

Marshall University
Center for International Programs

Faculty-Led Study Abroad Program
Manual



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Table of Contents

Introduction.....	3
Creating Your Program	4
Resources.....	4
Considerations.....	4
Factors to Keep in Mind	5
Approval Process.....	6
Proposal Guidelines	6
Tips for a Good Proposal.....	9
Faculty Role	9
Advertising Your Program.....	9
Academics.....	10
Financial Matters	10
Health and Safety	11
Helpful Resources.....	12
Emergencies.....	12
Insurance.....	13
Medical Responsibilities	13
Prescriptions	13
International Student Identification Cards (ISIC).....	13
Pre-Departure Orientation	13
Inappropriate Student Behavior	14
Reality Check	15
Program Report.....	15
Other Policy Reminders	15
Disability Statement.	15
The Family Educational Rights and Privacy Act (FERPA).....	15
Student Handbook.....	15
Appendix A- Emergency Protocol.....	16
Appendix B- List of Program Providers	19
Course Example.....	28
Faculty-Led Study Abroad Program Inquiry Form.....	30
Faculty-Led Study Abroad Program Proposal Form	31
Faculty-Led Study Abroad Program Student Application Form	33
International Travel Vaccinations and Inoculations.....	34
Waiver and Release Agreement	36

Introduction

Welcome fellow world travelers!

Thank you for your interest in leading a study abroad program. Study abroad is a truly enriching experience that allows our students to grow and develop knowledge in ways that cannot be done in the classroom. Leading a program like this can be a very rewarding experience for both faculty and students. For many this may be their only opportunity to see another part of the world. By making this kind of program available to them, you have opened the door to new possibilities. The Center for International Programs commends you on your international endeavors. We would like to provide you with the tools to succeed as you embark on this new and wonderful adventure.

This manual is meant to be a guide for you to use during any stage of your program. For many the idea of taking a group of students overseas can be overwhelming, but this manual is meant to put your mind at ease by clearly explaining each step of the process. It will provide you with helpful information on how to get started, how to market your program, how to run your program efficiently, who you should contact, and what the important issues are when taking students abroad. Use this manual to guide you as you work on developing your course. Our office is also happy to offer support in a variety of ways, from helping promote your program to meeting with you one on one to keep you on track as you create your program. Should you have any questions please feel free to contact us at 304-696-2379 or gallagherk@marshall.edu. We wish you happy and safe travels!

**Sincerely,
The Center for International Programs
Study Abroad Office**

We would like to kindly acknowledge the following references as sources for this document: Faculty Guidelines for Developing Short-term Study Abroad Experiences, St. Vincent College, Latrobe, PA, The Forum on Education Abroad, NAFSA's Guide to Successful Short-Term Programs Abroad, and Faculty-Led Study Abroad Programs Guide, Clemson University.

Creating Your Program

RESOURCES

If this is your first time leading a faculty-led short term study abroad program, you should consider consulting the following resources:

- Center for International Programs OM 320
- Colleagues at Marshall who have led a study abroad program
- On-line manual, “How to Create a Sustainable Study Abroad Program”
<http://www.studyabroad.com/nafsa.html>
- IIE Passport: Short-term Study Abroad book (CIP OM 320)

CONSIDERATIONS

When beginning to develop this kind of program you should take into account the following questions:

Where do you want to go?

What do you hope the students will learn?

How do you anticipate the students will benefit from this experience?

How do you plan to teach the students by taking them abroad?

When exploring the option of developing a program, faculty leaders are encouraged to meet with Dr. Clark Egnor or Kylie Gallagher to discuss the concept of the program, especially those who have not led a study abroad course in the past. Faculty leaders are welcome to submit the inquiry form on page 24 to begin early discussions of the possibility of the course before too much time is spent developing a full course proposal. Faculty leaders should also discuss plans with the Department Chair and Dean early on in the developing stages of the program.

Crucial steps to follow within the course proposal process involve logistics, travel planning, and an academic overview. Keep in mind while developing your course that the University’s academic policies and procedures for courses apply to all study abroad courses as well. The essential part to consider is the course objective and the program overview. These include academic expectations, pre-departure requirements, methods of instruction, housing and meals, transportation, tentative itinerary, and how everything fits together as a whole. The key is to have a proposal with an equal balance of academic value and affordability.

After having preliminary discussions with someone in the Center for International Programs, the Department Chair, and Dean, prospective faculty member(s) must submit a proposal form. See page 25 for the proposal form.

FACTORS TO KEEP IN MIND

The following are some topics for faculty leaders to consider when forming a course proposal in more detail.

1. Location

Many faculty members choose a location in which they are familiar. It is helpful if faculty leaders already have contacts within the country or perhaps it is a country where leaders have done a lot of research on in the past. The location should directly relate to the course being offered. It should also be an appealing destination to generate student interest.

2. Academics

It is important to think about what kind of academic experience you want to provide to students. The participants should be able to encounter a variety of things that will enhance the academic validity of the course. Excursions should be offered to places that will enhance and compliment the focus of the course. Faculty leaders should emphasize the value of having the students travel to this international location to further their learning experience. In other words, explain why this is a course that needs to be taught abroad and not on the Marshall campus.

3. Assessment of Interest and Need

It is helpful for faculty leaders to assess the student interest level for the program by asking a select group of students if they would be interested in taking a course such as the one being proposed. Leaders do not want to offer a course in a place that would not be of interest to students. Faculty leaders will need to decide if the course should be offered to a specific discipline or the entire campus. This will determine the level of interest in a variety of ways and will provide more direction to the faculty leader.

4. Length of the Program

The length of the program will determine a variety of things including cost, time, and level of interest. Most short term programs are offered anywhere from one to five weeks. It is important to pick a time frame that will allow students to gain a worthwhile academic experience for the most affordable price.

5. Safety

Safety is a very important issue when traveling with students. Faculty leaders may want to ask if the area is safe for travel. More information on the country and the safety of Americans traveling within that country can be found by checking with the U.S. Department of State and the Center for Disease Control.

6. Country Entry Requirements

Students will all need passports for their course abroad. They may be required to have other things, such as certain immunizations, entry visas, copies of birth certificates, or other forms of ID. Be certain that you know what will be expected and if they are attainable in a short amount of time.

7. Meals and Housing

Where will the class be staying abroad? Where will the group be eating while away? There are a variety of ways to plan this, including program providers (for more information see Appendix B on page 19) or working with a travel agency. Most travel groups do breakfast, and nearly all dinners, together with lunch done individually in order to maximize time.

8. Transportation

Marshall University will adhere to the Fly American Act enacted by Title 49 of the United States Code, Subtitle VII, Part A, subpart I, Chapter 401, 40118 - Government-Financed Air Transportation (http://uscode.house.gov/download/title_49.shtml).

Once the class arrives at the destination, faculty leaders need to have a plan for transporting a fairly large group around to all excursions. This needs to be planned in advanced and be the most efficient way possible to get the group around—on foot, by bus, or by car. Whatever mode of transportation is chosen, safety should be most important.

9. Advertisement

Once faculty leaders have created this course, a marketing strategy is necessary. How are leaders going to get the word out to students about this trip (often times a very brief amount of time)? There are a variety of options: flyers, brochures, holding informational meetings, or doing classroom presentations. Faculty leaders should have a strategic plan in place. Promotion is one of the biggest issues you will face in creating the program.

Approval Process

Once faculty leaders complete their proposal, with the Department Chairs and Dean's approvals, it should be submitted to the Center for International Programs to Dr. Clark Egnor or Kylie Gallagher. Please type and submit a 'hard copy' with the appropriate signatures to the Center for International Programs. A faculty committee will review the proposal, and take into consideration the following components: academics, cultural aspects, finances, and logistics. Ideally faculty leaders should allow a year from the time a proposal is submitted to the actual trip. The proposal form can be found on page 25.

Depending on how faculty leaders have opted to set up the program, a copy of the approved trip proposal will be sent to the Bursar's Office to arrange an account number for the specific trip if necessary. A copy of the approved trip proposal will also be sent to the Registrar's Office should the course need to be assigned a separate course number.

PROPOSAL GUIDELINES

Proposals for the course abroad should include the following information in order to be approved by the committee.

- Clearly state the purpose and outcome of the program abroad. Please describe in detail how the academic curriculum will be enhanced and further reinforced by this course being offered in an international location. Explain the educational objectives of the course and

how it will enhance the students' studies if particular to a certain discipline. Faculty leaders will also want to address how these objectives will be met.

Course examples:

Poets and Their Places: Ireland's Literacy Landscapes

(St. Vincent's College, Latrobe, PA)

This course studies the poetry, plays, and fiction of W.B. Yeats, Seamus Heaney, Brian Friel, and James Joyce. It examines the legacy of place and how the landscape of these men shapes their artistic development. They, like us, inherit the beliefs, symbols, and behaviors of their surroundings. In their artistic development, they work to synthesize the demand of their place, which cannot be ignored, and the demands of their individual selves. This course travels to Galway because of its associations with W.B. Yeats and Lady Augusta Gregory, the founders of the nationalist Irish Literacy Theatre; to Sligo to understand its shaping force in W.B. Yeats' fascination with Irish myth, legend, and folklore; to Derry (Londonderry) in the North, the shaping ground for both the playwright Brian Friel and the poet Seamus Heaney; and to Dublin, the city that provided James Joyce with his only subject matter.

Ecology in Costa Rica

(Chatham University, Pittsburgh, PA)

This course is designed to give biology and related majors a clear understanding of tropical ecology and its conservation. The goals of the program are to offer students a comprehensive view of the tropical systems through theory, empirical patterns, hands-on exposure, taxonomy of major groups, and direct experimentation. These goals are achieved through science coursework in English, Spanish language, and travel to various ecosystems. Conservation is stressed and combined with language and culture.

- Please attach a syllabus or potential syllabus for the proposed course and the most up to date itinerary available to share with the committee at this time.
- If faculty leaders plan to incorporate excursions or cross-cultural activities into the course, please attach a list of them and the value that they have for the course. In the explanation, emphasize the connections between the academic course work, excursions, and field trips. This could include any kind of guest lecture, homestay, or local event that the group will attend, or any interactions with the host culture and people.
- It is important to include any pre-departure preparations that may need to be done to help the students. Faculty leaders could plan to address this by holding several information sessions. If so, we need to know what the purpose of those sessions will be. The purpose may include things like preparing students for the culture and history of the region or sharing language phrases to help them get by during their time abroad.
- Be sure to include the anticipated number of students for the class and the number that must be met in order to implement the trip.

- A detailed program budget will need to be attached to the proposal to show exactly how the financial side of things will work for each particular program. (See the example below.) If faculty leaders are working with a program provider they should also be able to provide an in depth budget sheet to share with the committee. In order for your expenses to be covered by the trip, you will need to determine the exact number of students necessary to counterbalance your expenses.

Things that should be included in the budget:

- airfare
- accommodations for participants
- breakfast and some dinners
- land transportation
- admission fees for any cultural activity
- miscellaneous (emergency funds, gratuities, etc.)

- In addition to the budget, attach the expected cost of the trip for each student. This should be broken down to a simple form so the cost, and how it was determined, can easily be explained to students and parents.

The program should cover its expenses; meaning they should “break even”

$$\frac{\text{Faculty member + chaperone expenses + fixed program costs}}{\# \text{ of students}} = \text{program fee per student}$$

Budget Example: Be sure to include the total cost to the student.

Per Person Expenses	Cost	Prepaid	Paid while abroad
Roundtrip Airfare	\$		
Airport Transfers	\$		
Housing	\$		
Meals	\$		
In-country Transportation	\$		
In-country Travel	\$		
Entrance Fees	\$		
Anticipated Out-of-pocket Faculty Expenses	\$		
Other Fees/Expenses	\$		

Fixed costs: things that are not going to change no matter the number of students

Variable costs: cost depends on the number of students participating

- Faculty leaders will also want to include information about medical facilities in the area where traveling will occur. Please list addresses and contact information so we are able to see leaders are prepared to handle a situation, should it arise. It would be helpful to include the nearest embassy and any other useful safety information.

TIPS FOR A GOOD PROPOSAL

1. State the goals and objectives very clearly, using the least words possible.
2. Be sure to emphasize the educational value of teaching this course abroad and why it is crucial to be taught overseas.
3. Submit a detailed budget firmly outlining all possible expenses for the program.
4. Display how well prepared and organized you are to run this trip.
5. Show that you have thought of all possible issues that could occur while abroad.
6. Do research on the location, accommodations, and excursions you will be taking while there. Be able to elaborate on the academic value of each day trip that is arranged within the course.

Faculty Role

The faculty leader and co-leader often have to do many jobs besides just teach. Leaders may act as the tour guide, counselor, financial advisor, nurse, and resource person.

It is important to be sure you are up to the task because taking students abroad is a huge responsibility. Characteristics that leaders and co-leaders should possess include possible international experience (with or without students), acceptance of the responsibility required to develop the abroad program, flexibility, sound judgment, good leadership skills, and the ability to work well with students for an extended period of time. The most important thing to remember when taking students abroad is that the workload is much larger than just teaching a course here at Marshall. A faculty leader's number one priority is to be available to the students in case of an emergency at any hour of the day for the entire trip.

Advertising Your Program

Ideally it is best to begin marketing the program at least two semesters ahead of when it is to be offered. You need to be prepared to do a lot of advertising and go at it full force.

BROCHURES/ FLYERS

Create a colorful and informative brochure on the program and make it available for people to see: on your office door, in the reception area, in your classes, etc. If your department holds tables at any of the events on campus make sure that the brochure is displayed there. The Study Abroad Office hosts a Study Abroad Fair once every semester and has one table dedicated to our faculty-led programs. We would be happy to promote yours as well. Create flyers that are eye-catching and give a brief description of the course being offered. Flyers should be placed anywhere potential students may see them. If a certain major or area of study focus is to be targeted, be sure to hang flyers in that particular department and the locations of all classes for the major.

CLASSROOM PRESENTATIONS

Classes are a wonderful target because they are a captive audience. Talk up the program within your classes and ask colleagues if you can do a brief presentation in their classes. The key to selling

it is to show enthusiasm for the program. If you are excited, the students will be too. Share your excitement and passion about the program and it is sure to sell itself to the students.

INFORMATION SESSION

This is a great way to get students interested. Remember to include all the main selling points: itinerary, costs, syllabus, objectives of the course, and so on. Students will come with questions and it will be easy to obtain an idea of how many students might possibly take the course. It is suggested to offer the information session early on in the semester before the course will be offered to students. This is also the perfect opportunity to distribute applications to interested students. The Study Abroad Office would be happy to assist you in creating an application for your program. Please feel free to ask for help, no need to reinvent what is already created.

Academics

There are a number of ways to set up your course at Marshall. Faculty leaders will need to decide what the best option will be for you. Faculty leaders may want to speak to colleagues who have led trips abroad in the past to hear what they have done. Here are some possible options:

- Set up a course to be taught during the semester which would meet regularly and teach the course before going abroad, taking the trip at the semester's end. The students would receive their grades a bit late due to the fact that their final project would be completed on the trip.
- The course could be taught during the semester with students going abroad during Spring or Fall Break.
- Arrange for the course to be offered during the Summer Session, meet with the students 2 or 3 times prior to the trip and then have the majority of the course taught during the time abroad. **This would be an additional cost to the students.**

Financial Matters

FOR STUDENTS

Students will pay a non-refundable deposit, preferably in first month of the semester. This will provide an idea of how many students are seriously committed early on in the semester. Students' money can be collected in a variety of ways—they can turn it into the faculty member or the Center for International Programs or directly to the program provider. Students should be sure to receive a receipt for proof of payment. Students will need to have the trip paid in full 90 days prior to departure.

Example: If the trip will be offered in January:

- Application and deposit are due by mid September
- Final payment is due before Thanksgiving break in November
- We are able to pay the provider or travel agency upon receiving final payments
- Faculty keep a log of expenditures and receipts should they need to be reimbursed for anything upon returning home

MURC ACCOUNTS

In the past faculty members have worked with the Marshall University Research Cooperation to run their study abroad programs. If this is something that would be desirable to you, please follow the steps listed below and refer to the examples located in Appendix C.

- First you must obtain approval for your program from the Academic Affairs Office.
- Contact the MURC Pre-Award office and receive a study abroad contract template to edit and fill in all relevant information for your program. **Please be aware of the 5% Indirect Cost Rate to all study abroad programs.** Once you have the contract drafted properly, you will need to submit the contract along with a program brochure with the Authorization to Submit Form <http://www.marshall.edu/murc/forms/Authorization%20to%20Submit.pdf> for administrative review and approval. The Authorization to Submit Form requires your signature (PI), your Chair, Dean and Vice President of Academic Affairs signatures before being submitted to MURC for the final review and approval.
- Once MURC has completed the final review and approval they will send the agreement to the other institution for review and approval and request that the agreement be returned to MURC for final execution.
- After you receive MURC approval, they will send you to the Post Award section of the website to set up the appropriate account for this program. Here is a link to the Post Award website <http://www.marshall.edu/murc/posta.htm>. From here you will go to the link for Post Award Forms and MURC will tell you what forms you will need to complete to have your account set up.
- Marshall University will adhere to the Fly American Act enacted by Title 49 of the United States Code, Subtitle VII, Part A, subpart I, Chapter 401, 40118 - Government-Financed Air Transportation (http://uscode.house.gov/download/title_49.shtml).

CANCELLATION POLICY

If a student withdraws from the program between the first payment and the final payment he or she will lose their deposit. After the final payment is due, the entire cost of the trip becomes non-refundable, unless there are extenuating circumstances.

The University, faculty members, and Center for International Programs reserve the right to cancel the program at any given time without notice. There could be a variety of reasons for this, from terrorism to disease outbreak, any sort of thing that would create a higher risk of student safety. If the university cancels the trip, students will be refunded in full.

Health and Safety

It is important to remember that taking students abroad requires spending a large amount of time on their safety. If the desired location has even the smallest suspicion of political unrest, unsanitary conditions, or any other reasons to question the safety of students while there, the destination should be reconsidered. Faculty leaders can avoid this by doing an adequate amount of research

about the country and by making contacts within the region to familiarize you with everything about this area. In short, become an expert because students and their families are going to expect faculty leaders to have a great deal of knowledge about this area.

HELPFUL RESOURCES

- Department of State: <http://travel.state.gov/>
- Centers for Disease Control and Prevention <http://www.cdc.gov/travel/>
- Students need to register with the nearest US embassy:
http://travel.state.gov/travel/tips/registration/registration_1186.html
- Be sure to have the contact information for the nearest Consular Officer at your location, this person can be of assistance in terms of illness, natural disaster, evacuations, etc.

EMERGENCIES

As a leader of a program abroad, you will need to be prepared to handle emergencies should one occur while abroad. It is vital to follow procedures that demonstrate a mature and responsible method of action in order to provide the students with safety and consistency while abroad. It is important that we take the appropriate measures to limit the University's legal liabilities as well. Keep in mind, it is easier for leaders to defend the actions taken than defend actions that were not taken during an emergency.

Emergencies are situations that create real risk to, or have already affected, the safety and well-being of the students. Some examples of these are robbery, sexual assault or rape, disappearance of a student, physical assault, severe illness, hospitalization, terrorist attack, natural disaster, arrest, or any legal action. Faculty leaders should try to prepare for all possible emergencies as best as you can in order to protect the safety of the program participants. Faculty leaders will need to do whatever is necessary—from obtaining immediate medical attention to embassy intervention. It is crucial to explain to the students that they must inform leaders about any emergency and keep track of all events that have occurred.

To better prepare yourself for emergency situations, it is useful to practice with hypothetical situations. Consider what you would do in the following situations:

1. A student drank way too much and is unconscious, what would you do step by step?
2. Your co-leader is very sick, needing medical attention, where do you take them? And what do you do with your group?
3. You lost Cindy; no one knows what happened to her after you left the museum. What do you do? Who do you contact?
4. There is an earthquake in Greece while you are there, what steps do you take to ensure the group is safe and how do you contact everyone at home?
5. A student has had all of their money, credit cards, and passport stolen, who do you contact to help her replace her passport and cancel her credit cards?

If necessary, contact the closest U.S. Embassy or Consulate and follow their recommendations. In the event of an emergency, please contact Public Safety: 304-696-4357. The second call should be to Dr. Clark Egnor cell: 304-654-3155 or Kylie Gallagher cell: 724-272-4358

Communication is key in these situations and we want you to know that you do have someone to call and count on. We will work with you to find the best solution. For more specific information on **Emergency Protocol** see Appendix A on page 16.

INSURANCE

All students going abroad must have insurance while they are outside the U.S. Proper abroad coverage includes: emergency medical transportation, sickness/hospital benefits, accidental death and dismemberment, repatriation of remains, and evacuation coverage. All students are responsible for obtaining their own insurance coverage this includes, but is not limited to, medical insurance, personal property insurance, emergency evacuation insurance, and travel insurance. Prior to departure, all students must provide the Study Abroad Office with a certificate of insurance from their insurance provider. If students need to buy insurance the Study Abroad Office can provide them with a list of affordable insurance providers. The list of providers is included in Appendix B on page 20.

If students are required to receive any vaccinations before travel, be sure to have them fill out the vaccinations form on page 30. Further information will be given on this subject upon meeting with the Study Abroad Office in the planning stages of your program.

MEDICAL RESPONSIBILITIES

Faculty leaders should inform students of the possible risks involved with international travel and that the university does not have any responsibility in paying for medical costs of its students abroad. If a student becomes hospitalized while abroad, it is their sole responsibility to pay all fees, not the university. Students who have severe medical conditions should consult their physician prior to participating in this kind of program.

PRESCRIPTIONS

If a student takes any medication, he/she will need to have enough to last the duration of the course. It is also a good suggestion for them to obtain a note from their doctor explaining their medication should they be stopped for any reason during travel. This includes optical prescriptions too.

INTERNATIONAL STUDENT IDENTIFICATION CARDS (ISIC)

This card can be purchased for \$22.00 through the Study Abroad Office. It is a helpful ID card for students because it does provide them with limited insurance. It should not be viewed as a primary insurance coverage. Students with the card also receive discounts on tours, museums, and cultural sites throughout Europe, Asia, and Latin America. If you plan on doing several tours it may be helpful for students to receive the discounted fee and save a little money.

Pre-Departure Orientation

Faculty members taking students abroad are required to have at least one meeting prior to departure. Meeting before the trip is a good time for everyone to get to know each other as well as a good time to collect information from the students while everyone is in one place. This is also a good time to go over in detail the course, itinerary, and financial matters. Be sure to remind

students of important deadlines and key tasks that they may need to complete prior to departure, such as passports or visas.

Subjects that should be covered at orientation include:

- Passport applications/visa applications
- Itinerary
- Course materials and requirements
- Money matters (payment dates as well as how to carry money within the country)
- Cultural issues
- Health and Safety while abroad
- Contact information for emergencies while abroad

Keep in mind that all hotel contact information and itineraries need to be distributed to students so they can share them with their families. If faculty leaders have any questions or concerns about what to cover during informational meetings and orientation, please feel free to contact the Study Abroad Office. We can provide you with up to date information that is given to our students going abroad and adapt it to fit your group's needs.

Common sense to share with your students

- Student behavior that interferes with the program and the group will be cause for dismissal
- Use the "buddy system" at all times
- Do not walk in poorly lit areas
- Never leave a fellow student behind alone
- Be aware of pick-pockets and scam artists offering tours or bargains
- Be sensible about how you dress
- Conceal your valuables safely
- Use taxis with official markings only
- Know how to contact the group leader should you find yourself in trouble

Inappropriate Student Behavior

Students should behave in an appropriate manner while abroad. Should you need any examples of unacceptable behavior please refer to this list:

- Consuming too much alcohol or getting caught with illegal substances of any kind
- Disobeying program rules and disrupting the rest of the program for the other participants by constantly being late or skipping out on excursions
- Breaking laws in the host country
- Academic dishonesty of any kind

Use your best judgment in these kinds of situations and determine an appropriate plan of action for handling this kind of behavior. Ways of handling this behavior can include giving verbal or written warnings, changing roommates, imposing a curfew, affects the final grade of the program, or banning the student from certain activities. Should an event like this should occur, and if the level

of severity is high, the Study Abroad Office must be notified and will inform Student Affairs your behalf.

Reality Check

Most likely your time abroad with students will be pleasant and enjoyable. It is rare to have to deal with an emergency. The only challenges leaders will probably face are students losing their airline tickets, oversleeping, and the possible cold or minor injuries that a Band-Aid can fix. Still it is better to be prepared for emergency situations.

Program Report

Faculty leaders and co-leaders are encouraged to write a report about the success of their program to assist with future faculty-led program endeavors. Important items to include in the report are:

1. Logistics of the program: Did it run smoothly? Were there any complications, in transportation, hotels, tours, excursions, etc?
2. Positive perceptions and impacts from the students: student evaluation forms, any encounters with the host culture in which our students left a good impact.
3. Things that you learned, the value of the class itself, would you want to offer it again? Why or why not? What would you do differently if you did?
4. Summarize the entire course, trip, and experience... this can be used to generate positive press for the program should you choose to offer it again.

Other Policy Reminders

Disability Statement from the Office of Disabled Services: Marshall University is committed to making all programs, services, and activities fully accessible to students with disabilities. The purpose of the Office of Disability Services Program is to provide the educational and physical accessibility support necessary for students to achieve their academic goals and to promote as much independence as possible on the part of the students with disabilities.

The Family Educational Rights and Privacy Act (FERPA)

This is a federal law concerning the confidentiality of student education records and that students must be told their rights under the legislation. All University offices that keep education records must keep track of all offices and people requesting access to students' records, with the exception of the student requesting access to their own records. Those who wish to have access to the student's records must present written access from the student. All of this information must be kept on record and be available for inspection by the student.

Student Handbook

Students participating in any program abroad must follow all of the guidelines and rules issued in the Marshall Student Handbook.

Appendixes

In order to give you a very real understanding of this entire process, examples have been provided for you within the Appendixes of this manual. You are only required to use the Proposal Form, the rest are examples that you should consider using for your program. Within the Appendixes are examples of the agreement with MURC if you choose to set up an account, a course example, lists of program providers and insurance providers, liability waiver forms, immunization and health forms, and the emergency procedures.

Appendix A Emergency Protocol

This information should be used in collaboration with the Study Abroad Office, Student Affairs, and Public Safety. You may also refer to the Student Handbook.

During the planning stages, you should create a Medical Emergency Plan; both faculty leaders should know the plan well in the event of a crisis. Leaders should also consider the following questions:

- What is the 911 number for the country you will be in?
- How do you get someone out of the country in a hurry?
- If someone needs medical attention after normal hours, where do you go?

The following are plans that you can adapt and use for handling a variety of situations that may occur while abroad.

Accidents

In the event that a student is involved in an accident, they should receive immediate medical attention (see medical emergencies). Faculty should assist the student; including ensuring someone speaks English during the time of treatment. Notify the Study Abroad Office if the student needs to stay in the hospital.

Arrests

If a student is charged with a crime and put in jail, the faculty leader should inform the Study Abroad Office. Upon discussion, the leader will need to contact the closest U.S. consulate to inform them of the situation. Faculty should follow any steps given by the consulate, including legal representation. The leader should then report back to the Study Abroad Office, updating them with the situation and information.

Medical Issues

This also includes psychological crises and attempted suicide as well as illness. Faculty leader will make the necessary arrangements for immediate medical care and inform the Study Abroad Office. The Study Abroad Office will then contact the student's emergency contact, as listed by the student, and inform them of the current situation. Depending on the severity of the situation, the Study Abroad Office may help parents or relatives in traveling to the site and offer appropriate

support. If possible, arrangements should be made for the student to be put in contact with their family. Translation assistance will be provided to the family if needed.

Distribution of Medication

Do not give out any medication to students, even over-the-counter medications can be dangerous to others. The faculty leader should urge students to bring their own pain relievers, antacids, and allergy medication. It is wise to locate the nearest pharmacy while abroad, be sure to inform students that medications may be in different dosages abroad than at home.

Missing student

Should a student go missing during the program, the faculty leader should first attempt to locate the student by asking when and where they were last seen and who they were with and if anyone knows the participants current whereabouts. Depending on the severity of the situation the leader may decide it is important to notify the police and begin a search before contacting the Study Abroad Office. The Study Abroad Office should be contacted and depending on the situation will inform the emergency contact if necessary.

Sexual Assault

If a student is sexually assaulted the faculty leader should meet with the student individually and try to gather all information pertaining to the assault. The student has the right to confidentiality on this matter and should be reassured that no one else will be told within the group should they not wish it. The leader must be sensitive to the issue of gender and take into consideration that the student may wish to have another person of the same sex in the room during the time of the discussion. The Study Abroad Office will inform all appropriate offices on campus that the assault happened and relay all crucial information.

Important issues to be considered:

- Medical attention
- Psychological counseling
- Police notification
- Notifying the parents
- Academic situation in light of the current event

Theft

In the case of theft with one of the students, the local police should be contacted first. It is important to receive a copy of the Police Report in order to process any claims of theft of property from U.S. insurance companies. If a passport is stolen the faculty leader should report this to the nearest U.S. embassy or consulate immediately. The Study Abroad Office should be informed of all incidents regarding theft if only for the purpose of calming concerned parents.

Disasters (Any)

If any sort of disaster should occur while abroad—natural, civil, or political—the faculty leader should contact the closest U.S. embassy or consulate. They will be able to share immediate plans of action with you for offering protection to American citizens and providing an evacuation plan. The leader should do whatever is possible to remove the program participants from any kind of danger or high risk situation. If the faculty leader is unable to make contact with the U.S. embassy or consulate, contact the Study Abroad Office and Study Abroad will contact the U.S. Department of State desk officer in Washington. The Study Abroad Office will also contact each student's emergency contact person and the University administrators of the situation.

Death of Student or Staff Member

It is extremely rare that a student or staff member would die on the program, but should this occur it is important to know what to do in event of a death. If something should happen to the faculty leader it is vital that the co-leader takes on the role as leader and informs the Study Abroad Office of the situation. The co-leader will maintain the group until the leader is able to resume the leader position. The following are useful steps to handle the situation effectively if a death occurs while abroad.

- Confirm the death with the local police and hospital
- Inform the Study Abroad Office immediately and ensure the safety of the rest of the group
- Contact the nearest U.S. consulate
- Study Abroad will notify the family and will work to assist in all necessary arrangements
- Students need to be informed about what happened and they can be directed to counseling services once returning to the University
- Study abroad will speak with the insurance provider about the repatriation clause, which will pay for the cost of the remains to be transported back to the United States.
- Study Abroad will work closely with Student Affairs to implement the University's procedure for death notification.
- This may attract media in the U.S.; the University's public relations will handle the situation under direction of the Provost. It is important that the faculty leader and co-leader, and the Study Abroad Office provide as much privacy as possible to the family of the deceased.
- All details of the event should be documented in as much details as possible and write an incident report.

Appendix B

HEALTH INSURANCE PROVIDERS

This is a list of pre-approved health insurance providers that will provide our students with the best coverage for all possible situations that could occur while traveling abroad. For more exact and precise information on any of these providers you should go to their websites which have been included for you here.

CISI: <http://www.culturalinsurance.com/studyabroad/>

Cultural Insurance Services International provides insurance to a number of study abroad providers and has serviced the international education community for thirty years. Some highlights of their plans are fully-assisted medical evacuation, trip cancellation or trip interruption coverage, security evacuation benefit, and travel assistance services. Some other benefits of CISI are that they have an experienced Crisis Supervisor to act as a liaison during an emergency and the 24-hour multilingual emergency assistance services. The Security Evacuation Benefit is important in the case of a kidnapping, natural disaster, or political/military events within the country.

CMI: <http://www.studyabroadinsurance.com/>

This is the provider that West Virginia University uses for all of their study abroad insurance and they have highly recommended them to us. CMI's plan includes an accident and sickness benefit, an emergency medical evacuation benefit, a repatriation of remains benefit, an emergency reunion benefit, accidental death and dismemberment benefits, and 24 hour international emergency assistance. CMI also quotes the prices for bringing your spouse along and any dependents.

International Student Insurance: <http://www.internationalstudentinsurance.com/>

International Student Insurance offers insurance for groups as well as individuals traveling abroad. Their benefits include: lost luggage, trip interruption, evacuation and repatriation, prescription medication, hospitalization and doctors' visits, and up to one million dollars in coverage. This provider is very affordable for students.

On Call International: <http://www.oncallinternational.com/>

This provider offers travel and medical insurance. This includes the following benefits: 24/7 access to a Nurse Helpline allowing you to speak to a licensed nurse counselor on any injuries while abroad, referrals to hospitals and physicians within the area, emergency medical transportation, worldwide legal referrals, emergency travel funds assistance, assistance with payment of medical bills, and evacuation and repatriation.

Appendix C
MURC Example Memorandum of Agreement

Marshall University Research Corporation (MURC) on behalf of the **Marshall University Department of Modern Languages** enters into this mutually beneficial agreement with the **Université Catholique de Lyon**, to provide a **study abroad program in Lyon for the French Section of Marshall University's Department of Modern Languages**. The Institute de Langue et de Culture Française will perform the activities set forth in this agreement.

The Agreement shall begin on May 1, 2005, and shall terminate on August 31, 2005.

MURC will provide an amount not to exceed \$_____ **per student for one month session**, for the execution of this agreement. These funds will be used as set forth in Attachment A – Budget and Payment Schedule. Payment will be made as set forth in Attachment A – Budget and Payment Schedule. Actual reimbursement will be based on total number of students participating.

All notices to either party by the other regarding the Agreement shall be delivered personally, or sent by registered mail to:

Ron Schelling, Executive Director
Marshall University Research Corporation
401 11th Street, Suite 1400
Huntington, WV 25701
USA
Tel: (304) 696-6249
Fax: (304) 697-3885

Directrice: Madame Moulin
Institut de Langue et de Culture Française
Université Catholique de Lyon
25, rue du Plat
69288 Lyon cedex 02
FRANCE
Tel: (33) 4 72 32 50 53
Fax: (33) 4 72 32 51 82

Any questions regarding the MURC's obligations and this Agreement can be directed to Mr. Ron Schelling at 304/696-6249 or Mr. David Ice, MURC Grant Development Officer, at 304/696-4837.

The University representative for performance of the Agreement shall be:

Professor Eric Migernier
Dept. of Modern Languages
Marshall University
1 John Marshall Drive
Huntington, WV 25755 USA
Tel: (304) 696-2740
Fax: (304) 696-3599

The ILCF technical representative for the performance of the Agreement shall be:

Directrice: Madame Moulin
Institut de Langue et de Culture Française
Université Catholique de Lyon
25, rue du Plat
69288 Lyon cedex 02 FRANCE
Tel: (33) 4 72 32 50 53
Fax: (33) 4 72 32 51 82

ILCF shall not use the name of MURC or Marshall University without express written approval of the MURC Executive Director.

ILCF will perform the obligations of this agreement as an independent contractor. Employees of the ILCF will not be considered employees of the MURC for any purpose.

To the extent authorized by the Constitution and laws of the State of West Virginia, MURC shall indemnify and hold ILCF harmless against any and all claims, demands, damages, liabilities and costs incurred by MURC which directly or indirectly result from, or arise in connection with, any negligent act or omission of Institution, its agents, or employees, pertaining to its activities and obligations under this Agreement.

ILCF shall indemnify and hold MURC officers, agents, and employees harmless against any and all claims, demands, damages, liabilities and costs which directly or indirectly result from, or arise in connection with, any negligent act or omission of ILCF, its agents, or employees, pertaining to its activities and obligations under this Agreement.

MURC, the Prime Sponsor, or their designees reserve the right to audit the ILCF's records as they pertain to this agreement.

Article I: Program

- A. The program will be located at the Institut de Langue et de Culture Française de l'Université Catholique de Lyon, France.
- B. ILCF will offer one summer session of instruction during the month of July.
- C. Marshall University's Department of Modern Languages will be responsible for recruiting and admitting students.
- D. No minimum or maximum number of participants has been established.
- E. Marshall University students will be integrated into ILCF's French Language and Culture Program which offers a broad range of courses in French grammar, composition and conversation, literature, history, politics, geography, culture and art appreciation.
- F. Instructional groups will be no larger than 25 students.

- G. All instruction will be conducted in French.
- H. ILCF program instructors will be native speakers of French with advanced university degrees and fully accredited by the Ministry of Education.

Article II: Supervision and Assistance

A. ILCF will be responsible for:

1. Academic affairs:

- Placement tests
- Registration
- Distribution of books and other class materials
- Instruction

2. Non-academic affairs:

- Train station pick-up
- Housing
- Orientation
- Daily academic problems and needs
- Cultural misunderstandings

- B. Marshall University students will be accompanied by the Marshall University Program Director who will be compensated by the Marshall University Research Corporation. The Marshall University Program Director will assist ILCF with the duties outlined in Article II.A. above.
- C. If 25 or more students participate in the summer program, an Associate Program Director from Marshall University will also accompany the group in Lyon for a period of one to two weeks. Marshall University Research Corporation will compensate the Associate Program Director. The Associate Program Director will be responsible for assisting the Marshall University Program Director.
- D. Marshall University will provide an emergency fund of an amount to be determined by the Marshall University Program Director. These funds are to be used, with the approval of the Marshall University Program Director, for emergency purposes and as the Marshall University Program Director deems appropriate. Any expenses incurred and met from this fund are to be documented if at all possible. The unused portion of this fund will be returned to Marshall University Research Corporation at the end of the program each year.

Article III: Academic Components

- A. Students arriving at ILCF will be given a French Language Placement Test (written and oral) at the beginning of the program so that they can be registered in the appropriate courses. ILCF will also administer final examinations at the end of the session.
- B. Students will take two courses during the session. ILCF offers the following courses which correspond to the French courses at Marshall University as indicated below:

Marshall University

Université Catholique de Lyon

Level	Course	Course	Level
LANGUAGE: COMMUNICATIVE APPROACH			
INTRODUCTORY FRENCH		ELEMENTARY	
	101 & 102	1110 & 1111 Langue française	
INTERMEDIATE FRENCH		INTERMEDIATE A	
	203 & 204	1620 & 1621 Langue française	
LANGUAGE: STRUCTURAL APPROACH			
INTRODUCTION TO Comp. & CONV.			
	305 & 306	1720 & 1721 Langue française	
ADVANCED CONVERSATION			
	323 & 324	1800 & 1801 Langue française	
ADVANCED GRAM. & COMP.			
	315 & 316	1810 & 1811 Langue française	
CULTURE		INTERMEDIATE	
	335 & 336	2010 & 2011 Langue française	
INDEPENDENT STUDIES		ADVANCED	
	481 & 482	2115 & 2116 Langue française	

C. ILCF's French language courses consist of various "modules:" grammar, conversation, writing, French language theory and practice, and linguistic skills.

A French culture course consists of various "modules," such as "History and Civilization," "Regional Aspects of France," "Politics and Society," etc.

For every three credit-hour course (which might be composed of various "modules") Marshall University students will receive 40 hours of formal class contact and 2 hours of examination.

D. Students will be given a minimum of two examinations per course.

E. Courses will be scheduled between 9:00 am and 2:30 pm. daily, five days a week.

F. Class attendance is mandatory and will be carefully recorded.

- G. The Marshall University Program Director will have access to all of his/her students' records.
- H. Upon completion of the courses, ILCF will provide Marshall University with official academic reports with final grades.
- I. The credit earned by the students at ILCF will be transferred to their records at Marshall University.
- J. ILCF agrees to issue additional transcripts as requested by students for \$6.00 each (or equivalent in Euros).

Article IV: Activities, Excursions and Services.

- A. Included in the price of the program and as part of its cultural component there will be four guided visits of regional sites every Wednesday.
- B. The list of activities may change. Activities will be announced to the students at the beginning of the program. Specific information about each one of the activities will be posted on a bulletin board. Transportation to the location of some of the out of town visits will be provided by the school.
- C. Marshall University students will be provided with a Public Transportation Pass which will entitle them to unlimited rides on Lyon's subway and bus systems for a month.
- D. Marshall University students enrolled in this program will be required to buy all books or instructional materials needed for their French language class.

Article V: Student Housing

- A. ILCF will house Marshall University students in carefully selected French homes with French families.
- B. Housing includes a private room, half board (two meals a day: breakfast and dinner) and room cleaning services.
- C. Students should indicate on the registration form any special diet or living habits that should be taken into account.
- D. The Marshall University Program Director will find and live in an apartment in Lyon for the duration of the program.

Article VI. Miscellaneous

- A. Marshall University will inform participating students that they should act according to the laws and customs of France and the regulations abided by at ILCF. Violation of the laws of French or of ILCF norms of behavior may lead to the student being automatically expelled from the program. The Marshall University Program Director and Université Catholique de Lyon will work together to resolve any problems which may arise concerning these issues.
- B. Marshall University will require all participating students to obtain appropriate health and accident insurance to cover them during their stay in France. The Marshall University Program Director will be responsible for verifying proof of insurance for all participants.

- C. Marshall University will inform its students that they must pay for any costs not included in this agreement, such as:
- transportation to and from Paris and from and to Paris from Lyon, France
 - public transportation before and/or after the scheduled program
 - housing before and/or after the scheduled program
 - entertainment
 - faxes
 - books, photocopies and other materials
 - excursions and other extracurricular activities organized by ILCF and not included in this agreement
 - personal expenses
- D. ILCF will provide the Marshall University Program Director with a list of the addresses and telephone numbers of the French families or dormitories where the students will be staying.
- E. Marshall University Research Corporation reserves the right to cancel a student(s) enrollment up until thirty (30) days prior to the start of the summer session.

This Agreement may be terminated by either party at any time prior to its full term of performance provided that a written notice is given to the other party thirty (30) days in advance. In the event of termination by the MURC, ILCF will be reimbursed for all non-cancelable costs and commitments incurred in performance of the project through the effective date of termination.

This document contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements, and understandings, oral or written, between the parties relating to this agreement. This agreement may not be modified except by mutual written agreement of the parties. Any disputes under this agreement shall be brought in a court of competent jurisdiction in Cabell County, West Virginia, and governed by West Virginia law.

_____ Date _____
 Madame Moulin, ILCF Director

_____ Date _____
 Ron Schelling, MURC Executive Director

_____ Date _____
 Eric Migernier, Marshall University Program Director

Appendix D

Customized Study Abroad Service Providers and Tour Agencies

Below is a list of tour agencies and program providers that have been approved by NAFSA, the professional international education association. The following organizations work with faculty and universities to develop short-term tours and/or study abroad programs. They already have the contacts and network system to support your program. This list is not intended to be exclusive or comprehensive, nor are you obliged to use any of the following if you have other contacts, but if you are just starting out it highly recommended for you to work with one of these organizations.

African Travel Seminars

Ghana, Senegal, Gambia, Mali, South Africa, Zimbabwe, Zambia, Kenya, Tanzania, Egypt, Morocco, Brazil, Argentina

1888 Oxford Square

Bel Air, MD 21015

Tel: 410.420.6533

Email: georgina@africantravelseminars.com

URL: www.africantravelseminars.com

Fellowship Travel International (Service learning and volunteer options)

Africa, Latin America, Asia, Europe

PO Box 15360

Richmond, VA 23227

Tel: 800-2-FLY-FTI

Email: mail@fellowship.com

URL: www.fellowship.com

Jennette Kilroy (Organized Dr. Dru Bora's courses to Ireland and England)

Europe

Owner/Operator

Aisling Tours, LLC

2279 Nova Village Drive

Davie, FL 33317

Tel: 1-888-485-0585

URL: <http://www.aislingtours.com/>

American Institute for Foreign Study (40+ years of experience)

Australia, China, Costa Rica, Czech Republic, England, France, Ireland, Italy, Mexico, South Africa, Spain, Vietnam

College Division, River Plaza

9 West Broad Street

Stamford, CT 06902-3788

Tel: 800.727.2437

Email: aifspartnerships@aifs.com

URL: www.aifspartnerships.com

The Centers for Academic Programs Abroad (CAPA)

(Used by University of Pittsburgh for their “Pitt in London Program”)

UK, Italy, Australia)

(Three-week program minimum – good option for residential type programs)

55 Court St., 4th Floor

Boston, MA 02108

Tel: 800.999.4992

Fax: 617.725.8896

URL: www.capa.org

Cross-Cultural Solutions (service learning)

Brazil, China, Costa Rica, Ghana, Guatemala, India, Peru, Russia, Tanzania, Thailand

2 Clinton Place

New Rochelle, NY 10801

Tel: 800.380.4777; 914.632.0022

Fax: 914.632.8494

Email: info@crossculturalsolutions.org

URL: www.crossculturalsolutions.org

Education First (EF) College Study Tours (short-term study abroad tours)

Europe, Asia, Latin America, Africa

One Education Street

Cambridge, MA 02141

Tel: 617-619-1913

Fax: 617-619-1303

URL: www.efcollegestudytrous.com

International Studies Abroad (ISA) – especially strong in Spanish-speaking areas

Argentina, Chile, Costa Rica, Dominican Republic, France, Italy, Mexico, Peru, Spain

1640-B East 2nd Street, Suite 200

Austin, TX 78702

Tel: 800-580-8826

Fax: 512-480-8866

URL: www.studiesabroad.com – follow link to faculty

Course Example:

Study in Shanghai Marshall University Summer 2008 5-Week Program May 26 – June 27 Detailed Program Description

Course Description

- **International Trade**
Equivalent to Economics 420/520 International Trade (International Designation) at Marshall University. Will be taught by Dr. Michael A. Newsome of Marshall University.
- **Mandarin Chinese courses**
Aims to improve reading, listening, speaking and writing in Chinese. Different level classes are available to meet students' various levels:
 - Beginning Level
For those who have never learned Chinese or have only very little Chinese.
 - Intermediate Level
For those who have mastered basic Chinese expressions and can handle the daily communication in Chinese.
 - Advanced Level
For those who can carry on discussions on daily topics at normal speed, with proper pronunciation and coherent sentences.
- **Calligraphy**
Students learn to write Chinese characters with brushes.
- **Shadow boxing (Tai ji quan)**
Students learn to play the slow-speed Chinese traditional martial arts.
- **Lectures on special topics**
Students attend lectures on various topics, ranging from Chinese culture, history, education, modern economic development to ordinary Chinese people's life.

Transferring Credits

9 credit hours can be transferred to Marshall University with the assistance of the Center for International Programs. (Three credit hours for ECN 420/520-I, three credit hours in Chinese language, and three credit hours in your academic advisor approved course)

Student Life

- **Housing:** Students will be housed on-campus, in double rooms of SISU Guesthouse. The rooms are equipped with central air-condition, Internet access, close-circuit satellite TV system and International/Domestic Direct Dial telephone. Besides, ATM, Ticket Center, Shopping Center, Beauty Salon, Coffee Bar and Gymnasium are available in the building
- **Activities:** Chinese host university will arrange cultural visits to museums and sites in and around Shanghai, two weekend trips by train to nearby cities, Suzhou and Hangzhou
- **Transportation:** With Metro station and many public bus stations right outside of the campus within 5 minutes walking distance, students will have a fast and convenient transportation to go anywhere in the city.

Hosting Institute

Shanghai International Studies University (SISU), Shanghai, China

- Founded in 1949, located in Shanghai, China
- One of China's top 100 universities rated by the Chinese Ministry of Education
- One of the best and earliest universities in China offering Chinese language and culture courses to international students
- Has a current enrollment of over 1000 international students and collaborative relationships with more than 100 universities in over 30 countries and regions

For application information, please contact either:

QingQing Zhao

Director, China Projects

Center for International Programs, OM 320

Tel: (304) 696-6265 or (304) 696-6250

E-mail: gochina@marshall.edu

Dr. Michael A. Newsome

Program Director

Division of Finance and Economics, CH 213

Tel: (304) 696-2613

E-mail: newsome@marshall.edu

More detailed and updated summer study in China program information is available at www.marshall.edu/gochina

Faculty-Led Study Abroad Program Inquiry Form

Faculty who are interested in developing a short term study abroad travel course should submit the following information to the Center for International Programs to begin their process. We can give you some suggestions and feedback to help you start planning your program.

Faculty Leader(s):

Telephone/Email:

College and Department:

International travel experience (with or without students):

Course Description:

Trip Location:

Number of credits:

Approximate Dates:

Possible Number of Students:

Questions for us:

Please submit to:

Kylie Gallagher

Center for International Programs

Old Main 320

Huntington, WV 25755

Phone: 304-696-2379

Fax: 304-696-5363

Email: gallagherk@marshall.edu

Faculty-Led Study Abroad Program Proposal Form

Attach additional pages if necessary (Please type)

Faculty Leader:

Co-Leader Name:

Department:

Phone:

Email:

Program Name:

Program Location:

Program Dates:

Faculty Experience in the host country:

APPROVALS

Department Chair

Date

Dean of College

Date

Director of Center for International Programs

Date

University Provost

Date

Please include the following information within your proposal and attach it to this form.

Goals of course:

Number of credits:

Course description:

Objectives:

How will they be met?

Itinerary/activities:

Foreign language proficiency: (Yes/No)

Expected number of participants per year:

Number necessary for program:

Annual or one-time program:

Health concerns:

Safety concerns:

Budget Example: Be sure to include the cost for each student.

<u>Per Person Expenses</u>	<u>Cost</u>	<u>Prepaid</u>	<u>Paid while abroad</u>
Roundtrip Airfare	\$		
Airport transfers	\$		
Housing	\$		
Meals	\$		
In-country transportation	\$		
In-country travel	\$		
Entrance fees	\$		
Extra faculty expenses	\$		
Other fees/expenses	\$		

Faculty-Led Study Abroad Program Student Application Form

1. **Student Name:** _____
2. **Student ID Number:** _____
3. **Department:** _____
4. **Host Country:** _____
5. **Gender** (Circle one): Male Female
6. **Date of Birth:** _____ **Place of Birth:** _____
7. **Country Issuing Passport:** _____ **Passport Number:** _____
8. **Current Address:** _____
9. **Current Phone #:** _____
10. **Email Address:** _____
11. **Permanent Address:** _____
12. **Permanent Phone #:** _____
13. **Current Major:** _____ **Current GPA:** _____
14. **Current Academic Level** (Circle one): Freshman Sophomore Junior Senior
15. **Length of Stay** (dates): _____

16. Name and Emergency contact information for two people (with different addresses):

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Phone:	Phone:
Alt. Phone:	Alt. Phone:
Email:	Email:

In case of emergency, I hereby grant permission for Marshall University’s Center for International Programs and the program leader to contact the individuals listed above and release any pertinent information to them.

Signature

Date

International Travel Vaccinations and Inoculations

Please read the information on the front and back of this page carefully and sign the statement of understanding regarding the acquisition of appropriate international travel vaccinations and inoculations.

What vaccinations do I need?

When considering travel vaccinations and inoculations, travelers must look at two sources of information: requirements of the host country, and recommendations from the U.S. Center for Disease Control and Prevention.

The primary concern of the host country is the health of their own citizenry – they want to ensure that you are not a carrier of a disease and they are not concerned with whether or not you will contract a disease while you are there. To find out the required vaccinations and inoculations for any country, consult the U.S. State Department Consular Information Sheets. These are available over the internet. You could also contact the embassy of the host country in the U.S. And ask them for the requirements for U.S. Citizens. ***You must get all vaccinations and inoculations required by the host country AND receive the proper certificate of verification from the health care provider.*** You will be checked for appropriate documentation at the immigration desk. If you do not have proof of vaccination or inoculation, you may be either refused admittance or given the appropriate shot at the border. In some countries this could mean that one needle is used for all travelers without sterilization in between uses, so you stand a good chance of contracting hepatitis, AIDS, etc.

- U.S State Department's Consular Information Sheets
<http://www.travel.state.gov>

- The Electronic Embassy
<http://www.embassy.org/embassies>

The U.S. Center for Disease Control and Prevention (CDC) recommends various vaccinations and inoculations based on many factors: the host country, the area within the host country (i.e. Urban or rural), the housing to be used, the time of year, the health care available in the host country, current health concerns of the region, etc. Refer to the CDC's website or

call (404) 332-4559 for the latest health requirements of the countries you want to visit. Be aware that the information is subject to change.

- Center of Disease Control and Prevention – Travel Information

<http://www.cdc.gov/travel/>

Contact the Cabell Huntington Health Department at 304-523-6438 for information on how much the vaccinations cost.

When should I get them?

You should make an appointment for international travel vaccinations at least two months prior to your departure date. Vaccinations can need 4-6 weeks to take effect.

What should I bring with me to my appointment?

You should bring information on travel dates, itinerary, and type of accommodations. You should also bring your past immunization record including information on tetanus shots, past travel immunizations, and a yellow international certificate of vaccination if you have one. The doctors will also need a list of any allergies you might have and medications you are currently taking. In addition, you should bring any recommendations for travel vaccinations from your faculty advisor, or other sources.

Statement of Understanding:

I have read and understand the above information regarding required and recommended international travel vaccinations and inoculations. I have visited the International Travel Clinic, a public health department, or my personal physician who is aware of the International Health Regulations adopted by WHO and I have received all required vaccinations and inoculations and have official International Health Certificates.

Signature of Participant

Date

Waiver and Release Agreement

Center for International Programs

Marshall University

304.696.2379

I, _____, am a student at Marshall University ("the University") and have agreed to participate in the University's international studies program from _____ until _____ in _____ ("the Program"). In consideration for being permitted to participate in the Program, I hereby agree and represent that: **(Please read and initial each paragraph)**

_____ I have or will secure health insurance to provide adequate coverage for any injuries or illnesses that I may sustain or experience while participating in the Program. By my signature below I certify that I have confirmed that my health care coverage will adequately cover me while outside the United States, and hereby release the State of West Virginia, the University, and the employees and agents of either, from any responsibility or liability for expenses incurred by me for injuries or illnesses (including death) that I may incur because of those injuries or illnesses.

_____ I understand that, although the University will attempt to maintain the Program as described in its publications and brochures, it reserves the right to change the Program, including the itinerary, travel arrangements, or accommodations, at any time and for any reason, with or without notice, and that neither the State of West Virginia, nor the University, nor the employees and agents of either, shall be responsible or liable for any expenses or losses that I may sustain because of those changes.

_____ I understand that the University reserves the right to decline to retain me in the Program at any time should my actions or general behavior, in the sole discretion of the University, be determined to impede or obstruct the progress of the Program in any way.

_____ I understand that, although the University has made every reasonable effort to assure my safety while participating in the Program, that there are unavoidable risks in travel overseas, and I hereby release and promise not to sue the State of West Virginia, the University, or the employees and agents of either, for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Program, except for such damages or injury as may be caused by the gross negligence or willful misconduct of the employees or agents of the University.

_____ I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of the agreement will remain in full force and effect.

_____ I represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with the adviser, counselor, or attorney of my choice.

_____ I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur in the courts of, and be determined by the laws of, the State of West Virginia.

_____ This agreement represents my complete understanding with the University concerning the University's responsibility and liability for my participation in the Program, supersedes all previous or contemporaneous understandings I may have had with the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

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

Signature: _____ Parent/guardian: _____

Name: _____ Date: _____

(Print)