know Before You Go" statement listing any know risks, expectations they must meet, and the conditions they will have to accommodate while abroad (see appendix).

## **Final Details**

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### **Final program report**

A report on the program must be submitted to the OIP and to the Provost and Vice-President for Academic Affairs or the Vice-President for Student Affairs and Campus Life within two months after return. This report should include a summary of the program (successes and challenges), information about the final total cost of the program, and any other pertinent information (see appendix). If applicable, a rough plan for the following year's program should be outlined, taking into consideration any changes that will need to be made.

### **Questions and concerns**

Should you have any questions or concerns about any of the information presented in this document, or at any time during the process of putting together and running a short-term study abroad program, please do not hesitate to come to the Office of International Programs for assistance or clarification. We are very excited about the amount of interest and enthusiasm shown by Ithaca College faculty, staff and administration in the development of international experiences. Your initiatives provide important opportunities for Ithaca College students and we are enthusiastic about working with you in the development of new programs.

## Checklist and Summary

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- ☐ After consulting with your supervisor or department chair, submit Program Intent Form ([http://www.ithaca.edu/oip/intent\\_proposal/](http://www.ithaca.edu/oip/intent_proposal/)) 15 months prior to planned program implementation to the OIP, briefly describing the program you will be proposing. The submission of the program intent form should result in a meeting between the proposed group leaders with the staff of the Office of International Programs.
- ☐ As you build the elements of your proposed program and itinerary, conduct a risk assessment for all proposed activities. Identify the experience you want the students to have and why you want them to have it. Consider the educational value of the experience against all the risks involved. If the risk is high, identify other ways your students may have a similar educational experience.
- ☐ Complete and submit the program proposal form approximately 10-12 months prior to planned program implementation (refer to program proposal timeline on p. 8). Proposal and budget forms for faculty/staff-led short-term overseas programs can be viewed and downloaded at [http://www.ithaca.edu/oip/faculty\\_staff/](http://www.ithaca.edu/oip/faculty_staff/).
- ☐ The OIP will consider your application, and will contact you if any clarification or changes need to be made to the program proposal. After your application is approved by the OIP, it will be forwarded to the Provost for final approval.
- ☐ Once your proposal has received final approval, begin developing promotional materials for the program, including a brochure, poster, and web page. Depending upon availability, the OIP may be able to provide some assistance with this process. At a minimum, a simple one-page flyer with basic program information, and estimated costs and dates, should be ready for distribution to students as soon as the program receives final approval. Information about the program will be added to the OIP website once the final approval of the proposal is given.
- ☐ Begin promoting the program on campus and develop a “Know before You Go” information sheet for interested students to consider.
- ☐ Have students complete the appropriate short-term study abroad program application. Consult the OIP website for appropriate student application due dates.
- ☐ The OIP will give you access to our online application system, where you will be able to track your applicants and review applications when complete. Review the applications, consult with the OIP as necessary, and indicate your admission decisions on each student’s file (this will generate an automatic notification to the student that their application status has changed). The OIP will send out follow-up letters/e-mails of acceptance, which will contain important information about reserving space in the program, deadlines for deposit and payment, and dates for orientations.
- ☐ Make arrangements in the host country for lodging, transportation, activities, etc. If you prefer to work with an organization which can take care of these arrangements for you, OIP can suggest several possibilities (see the appendix for the list of third-party providers). The OIP can assist with making flight arrangements for transportation of the group and group leader to the program site, if such assistance is desired. If prepayment is required for any program arrangements, contact the OIP with detailed information as far in advance as possible, and we will provide assistance together with the Office of Financial Services.
- ☐ Determine which students plan to purchase a group flight ticket, if one is being offered. Relay this information to the OIP by the appropriate deadline.

- ☐ Confirm that all in-country arrangements for lodging, activities, transportation, etc. have been made. Submit a detailed program itinerary (with contact information for the entire trip) to OIP no later than eight weeks prior to program departure.
- ☐ Contact the OIP Administrative Assistant in charge of program financials, and make an appointment to complete a travel authorization form (TAF). This must be completed no later than eight weeks prior to program departure.
- ☐ Confirm with OIP that all is in order before departing for your program. Be sure to bring with you copies of the students' Emergency Medical Decision Authorization forms (with the students' emergency contact information), which will be provided to you by the OIP, and copies of the students' passports. The students' passport copies and emergency contact information for each student should be with you at all times while you are abroad with the students.
- ☐ Go! Once you and all the students have reached your destination, contact the OIP within twenty-four hours via text, phone, fax or email to inform us that everyone has arrived safely. Keep in touch with the OIP via text, telephone or email while you are gone, at least once per week, in order to keep us updated on the progress of the program. Should there be any issues, difficulties, or emergencies during the course of the program, inform the OIP right away and document the details! Submit an incident report as necessary to the OIP (see appendix). Be sure we have updated contact information on how to reach you and the students at all times
- ☐ As soon as you return, make another appointment with the OIP Administrative Assistant in charge of study abroad finances to file a travel expense report and to turn in all receipts collected for program expenses. The expense report, along with all program receipts, must be submitted to the OIP within thirty days of your return to the States.
- ☐ Write a final report about the results and success (and challenges) of the program, and submit it to OIP within sixty days of your return to the States. (refer to appendix for form)
- ☐ Start planning for the next trip!

## Appendices

1. List of Affiliates and Third-Party Providers
2. Participation of persons not directly involved with the program
3. Incident Report Forms: Injury Report and Property Loss/Damage Report
4. Final Report Form
5. Questionnaire for International Conference/Research Travel with Students ([http://www.ithaca.edu/oip/faculty\\_staff/intl\\_conf/](http://www.ithaca.edu/oip/faculty_staff/intl_conf/) )
6. Participant Medical History and Physical Exam Form - link
7. "Know before You Go" outline
8. Study Abroad Code of Conduct
9. What to do in an emergency
10. Sample program proposal form

# Appendix 1

## Third-Party Providers

*Please note: this list is in development; contractual agreements are still being finalized with some of the below listed organizations. More providers may be added in the future.*

- **AIFS: American Institute for Foreign Study** (affiliate)
- **CEA Study Abroad** (affiliate)
- **CELL: Center for Ecological Living and Learning** (affiliate)
- **CIEE Study Abroad** (affiliate)
- **IAU College** (affiliate)
- **IES Abroad: International Association for the Education of Students** (affiliate)
- **SIT: School for International Training** (affiliate)
- **Spanish Studies Abroad** (affiliate)
- **The College at Brockport: Vietnam Program** (affiliate)
- **The Education Abroad Network** (affiliate)
- **Tel Aviv University** (affiliate)
- **University of Auckland & University of Canterbury, New Zealand** (affiliates)
- **University of New South Wales & University of Sydney, Australia** (affiliates)
- **Cross-Cultural Solutions**
- **Fellowship Travel International**
- **CET Journeys**
- **ProWorld Custom Programs**

A brief description of some of the above organizations is provided to help group leaders in evaluating each organization as a possible match for program in development. OIP can also provide guidance about which organization might be best given what the group leader is planning.

### **IES: International Association for the Education of Students** (affiliate)

IES was founded in 1950, is headquartered in Chicago, Illinois, and is considered to be ‘the’ leader in high quality overseas study. Its school of record is the University of Rochester. Noted primarily for its semester and year-long programs (in Asia, Australia, Europe, New Zealand, and South America), it now offers support for customized programs.

IES can easily meet our expectations for liability coverage and risk management. Ithaca College is represented on the IES Academic Advisory Committee which ensures that the IES curriculum meets the expectations of IES member institutions. Members of the OIP staff have presented at IES annual conferences and participated in the planning for said conferences.

### **SIT: School for International Training** (affiliate)

Founded in 1932 (and formerly known as the Experiment in International Living), World Learning, the SIT parent, offers graduate degree programs, training, exchange, the International Honors Program, and study abroad programs. SIT is accredited by the New England Association of Schools and Colleges, Inc. through the Commission on Institutions of Higher Education and is headquartered in both Brattleboro, Vermont and Washington, DC.

SIT is the leader in interdisciplinary programs in “non-traditional” destinations (Africa, South of the Sahara; North Africa and the Middle East; Asia and the Pacific, Europe, and Latin America), that require student interaction with the local population (home stays and independent research projects). I would say that the SIT example and the surge of student interest after September 11, 2001, in better understanding the world has led more traditional providers like IES to branch out into less traditional destinations. SIT programs are best suited to students with initiative and independence.

**Spanish Studies Abroad (affiliate)**

Founded in 1969, Spanish Studies Abroad is a privately held corporation registered in Massachusetts. It has offices in Sevilla Barcelona, and Alicante, Spain; Córdoba, Argentina; Havana, Cuba; and San Juan, Puerto Rico. They are headquartered in Amherst, Massachusetts.

Limited geographic reach: Spain (Alicante, Barcelona and Seville), Argentina (Córdoba); Havana (Cuba) & San Juan (Puerto Rico).

**AIFS: American Institute for Foreign Study (affiliate; affiliation limited to St Petersburg, Russia program)**

In business since 1964, AIFS is a privately owned US company with wholly owned subsidiaries. AIFS is a for-profit organization based in Connecticut. It is also registered in the UK and Canada and has offices in Australia.

A provider of study abroad programs (semester, year-long, and summer) for high school students and for college students. Highly regarded in the field

**Cross-Cultural Solutions**

Founded in 1995, Cross Cultural Solutions is a non-profit 501(c)(3) organization headquartered in New Rochelle New York. CCS operates in 12 countries. Has Special Consultative Status with the United Nations

Ithaca has experience with this program in Guatemala (Park Scholars) and Morocco (MLK Scholars). Focus is internships and volunteer service in social services, education, and health; therefore, may be a good option for service projects based in student affairs as well as in academic affairs.

**Fellowship Travel International**

Fellowship Travel is a family-owned company with a mailing address in Ashland, Virginia. It is a full-service travel agency and has wholesale contracts with over 30 airline carriers.

Thirty years in business and experience assisting with travel planning and itineraries, low-cost airfares, customized tours, and service learning packages.

**CET Journeys**

CET's parent company is ATA, Academic Travel Abroad, an international travel company with over 50 years of experience. CET Academic Programs has been in business since 1982. CET Academic Programs is based in Washington, DC (1920 N Street, NW). Academic Travel Abroad was formed in 1950 and is also based in Washington, DC.

CET is the only US provider to house its students with local roommates in each of its locations. CET Provides travel, logistical support, and academic services. It also provides service learning placement and support. All programs are accompanied by a CET staff member

**Proworld Custom Programs**

ProWorld is part of Intrax, Inc (established in 1980). The headquarters for Intrax, Inc. and for ProWorld in San Francisco. ProWorld supports sustainable, collaborative and effective development projects within each host community and strives to create flexible, transparent, and mutually beneficial programs for universities.

Offers customized academic programs (summer, semester, or quarter), faculty-led group trips (one- to four week project based programs customized for the college) and internships tailored to meet the curricular requirements of the college concerned.

Community development projects are at the heart of all ProWorld programs: Construction, Health Care, Education and Literacy, Environmental Protection, Micro Business, and individual skill-based projects (internships).

## Appendix 2

**Guests of group leader guests** (not Ithaca employees, not Ithaca students) participating in College-sponsored international travel.

If you will have guests accompanying you while abroad with students, consider the following and provide a written statement with the details to the Office of International Programs.

1. Who is traveling with you? Please provide the name, contact information, age, and relationship to you, the group leader(s)
2. Have you purchased international health insurance coverage for your guests?
3. Have you consulted the CDC regarding any special considerations for guests under 18 years of age.
4. Who will be responsible for your guests while you carry out your responsibilities to Ithaca College students? Please provide that person's name, contact information, age, and relationship to you.
5. Do you accept full responsibility for the care and well-being of all of your guests?
6. Do you release Ithaca College from any responsibility for the care and well-being of your guests?
7. Have you provided an orientation for your guests on the risks, health considerations, and expectations of the program and your requirements of them, the guests?
8. Have you paid Ithaca College for their participation in the program? Please indicate the amount paid for each guest and the date payment was made to Ithaca College.



## Appendix 3a

### ITHACA COLLEGE INTERNATIONAL INJURY REPORT

Office of Risk Management  
Peggy Ryan Williams Center 319  
Ithaca, NY 14850  
Phone: (607) 274-3285 Fax: (607) 274-5717  
Email: [riskmanagement@ithaca.edu](mailto:riskmanagement@ithaca.edu)

Please PRINT or TYPE – FORM IS A CONFIDENTIAL INTERNAL DOCUMENT TO BE COMPLETED BY IC EMPLOYEE

Date of Incident:

Time of Incident:

Name of Police Dept:

Report Number (if available):

Describe Accurate Location of Incident (country, city, town, village, street address, etc.):

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#### INJURED PERSON (if more than one person injured, complete separate form for each individual):

Last Name:

First Name:

IC Employee ☐ IC Student ☐ Non-IC Person ☐

Complete Address:

Phone:

Age:

Sex (M/F):

Complete description of Incident (what happened as stated by injured person) AND description of injury (describe the type, severity, and body parts involved):

Medical Treatment Given: Yes ☐ No ☐

Will Seek Treatment Later ☐ Transported by Ambulance ☐ Transported by Other: \_\_\_\_\_

Name of Medical Facility/Address/Doctor/Phone #:

List any medications prescribed and follow-up care recommended:

Have student's parents/guardians been informed by the student, you, or other party? Please provide detail.

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#### WITNESS INFORMATION (give the full name and address of each witness):

NAME

ADDRESS

PHONE #

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NAME/TITLE/CAMPUS DEPT. OF ITHACA COLLEGE  
EMPLOYEE COMPLETING THIS REPORT:

PHONE:

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EMPLOYEE SIGNATURE:

DATE:

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## Appendix 3b

### ITHACA COLLEGE INTERNATIONAL PROPERTY DAMAGE/LOSS REPORT

Office of Risk Management  
Peggy Ryan Williams Center 319  
Ithaca, NY 14850  
Phone: (607) 274-3285 Fax: (607) 274-5717  
Email: [riskmanagement@ithaca.edu](mailto:riskmanagement@ithaca.edu)

Please PRINT or TYPE – FORM IS A CONFIDENTIAL INTERNAL DOCUMENT TO BE COMPLETED BY IC EMPLOYEE

Date of Incident:

Time of Incident:

Name of Police Dept:

Report Number (if available):

Describe Accurate Location of Incident (country, city, town, village, street address, etc.):

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#### PROPERTY DAMAGE, LOSS, OR THEFT:

Owned by College: Yes ☐ No ☐

If not owned by College, provide the following Owner's Information:

Last Name:

First Name:

Complete Address of Owner: 

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Phone:

Complete description of damage/loss (what happened, where/how property damage/loss occurred, exact damage):

Estimated Repair/Replacement Cost:

#### WITNESS INFORMATION (give the full name and address of each witness):

NAME

ADDRESS

PHONE #

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NAME/TITLE/CAMPUS DEPT. OF ITHACA COLLEGE  
EMPLOYEE COMPLETING THIS REPORT:

PHONE:

---

EMPLOYEE SIGNATURE:

DATE:

---

## Appendix 4

### Short-term International Programs: Final Report

Name of group leaders: \_\_\_\_\_

Number of students participants: \_\_\_\_\_

Course title and number: \_\_\_\_\_

***Consider the following questions in putting together your final report. This should be submitted to the Office of International Programs within 60 days of the end date of your program.***

What went well with respect to logistics ( housing, transportation, etc.)?

What surprised you (positives or negatives)?

What were the challenges (any student behavior issues or mishaps, logistical difficulties, unmet expectations)?

What will you do differently the next time?

Did the experience support your goals for student learning in the way you intended?

What do you wish you had known beforehand?

Please provide recommendations for others who are considering organizing and leading a student group abroad. We will incorporate your suggestions into the travel workshop provided by the Office of International Programs.

## Appendix 5

### Questionnaire for International Conference/Research Travel with Students

([http://www.ithaca.edu/oip/faculty\\_staff/intl\\_conf/](http://www.ithaca.edu/oip/faculty_staff/intl_conf/))

This form is available electronically at the above URL. Below is the information you will need to provide when going abroad with students for conference or research travel:

1. Destination
2. Has trip budget been approved by appropriate VP/Dean/Director (Yes/No)
3. Department responsible for funding trip?
4. Employee responsible for organizing trip?
5. Campus phone number
6. Name of conference or activity
7. Credit bearing or non-credit bearing experience?
8. Comprehensive description of conference or activity
9. Has the College participated in this program in past years?
10. Are there any special activities for students before or after the conference? If yes, please describe and conduct a risk assessment of those activities.
11. What is the role of the students on this trip? (Presenters? Observers? Participants in a specific organized activity?)
12. Date group leaves Ithaca
13. Date group returns to Ithaca
14. Dates group will be staying at trip destination
15. If all/some of the travelers are not departing or returning directly from/to the College, please provide details
16. Does a contract currently exist with a third party for any portion of the conference or activity?
17. Name of program/conference with complete contact information (address, telephone, email)
18. Does a housing/lodging agreement currently exist with a third party?
19. Housing/lodging – full name with complete address and contact name and phone
20. Any fees associated with the participation of students? If so, provide details
21. Who will be paying the cost of student participation? How much will student pay? How much will department pay, if any? If neither the student nor the department is paying, specify who is covering the costs and how much they will pay.
22. Total number of students participating
23. Are all students participants Ithaca College students? If not, provide details.
24. Total number of trip leaders
25. Names of trip leaders
26. Are all trip leaders College employees?
27. If not all trip leaders are College employees, explain their involvement and provide names and affiliation with College.
28. Will all students and trip leaders stay at the same lodging facility? If not all travelers will lodge together, provide details
29. Mode(s) of transportation during trip. Provide details regarding use of any chartered bus, any type of watercraft or boat transportation provided by third parties, etc.
30. If trip participants will be operating College vehicles or rental vehicles, are all drivers College-approved drivers? If unsure, contact Risk Management
31. What services will a third party be providing? For example, arranging lodging, providing supervision, providing meals, offering instruction for recreational event, etc.
32. What are the College's obligations, if any? For example, provide volunteers; assist with coordinating program, etc. Provide details.
33. Will any equipment owned by the College be taken on this trip? Provide details.
34. Additional comments, information, or clarification on any of the above responses.

## Appendix 6

**Participant Medical History form is currently being developed. Check with the OIP for further information.**

This form will require students to provide relevant health information, and provide evidence of a physical exam done within 12 months of the planned travel date. A physician must sign off on the form and attest that the student is medically cleared for participation in the short-term program.

## Appendix 7

### **“Know Before You Go” template**

This information should be customized for each program and provided to students before they pay a deposit to hold their place in the program.

1. What are the known risks? (Crime, disease, transportation, water, etc.)
2. What precautions should students take in advance? (Immunizations, etc.)
3. What is expected of students regarding their behavior, physical fitness, and adaptability to local customs? No use of drugs, alcohol or smoking permitted?
4. What conditions and circumstances will have to be accommodated by all students? For example, climate, altitude, (un)sanitary facilities, (rough) housing, limited or no strict vegetarian/vegan food available; limited access to medical facilities; wildlife, vegetation, and insects; extensive walking and/or hiking, etc. Might students in public spaces be subject to what would be considered verbal sexual harassment in the US?
5. Limited and abbreviated due process while abroad (see p. 13 of this guide for more details on this, as well as Appendix 8, the Study Abroad Code of Conduct)
6. Applicability of the Ithaca College Student Conduct Code, as well as the Study Abroad Code of Conduct
7. What is the program release date after which students and guardians assume full responsibility for the student, whether abroad or in the United States?
8. Estimated cost (what is included, what is not included, approximate amount of funds students will require for out-of-pocket expenses once abroad).

## Appendix 8

### Study Abroad Code of Conduct

#### STANDARDS of CONDUCT for PARTICIPANTS in ITHACA COLLEGE-SPONSORED INTERNATIONAL PROGRAMS

Travel and study in a different country and culture can be among the most challenging, exciting, and rewarding experiences of a college student's life. Ithaca College students are strongly encouraged to study abroad for a summer, semester, or year during their course of study at the College. Students are also invited to participate in short-term international programs led by Ithaca College faculty or staff. Students should note, however, that participation in international study and experiential learning is a **PRIVILEGE**, not an entitlement. Participants will be expected to maintain certain standards for academic and personal conduct which are appropriate to the country and program of study, and to comply with the regulations in the Ithaca College Student Conduct Code.

Ithaca College, its administration, faculty, and staff have established relationships with individuals and institutions overseas over the course of many years. The College places great value on these institutional relationships and wishes to maintain them. The personal conduct and academic performance of our students while overseas has the potential to enhance or diminish such relationships and partnerships. Thus, Ithaca College will enforce regulations which are defined in the Ithaca College Student Conduct Code as well as standards and expectations of conduct specific to international travel, study, experiential learning, and the program in which the student is involved. The regulations, standards, and expectations in effect for study abroad students shall apply to all conduct while on any and all lands or facilities owned, leased, or operated by Ithaca College, as well as at any location where a student is engaged in a college activity. Examples include, but are not limited to, travel on academic field trips, internships, service-learning or other College sponsored or coordinated travel, and participation in College sponsored activities or events off campus.

#### **Special Provisions**

Participants in international programs will be required to attend mandatory orientation sessions designated for the student's particular program of study as well as general sessions on safety, security, and preparation for travel. Participants will receive an oral and written presentation to include cultural norms, regulations, standards, and expectations for personal conduct, and other pertinent information. Students will be expected to conduct themselves in accordance with these regulations, standards, and expectations.

Ithaca College reserves the right to administratively dismiss any student participating in an Ithaca College-sponsored program if the student's conduct is determined to violate college regulations, standards, or expectations; jeopardize his/her own safety; threaten the safety or rights of another individual(s); violate a country's cultural norms or customs; or places the program at risk by undermining the College's reputation abroad. Should a student be dismissed from an international program, he/she may or may not be able to enroll in courses at the Ithaca College home campus depending upon both the specific nature of the student's violation abroad and on the timing of the student's dismissal from the program overseas. If the student is not able to enroll at the Ithaca College home campus at the time he/she is administratively dismissed from the study abroad program, he/she will be required to take a Leave of Absence for the remainder of the semester until he/she can re-enroll.

## **Hearing Process**

Failure to abide by the Ithaca College Student Conduct Code and/or all statements of responsibilities, standards, and expectations set forth by the Office of International Programs may result in judicial action and the loss of the privilege to participate in the international program.

If a student is found to be responsible for violating the regulations, standards, expectations of the overseas program or the Ithaca College Student Conduct Code, or is determined by the College to be a risk to him/herself, others, or to the program itself, the College reserves the right to administratively dismiss the student from the college sponsored activity or program. The student may be subject to an abbreviated preliminary review process prior to dismissal depending on the reason for dismissal, and may be subject to a full hearing after dismissal from the overseas experience and the student's return to the Ithaca College campus in Ithaca. If the student is administratively dismissed from the program, the student may also be subject to judicial action depending on the nature of the violation. Arrangements for a judicial hearing with the student removed from the program will be made through the Ithaca College Office of Judicial Affairs.

Parents of students who are administratively dismissed from a College sponsored program will be notified of the action taken by the College. Students who are administratively dismissed from a program are not eligible for any refund of tuition, room and board, or program fees.

If a student violates the regulations, standards, or expectations of the program and/or the Ithaca College Student Conduct Code, but the conduct does not warrant removal from the program, the student will be contacted by the Ithaca College Office of Judicial Affairs to have his/her violation handled through the judicial system. The Ithaca College Office of Judicial Affairs will contact the student in writing and outline the charges against the student, the regulation(s), standard(s), or expectation(s) allegedly violated, and provide him/her with an opportunity to respond and provide information relevant to the charges.

A student's prior judicial history with Ithaca College will be taken into consideration in determining an appropriate sanction for any violation(s) of the Ithaca College Student Conduct Code or of any statements of responsibilities, standards, and expectations from the Office of International Programs. Similarly, any judicial sanctions imposed due to conduct while a student is participating in Ithaca College sponsored international programs will become a part of a student's Ithaca College judicial record.

Acts of academic dishonesty by students participating in a College sponsored program and associated sanctions will become part of a student's Ithaca College judicial record.

*Your signature below indicates that you have read, understood, and accepted the terms of this document in its entirety as a condition of participation in Ithaca College off-campus programs.*

---

Student name (print)

---

Student Signature

---

Date

---

Parent/Guardian name (print)

---

Parent/Guardian signature

---

Date

## Appendix 9

### What to do in case of an emergency while abroad

In an Emergency:

- 1- Secure all students in a safe place. If the emergency involves injury to a student, one group leader should stay with the concerned student at the hospital while the other group leader stays with the group.
- 2- Assess your situation and the in-country resources you can draw upon to help you with this particular emergency (do you need a translator, transportation, a way out of the city or country?).
- 3- Call the Ithaca College Office of Public Safety (from abroad: 001-607-274-3333) and the Office of International Programs (from abroad: 001-607-274-3306). The Office of International Programs will work with other offices on campus to provide advice and assistance.
- 4- When you have a moment, write down the details of the emergency to the best of your ability. Use this information to complete and submit an incident report.



## Appendix 10

### SHORT-TERM INTERNATIONAL PROGRAMS

#### Program proposal

This Short-Term International Program Proposal form is to be used by **all** Ithaca College faculty and staff who plan to lead an individual student or groups of students (a team, a class, a student organization) outside of the United States for **any reason affiliated with the College** (including but not limited to credit-bearing courses, non-credit bearing courses, athletic events and competitions, music performances, research or field work, community service or service learning, program affiliated travel, or for any other reason where the faculty or staff person travels with students in an official capacity representing the College).

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**Please submit proposal to the Office of International Programs by the following deadlines:**

- For 2017 fall break/Thanksgiving break programs: November 30, 2016
- For 2017-18 winter session programs: March 15, 2017
- For 2018 spring break programs: April 15, 2017
- For 2018 summer session programs: May 31, 2017

*Note that thorough review of this proposal will require considerable time, and therefore the earlier it is submitted the better for all parties concerned.*

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**All International Program proposals must be endorsed by the appropriate individuals before they can be reviewed and approved by the Office of International Programs. Required signatures are listed on page 3.**

Faculty/Staff Group Leader \_\_\_\_\_ Department/Division \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone \_\_\_\_\_  
Estimated number of students \_\_\_\_\_ Number of faculty/staff accompanying group \_\_\_\_\_  
Location of program \_\_\_\_\_ Dates of program \_\_\_\_\_

**Please consider the following questions, and attach requested information to this form:**

1. Is this program credit-bearing? If so, how many credits, and what is the course number & title? Attach course syllabus to the proposal.
2. If this program is not credit-bearing, is it tied to a semester-length, credit-bearing course? If so, which course?
3. Provide a description of the international program. Include:
  - a. Goal of the program and how it relates to the mission of your department and/or IC 20/20 and the broader mission of the College.
  - b. Travel itinerary: Include all locations and planned activities for each day.
  - c. In-Country travel: Include details of the types of transportation that will be used for travel within the country. If services will be contracted, include the contact information for the company you will use.
  - d. Lodging: Include contact details and a description of the type of accommodations that will be used.
  - e. Equipment: Include a list of any Ithaca College equipment or property that will be used for this trip.
4. Provide information about your previous background in the country that you will be visiting. Address how much time you have previously spent in the host country, and dates of your last trip there. Also address the in-country staff you will be working with (individuals, guides, organizations, translators, drivers, etc.) to support in your activities and travel throughout the country). If the primary language spoken there is not English, please also indicate your level of fluency in the primary language of that country, and/or your plans for an interpreter/translator.

5. While abroad with students, it is your responsibility to insure that students are appropriately supervised. With this in mind, please discuss any plans you may have for your time in the host country that are not directly related to the program (i.e. research projects, independent activities, etc.)
6. List any other adults traveling with the group who will be directly involved in the program in an official capacity (i.e. have responsibilities for group supervision, etc.). Provide information about the individuals involved, their connection to Ithaca College, their planned involvement in the program, and how their expenses and/or stipend will be covered. If the program is approved, any changes to this list must be submitted to the Office of International Programs prior to travel.

Name	Official capacity with the trip (co-leader, translator, chaperone, etc.)	Connection to IC (faculty, staff, student, alumni, no affiliation)	Responsibilities	Expenses to be covered by the College?

7. Please indicate if an individual who is not directly involved in the program (i.e. spouse, partner, family member) will accompany you on this trip. (Please note: If children under the age of 18 will be accompanying you, there must be another adult present who will be able to care for them while you are involved in program activities)

Name	Relationship to group leader	DOB

8. Complete and submit a Budget Worksheet and a detailed cost breakdown. The budget worksheet (in Excel) is available at [https://www.ithaca.edu/oip/docs/sa\\_faculty\\_staff/stsa\\_budget\\_template/](https://www.ithaca.edu/oip/docs/sa_faculty_staff/stsa_budget_template/)

**Faculty/Staff member:** Please sign and secure permission to submit your proposal for review and approval.

***Park School faculty:*** submit proposal form to the Associate Dean after obtaining the Department Chairperson's signature, and note that Park School equipment cannot be used for study abroad programs.

**For the Faculty/Staff member:**

*The information and cost breakdown included in this proposal are accurate as of the date of submission. I understand that any changes to the information contained in this proposal must be approved by the Office of International Programs and Extended Studies and the Provost/Vice-President for Educational Affairs prior to travel.*

\_\_\_\_\_  
Faculty/Staff Member

\_\_\_\_\_  
Date

**For the Department Chair/Supervisor/Program Director:**

*By signing below, I attest that I have thoroughly reviewed this proposal, and agree to its submission. I know of no reason why this faculty/staff member should not be permitted to take students abroad.*

☐ Recommended for submission

☐ Not recommended

Department Chairperson/Supervisor/Program Director

Date

**For either the Dean of School OR Associate Provost for Student Life:**

*By signing below, I agree to the submission of this program proposal for review by the Office of International Programs and Extended Studies (OIPES) and approval (or denial) by the Provost/Vice-President for Educational Affairs, based on the recommendation of the OIPES and the best interests of Ithaca College. I know of no reason why this faculty/staff member should not be permitted to take students abroad.*

☐ Recommended for submission

☐ Not recommended

---

Dean of School

Date

**OR:**

☐ Recommended for submission

☐ Not recommended

---

Associate Provost for Student Life

Date

**Faculty/Staff member:**

**After obtaining the above signatures, submit proposal to International Programs and Extended Studies.**

---

**For the Director of Study Abroad and Assistant Provost:**

*The signatures below indicate that the proposal has been carefully reviewed, any apparent concerns arising from the proposal document have been properly addressed, and that the signators are confident that reasonable care has been taken in addressing due diligence on behalf of the College. By signing below, we agree to the submission of this proposal and understand it will be subject to further review in order to be considered for approval by the Provost/Vice President for Educational Affairs.*

☐ Approved

☐ Not approved

---

Director of Study Abroad

Date

☐ Approved

☐ Not approved

---

Assistant Provost for International Programs and Extended Studies

Date

---

**For the Provost/Vice-President for Educational Affairs:**

*The signature below denotes institutional approval to proceed with program implementation as required by the Office of International Programs and Extended Studies.*

☐ Approved

☐ Not approved

---

Provost/Vice-President for Educational Affairs

Date