

**Pacific University
Graduate/Professional International Travel Courses
Faculty Handbook**



Introduction:

This handbook includes information on preparation, emergency procedures, liability questions, and budgetary issues for graduate international courses offered through Pacific University. Please note the approval process for specific schools/colleges may vary. Protocols for emergency procedures are detailed for your convenience.

A. Role of International Programs Office

The Pacific University Office of International Programs performs the following functions in the context of short-term international programs:

□ Information Center for Short-term Study Abroad Programs

The Office of International Programs is an information center for all international travel courses. Students who are interested in discovering the range of international travel courses offerings can visit the Office of International Programs and access descriptions of all current programs, and faculty member contact information. Faculty coordinators are responsible for ensuring that current copies of promotional materials are available at the Office of International Programs.

□ Centralized Record Maintenance

The Office of International Programs maintains all required original forms and documents for international travel courses. The faculty coordinator must submit the following completed documents to the coordinator in the respective college one month prior to departure:

- Participant documents:
 - Photocopies of passport (and visa if necessary)
 - Participant Information Form (with copy of insurance information attached)
 - Release & Assumption of Risk form
 - Self-Disclosure Medical and Dietary Report
 - Statement of Student Rights and Responsibilities
- Faculty coordinator documents:
 - Risk Management Checklist
 - Roster of program participants
 - Copy of itinerary of entire program (dates, locations, housing addresses, schedule of events and/or field trips)

□ Assistance to Faculty Coordinators

While the primary course coordination role for international travel courses rests with the faculty coordinators, the Office of International Programs is available to assist in a variety of ways. Available services include:

- Assistance with passport information, as well as State Department and consular travel advisories
- Assistance with university forms, such as the University Release and Assumption of Risk and health forms
- Information on tour and travel agencies
- Assistance with program promotion

B. Course Development Procedures

Faculty and students benefit greatly from international educational opportunities. Given the significant logistical considerations associated with leading a international travel course, the following guidelines should be followed.

□ International Travel Course Approval Process

The faculty coordinator begins international travel course development by consulting with the Dean/Director of their respective school/college and Director of International Programs regarding viability and safety of the proposal. Once consulted, the International Travel Course approval process is initiated (see Appendix G for guidelines and required forms). The approval process is generally multi-tiered, requiring approval from the respective Dean/Director and College Curriculum Committee. Following course approval by the respective college, the International Course Proposal Form must be completed and submitted to the Director of the Office of International Programs. The necessary approvals must be finalized by March 1st for inclusion in the subsequent year's course schedule.

The course must include a sufficient orientation to support the learning experience. This can be done in the form of special group meetings, prerequisite courses, or even a credit-earning course in the semester prior to departure. Please note: to successfully produce an International Travel Course, it must be financially feasible, self-sufficient and sustainable.

□ **Models of Previous Study Abroad Programs**

○ **Outside Educational Tour/Travel Agencies**

- Many such organizations exist and cater directly to university-based programs, among them, EF Educational Tours, AIFS and Passports. Such organizations can coordinate everything from flight itineraries to local ground transport, classrooms, lectures, and accommodations.
- The primary advantage of using such organizations is that the logistical details of the program become the responsibility of the provider organization. Safety and security concerns are lessened due to the involvement of knowledgeable professionals who understand liability issues, and are experienced in implementing programs that meet established health and safety standards. The primary disadvantage is that significant fees are built into the agency's cost, resulting in higher charges for students. However, faculty coordinators can often negotiate reasonable pricing. This option is recommended, as long as the provider organization is well established and reputable.
- Note: Any and all payments to an outside travel agency, tour operator, etc., must be done in conjunction with and through the Business Office. All deposits and payments to outside individuals and organizations must be done through the Business Office.

○ **Personal/Professional International Contacts**

- Colleagues or personal contacts may provide the majority of the logistical in-country support, assisting with instruction, accommodation, and transportation. The faculty coordinator's familiarity with the language and culture of the location will be utilized.
- The faculty coordinator assumes responsibility for implementing and managing the logistical aspects of the course, including securing on-site educational facilities, in-country transportation, and group flights. They must address health and safety issues throughout the process.

○ **Cooperation with Sister School**

- Faculty may use existing contacts with "sister" schools, which may facilitate course development through the availability of a network of contacts and access to educational facilities and infrastructure. This model imposes the time-consuming task of managing all logistical details of the course, and responsibility for all health and safety aspects.

□ **Suggested Timeline for Preparing International Travel Courses**

- The example below applies to courses with travel components in December/January. For courses with May/June travel, adjust accordingly, with final approval for a spring course completed by the end of September of the preceding Fall semester.
- Course Creation or Major Revisions Timeline Example:

Date	Activity	Notes
September-December (1 year prior)	Prepare proposal, including budget summary, and submit to appropriate approval processes Complete the Travel Course Budget Preparation Worksheet Calculate total student fees Submit and obtain final approval	Contact the Office of International Programs for assistance
January	Final approval due Submit to Registrar's Office for next year's catalog Establish travel account in the Business Office	
February - March	Establish the Travel Class Signup Form Create a description, including anticipated cost Recruit interested students (advertise, etc.)	Current university policy: cannot publicize courses in off-campus media. Contact University Relations.
March – April	Attend Trip Leader Orientation meeting Schedule and provide Course Information meeting	

- Annual Course Preparation (Assuming No Significant Changes) Example:

Date	Activity	Notes
Term prior to Preparation Course begins	Attend Trip Leader Orientation meeting Recruit interested students (advertise, etc.) Provide a Course Information meeting Travel Preparation Course registration Complete the Travel Class Signup Form,	Current university policy: cannot publicize courses in off-campus media. Contact University Relations
Travel Preparation Course Term	All pre-departure preparation encapsulated within Travel Preparation Course (orientations, readings, assignments, etc.) Beginning of course: <ul style="list-style-type: none"> ○ Confirm students have valid passport ○ Collect initial student deposits ○ Confirm State Department status of destination ○ Finalize itinerary ○ Obtain remaining deposit money from students ○ Confirm immunizations completed End of course: <ul style="list-style-type: none"> ○ Collect appropriate participant's documentation and submit to coordinator of respective college ○ Re-confirm valid Passports ○ Re-confirm valid Health Insurance ○ Re-confirm appropriate flight plans ○ Re-confirm in-country Itinerary ○ Final group meeting to confirm 	Passport renewal information at www.state.gov

	logistics	
International Travel Course Term	Send email confirming departure to College and the Office of International Programs Travel safely and have a great adventure!	.

- **Participant Guide:** The faculty coordinator creates a course-specific Participant Guide, a comprehensive document describing all aspects of course participation to aid students in making an informed decision about participating in the course.
 - Topics covered in the Participant Guide include (but are not limited to):
 - Destination: background on the country, cities and regions that will be visited
 - Accommodations
 - Academic course
 - Course Itinerary
 - Departure and arrival arrangements and instructions
 - Packing recommendations
 - Financial issues, including currency exchange
 - Passports and required visas (students secure their own)
 - General health issues
 - Country-specific health issues, including immunization requirements
 - Safety and security issues
 - This list is provided as a guide only. Additional sections may be added as appropriate for different courses.
 - Some general guidelines from the Office of International Programs are included as an appendix and would be appropriate to include in a Participant Guide.
 - Current travel warnings posted by the State Department (http://travel.state.gov/travel_warnings.html) should be consulted prior to any course proposal submission.
 - **No officially Pacific sponsored or Pacific affiliated activity may occur in an area where a State Department travel warning has been posted. The State Department website URL is**

published in the Study Abroad Handbook for use by students in making their travel plans. Please note: if a State Department warning states that Americans should defer travel to a given site or warn against travel there, or that Americans should leave that site, then no course will be approved for travel to that site. If the warning is posted after the course has been approved yet prior to departure, the travel course will be canceled.

C. International Travel Course Management

Budget And Financial Management

- The Dean/Director must first approve the travel budget. Therefore, the Travel Class Budget Preparation Worksheet must be completed, submitted and approved prior to recruiting students.
- In accordance with Pacific University Business Office Policies & Procedures, all student payments must be made payable to Pacific University and deposited directly with the Business Office. The Business Office will complete payments to outside entities (i.e. to coordinating agencies such as EF or Passports) after an invoice is submitted.
- **Student Fees and Payment Process**
 - Students obtain the faculty coordinator's approval for the course prior to registration.
 - The faculty coordinator distributes the International Travel Course Signup Form describing the payment requirements. Expenses must be paid in full prior to departure.
 - Students make non-refundable deposits to Pacific University to confirm their participation. Students' accounts are charged after students submit the Travel Class Signup Form to the Business Office with their first payment. The International Travel Course account receives an offset credit. Funds are available subject to the payment arrangement on the signup form; contact the respective college budget authority for assistance.
 - The Business Office will confirm that required installment payments have been received.
 - If a student cancels their travel plans, the initial deposit will be forfeited. If cancellation is made prior to the second payment due date, any funds collected from the student may be refunded to the student's account minus the initial deposit. A student who cancels travel after the second payment due date is responsible for the full trip cost and no refunds will be made. For this reason, all participants are encouraged to purchase travel insurance with a "Cancel for Any Reason" rider.
- **Credit Card Payments**
 - The Business Office charges a 2.5% (projected) fee on the travel account if a student pays by credit card. To avoid this, please advise students to pay by check or cash.
- **Check Request & Cash Advance**
 - A check request is used to pay any third party (i.e., travel agency, travel coordinator, embassy). An invoice or a letter from the vendor detailing the amount requested is to be attached to the Check Request Form. The form is signed by the appropriate budget authority in the respective college. Check requests must be received by 5:00 pm on a Friday to have a check ready the following Thursday afternoon.
 - Cash advances must be substantiated with original receipts within 30 days of completion of the trip.
- **Financial Documentation and Record Keeping**
 - Save all receipts. Documentation must include the following information:
 - Date of transaction
 - Amount (local currency will should be converted to US currency on the expense report: helpful link <https://www.oanda.com/currency/converter/>)
 - Item purchased (as detailed as possible)
 - Name of vendor

- Attach receipt(s) in date order
- If unable to secure a receipt, use a receipt book to create a documented receipt including the information requested above. The recipient must sign the receipt book, acknowledging receipt of the cash.
- For small expenses, please keep a detailed journal listing all receipt information. The recipient signature is not required.
- Additional clarification and information can be found at: <https://pacificu.box.com/s/llwidi7agbggihic26tuqxvqxpezd1bsh>
- Examples include:
 - International Airport additional tax charge with no receipt? Document as “01/10/2016 Depart International Airport, 16 students/faculty, 25EUR/person x 16 people = 400EUR = \$450.50”
 - Bus driver tip for excursion? Document as “\$20 tip to Bus Driver (include name) for 2 days (9/1/16 to 9/2/16) for a The Super Rainforest Tour”
- **After the trip**
 - Within 30 days of return, please bring all receipts and travel expense documentation to the responsible administrative staff member in the college for reconciliation. Please be prepared to provide a check for balance due if expenses exceeded a cash advance.
- **Student Promotion and Recruitment**
 - Publicity and recruitment plans for international travel courses generally include the following:
 - International Travel Course brochure: include location, expectations, expenses, etc.
 - Internet posting and recruitment: post on college site, send to the Office of International Programs to request posting
 - Faculty contacts: Review Student Catalog and identify related courses to identify potential participants
 - Class visits: provide an overview of course and expectations
 - Informational sessions: provide an extended description of course and expectations
 - General University publicity such as PUNN, Boxer Briefs, etc.
- **Student Orientation**
 - Orientation sessions provide course participants with detailed information regarding to expect from the course. The more information provided during an orientation, the more accurate the students’ expectations. Sessions are provided prior to departure and on-site the first day of the course.
 - **Pre-departure Orientation Sessions**
 - The orientation is conducted on the Pacific campus 4-6 weeks preceding departure. This is an opportunity for course participants to get to know the faculty coordinator and to gather information concerning all aspects of the course. The faculty coordinator runs this meeting (a suggested guideline for Information Sessions is included in Appendix F). State Department travel guidelines, including travel visa procurement if applicable, are covered in this orientation. As visas can take several weeks to obtain, the Orientation Session should be scheduled to allow sufficient planning time.
 - **In-Country Orientation**
 - In-country orientation must occur immediately upon arrival. The faculty coordinator must ensure that all participants have arrived safely. Student safety, the most fundamental issue, must be reiterated to students during the In-Country Orientation. Additionally, expectations regarding student conduct are restated very clearly, with reference to the *Statement of Student Rights and Responsibilities*.

- **Students must clearly understand the boundaries between course-related and non-course-related activities. A course schedule is provided for the students, and clearly states that the University cannot accept responsibility for activities that occur outside of the official course schedule. Confirm that students understand that they are Pacific University ambassadors and that their behavior reflects upon them and the University.**
- The remainder of the on-site orientation session provides students an overview of the academic course and what to expect (duplication of some/all of the pre-departure orientation is acceptable) and allows time for the students to ask questions and for faculty members to provide advice concerning their new surroundings. Particular attention is given to expectations for academic work. Outline expectations for student conduct throughout the course, in both academic and non-academic settings.
- Participants must be know how to reach the emergency contact. Confirm that students know how to contact the faculty coordinator or responsible party at all times.

□ **Travel Documents and Visa Requirements**

- Faculty must research the necessary travel and visa requirements for the destination as well as any required immunizations for travel to specific locations. Current travel warnings posted by the State Department (<http://travel.state.gov/content/passports/english/alertswarnings.html>) are consulted prior to any course proposal submission. **No officially Pacific sponsored or Pacific affiliated activity may occur in an area where a State Department travel warning has been posted. Please note: if a State Department warning states that Americans should defer travel to a given site or warn against travel there, or that Americans should leave that site, then the course for travel to that site is denied.**
- Students must confirm their own entry requirements for the course location(s) depending on their citizenship or specific situation. Non U.S passport holders must check directly with the consulate of the destination country for details about appropriate documentation. Please note: several weeks should be allotted for travel visa procurement, if necessary. Visa requirements must be covered and included in all pre-departure materials.
- Please note that all faculty and participants are responsible for obtaining passports themselves in a timely fashion. Application and renewal forms are available from most U.S. Post Offices or online from www.state.gov. Some countries require that an individual's passport be valid for a minimum of 6 months beyond the date they will depart that country.

□ **Participants' Medical Clearance for Travel**

- All course participants must have current health information on file with the Office of International Programs. This information is collected in the *Self-Disclosure Medical and Dietary Report* form. These documents are copied and the faculty coordinator will carry these copies in a secure and confidential manner, to be accessed only in the event of a medical incident. Accommodations for students with special needs can be arranged after acceptance so that any necessary liaison work with the site abroad can be done in a timely manner.
- Because healthcare systems in other countries often have different care and payment standards, these documents are extremely important. While access to healthcare may be problematic in remote locations, faculty should make every reasonable effort to develop an updated list of English-speaking medical providers available who practice at, or close to the course site, and/or verify and provide locations of the nearest health clinic or hospital prior to departure.
- All students are required to carry health insurance that will protect them during their international travel.

□ **Health Insurance Requirements for Participants and Faculty Members**

- All participants in international travel courses affiliated with Pacific must be adequately insured. Pacific Student Health Insurance covers students abroad, but students must be prepared to pay on site and submit receipts for reimbursement.
- The following Q & A applies to participants who have Pacific student health insurance. Students should consult the student health insurance plan brochure for additional information.

- **What's covered under the student health insurance plan?**

The Student Health Insurance Plan is offered through the University to provide basic medical coverage to eligible students who are sick or injured. The plan covers medical expenses, including hospital room and board, prescription drugs, emergency outpatient care, lab and x-rays, inpatient and outpatient surgical procedures, and physician office visits. Coverage varies depending on whether or not you seek benefits through an in-network or non-network provider. This coverage is separate and in addition to the services provided at the Student Health Center. Coverage is subject to the limitations and provisions of the policy. Please note that hazardous recreational activities of an extreme nature (hang-gliding, rock-climbing, bungee-jumping, etc.) are not typically covered by standard health insurance plans.

- **Does the student health insurance plan cover course participants?**

If student has not waived coverage then the Student Health Insurance Plan provides worldwide coverage, whether studying or traveling abroad. The plan provides the same benefits as if students are studying on-campus at Pacific University. Students should expect to pay upfront for any expenses, and then produce receipts for reimbursement upon return.

- **NOTE:** If students are *not* using Pacific Student Health Insurance, they **must** confirm that their family insurance provides overseas coverage.

- ALL registered Pacific students, faculty and staff are covered by an AIG blanket travel and assistance policy called TravelGuard. Included in this plan is access to AIG's travel assistance member website Travel Assist. On Travel Assist you can obtain travel assistance services, a travel ID card and safe foreign travel information in addition to a whole host of additional services. It is mandatory to register on the Travel Assist website where students will then receive travel alerts and news for their destination country. To register, go to www.aig.com/us/travelguardassistance , and complete all the required information, including Pacific's Policy number of 9138057.

- **Trip Cancellation Insurance**

- Students are strongly encouraged to purchase their own cancellation insurance as they will be held liable for the full trip cost if cancellation is made after the second payment due date.

- **Non-Student Course Participants**

- The following guidelines apply to non-students who travel with a course:
 - Non-student participants, including alumni and community members, must be admitted to the University as a non-degree seeking student and enroll in the travel course. They must adhere to all Pacific University conduct policies and the guidelines established for Pacific University student participants. Non-students must satisfy a background check before they are allowed to travel.
 - Non-student travel course applicants shall be accepted only on a space-available basis, with priority acceptance to be provided to Pacific University students.
 - Non-student travel participant applicants must be over age 18 and must provide the same health, insurance and emergency information required for student participants.
 - Non-student travel course applicants must be informed of all Pacific University student conduct policies and agree, in writing, to comply.

- **Student Evaluations**

- International Travel Courses must have course and instructor student evaluations. In addition, an evaluation specific to the travel experience must be included.
 - In-country evaluations may result a high rate of return yet limit time to reflect on the overall experience and how it has affected them.
 - The evaluation form must be individualized for each particular course to ensure that all aspects of the course are included. Standard components of an evaluation include:
 - Feedback about pre-departure and in-country orientations
 - Course expectations
 - Overall reflections(s) on the experience
 - Suggestions for improvements
 - Future involvement, such as willingness to speak with future applicants
- **Emergency Protocol**
- In the event of an emergency during an off-campus course, the faculty coordinator must contact the Office of International Programs.
 - Pacific University has established a general *Study Abroad Crisis Response Plan* to follow in the event of an emergency, which will be distributed to the faculty coordinator prior to departure. Please refer to this plan, which is included in this handbook.

Appendix A: University Policy on Health and Safety Issues in Study Abroad

Pacific University Policy on Safety and Security Issues Relating to Study Abroad Programs

Pacific University sponsors a wide variety of study abroad programs, located in countries on nearly every continent. Although these programs are located in reasonably safe and secure places, the University cannot guarantee a risk-free environment abroad. It is, therefore, the responsibility of the student to make an informed decision about the relative risks involved in participating in any particular study abroad program.

It is the University's responsibility to identify reasonably safe and secure sites for its programs. It is also the University's responsibility to inform prospective participants of the risks involved, and to monitor changing conditions that could affect the safety and security of participants while the program is in session. If the University learns of matters which leads it reasonably to conclude that the safety and security of program participants is compromised, the University will take any prudent action deemed necessary to minimize those risks.

The Office of International Programs is charged with 1) evaluating the safety and security of sites for proposed study abroad programs, 2) monitoring the U.S. Department of State's Travel Warnings and Travel Alerts for countries in which Pacific University sponsors study abroad programs, 3) communicating information about safety and security to the relevant parties, and 4) enforcing the cancellation policy outlined in this document. The Director of International Programs, in consultation with the on-site program director/staff, University faculty with expertise in the region, and all other members of the Crisis Management Team (see Page 20) will, in accordance with this policy, make the final judgment regarding the suspension and/or cancellation of a given study abroad program. All members of the Crisis Management Team and the faculty leader should be copied on all related correspondence.

Cancellations for reasons of safety may occur prior to the start of a program or while the program is in session, should conditions at a given location and time in a particular country warrant this action. The University will rely principally on the U.S. Department of State's analyses of conditions in various countries. The U.S. Department of State prepares Consular Information Sheets for every country of the world which contains information about health conditions, currency regulations, crime, and etc. that is presented "in a factual manner so the traveler can make his or her own decisions concerning travel to a particular country." The State Department also issues Travel Warnings and Travel Alerts which indicate potential security threats or heightened security concerns. These are defined by the State Department as follows:

Travel Warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. Countries where avoidance of travel is recommended will have Travel Warnings as well as Consular Information Sheets.

Travel Alerts are issued to disseminate information about short-term conditions, either transnational or within a particular country, that pose significant risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.

Pacific University will not sponsor any study abroad program or send a group of students under the University's auspices to a country for which the U.S. Department of State has issued a Travel Warning. If a warning is issued while the program is in session, the Executive Director of International Programs, in consultation with on-site staff, university faculty, the Director of International Programs, Associate Provost, Dean of Students, appropriate dean, and University's General Counsel, will review the situation, and the program will be suspended if conditions warrant this action.

If the situation constitutes an emergency, the University will follow its emergency procedures to deal with the situation quickly and effectively. If not an emergency and the decision is still made to suspend the program, students will be removed from the country in a reasonable and deliberate fashion based on the best information available at the program site. In either case, faculty and staff will work with program participants either at an alternate site in another country or in Forest Grove to complete the program's academic requirements. The program will be discontinued until the Travel Warning is lifted, and will be reinstated only if faculty and staff judge conditions to again be reasonably safe and secure.

If the program is cancelled prior to departure, every effort will be made to ensure that students are refunded all payments minus the initial deposit and any unrecoverable expenses made by the University on the students' behalf.

Pacific University will exercise extreme caution with respect to countries for which the U.S. Department of State has issued a Travel Alert, taking each situation on a case by case basis. The real or perceived threats that prompt Travel Alerts are often not realized and are not likely to cause difficulties for students and faculty if they exercise reasonable caution. All Travel Alerts issued while a program is in session will be communicated to program participants by the on-site program director/staff and/or by the Office of International Programs.

The University seeks to ensure that students are adequately informed about cautions that have been officially recommended and that they continue to exercise informed consent regarding participation in the program. Should conditions warrant a change of location within the country or the program's suspension, reasonable steps will be taken to safely implement this action. Even if the program continues unabated, a student(s) may elect to withdraw from the program based on the new information in the Travel Alert. If so, the student(s) will receive a refund according to the program's refund schedule (based on recoverable cost). Academic credit, however, cannot be guaranteed if a student withdraws while a program remains in session.

Travel Alerts issued prior to the commencement of a study abroad program will also be communicated to students who are preparing to participate in the program. If, based on the Alert, a student withdraws from the program, the program fee will be refunded in full minus the initial deposit.

For study abroad programs administered directly by other institutions or provider organizations (such as Academic Programs International, Butler University, etc) the University will voice its concerns about the safety and security of its students to the institutions/providers. In general the University will not take unilateral action regarding the participation of its students in these programs, but will work with its partners to ensure the safety and security of program participants.

Individual Pacific University students are advised not to participate in a program sponsored by another U.S. institution or to enroll directly in a foreign university in a country which carries a State Department Travel Warning. Students who attend an unapproved program will be subject to the same credit transfer process as any other student. Additionally, since they will be enrolled in an unapproved program, they will not be considered enrolled Pacific students during the duration of the program, and will thus not be able to use their Pacific financial aid package.

Similarly, students may choose to conduct independent research in countries that carry a State Department Travel Warning. However, during the period of the research, students will not be enrolled for credit at Pacific University, and cannot receive University-based funding. Students in this category will be subject to the same credit transfer process as any other student.

Appendix B: International Travel Course Risk Management Checklist

Title of International Travel Course _____

Dates of International Travel Course _____

Transportation (Include flight numbers/departure and arrival times):

Location (s) involved _____

Name and title of Pacific University faculty coordinator:

Phone Number: _____

Email: _____

Address: _____

On-site information of faculty coordinator:

Phone Number: _____

Email: _____

Address: _____

Insurance information shared with all participants? Y N

Faculty coordinator must have proof of insurance from each participant on file and must forward copies of these to the responsible college staff administrator (included with Medical Information Form); health and accident insurance must be valid overseas and cover medical evacuation and repatriation.

Have safe, accessible housing arrangements been made for all participants? Y N

Have field trips (if any) been reviewed for health and safety issues Y N

The Office of International Programs will register all participants who are U.S. citizens through the online consular registration process (Smart Traveler Enrollment Program – STEP) at <https://step.state.gov>. The Office of International Programs will use the data on the required forms to complete the registration process. Please review:

Centers for Disease Control (www.cdc.gov/travel/index.htm)

Travel Warning and Consular Information Sheets (www.travel.state.gov)

Have all existing written agreements for contracted services been approved by the Business Office? Y N

Please attach a roster of all students and the following forms for each:

- Photocopies of passport (and visa if necessary)
- Participant Information Form (with copy of insurance information attached)
- Release & Assumption of Risk form
- Self-Disclosure Medical and Dietary Report
- Statement of Student Rights and Responsibilities

Additionally Required:

- Risk Management Checklist
- Copy of itinerary of entire course (dates, locations, housing addresses, schedule of events, etc)
- A copy of the roster, and of the forms, **must** be left with the responsible coordinator in the college prior to departure. Any other relevant information may be added.

Faculty Signature: _____ Date: _____

Appendix C: Study Abroad Crisis Response Plan

STUDY ABROAD CRISIS RESPONSE PLAN (GENERAL)

Although no plan will apply to every situation, a common set of factors must be examined in every case. A checklist has been organized below to guide response by the home institution to emergencies facing a study abroad program.

When an Emergency Occurs:

1. The Office of International Programs (IP) should contact the program director overseas or the program director should contact IP. Telephone: (503) 352-1600 (during office hours), (503) 244-6651 or (503) 752-3422 (cell) at all other times. If communication attempts fail, backup cell number is (503) 758-8545.

2. The program director will ascertain the real danger to students and staff considering such factors as:

- The event's proximity to students and staff
- Its impact on the availability of food, water, and medical supplies
- The target of unrest
- The intensity of the emergency or of the political unrest
- The presence of military or emergency personnel
- The feasibility of continuing classes
- The ability of students and staff to travel in the country
- Advice of the nearest embassy or consulate

3. The program director and/or IP will call other institutions with students in the affected location to coordinate information and devise a common action plan. Maintain communication throughout the emergency.

4. Prior to making any decisions, the Office of International Programs may gather information from the following additional sources in order to develop as accurate an assessment of the situation as possible:

- U.S. State Department Overseas Advisory Council: www.osac.gov
- U.S. State Department Office of Overseas Citizen Services: 1-888-407-4747.
- Host country embassy in the U.S.
- Host country contacts: institutional, agencies handling travel arrangements, local program directors, if applicable
- Media – local, national and international
- Faculty with expertise in the region

5. Once the essential facts have been gathered, IP will then call a meeting of senior administrators: President, Provost; VP for University Relations; VP for Student Life; Director of International Programs; Dean of Arts and Sciences (or appropriate dean). The group will:

- Consider immediate measures needed to preserve the health and safety of students and staff
- Consider additional issues of health, safety, academics, financial aid, public relations and legal liability
- Develop a written action plan and, if necessary, evacuation plan
- Communicate this plan to the program director and students
- Consider how to meet the financial cost of plan implementation
- Designate an individual to assume responsibility for the situation at the home institution
- Develop a communication document to be used by all individuals involved
- Secure final approval of the action plan from the President
- Prepare a list of individuals to be alerted once the entire plan is in place (to include the President; university staff; parents and family of participants; faculty and students on the home campus; the media).

- Develop a daily communication plan to provide appropriate individuals with a daily bulletin until the crisis is over
- Assess the impact of the event once it has ended, and document all institutional actions

Student Procedures

1. Students at the overseas site will be gathered together and informed of the threat.
2. They will be advised to avoid behaviors that draw attention to themselves as Americans. They will also be asked to avoid locations that U.S. students are known to frequent, and advised not to congregate in large groups.
3. Added security measures will be implemented at the classroom site, in consultation with on-site contacts (including removal of U.S. program identification)
4. Students will be provided with daily bulletins as well as counseling and positive feedback.
5. In consultation with IP, the program director will prepare to implement an evacuation plan (if necessary)
6. Students will be provided with copies of all official communications relating to the institutional response (including letters to parents)

QUESTIONS TO BE ADDRESSED BY CRISIS RESPONSE TEAM

1. Specific information to be collected from the site:

- a. What happened?
- b. Where did it happen?
- c. When did it happen (date and time)?
- d. Who was involved?
- e. Who are the witnesses?
- f. Who has been contacted?
- g. What action, if any has been suggested by authorities at the site?

2. Status of the participants:

- a. Where are the participants?
- b. What is the physical condition of the participants?
- c. What is the mental health of the participants?
- d. What communication system has been established among the participants?
- e. What information needs to be communicated to the participants?
- f. Do the participants have any immediate needs?
- g. Are any funds needed? I.e., medical, bond fees, etc.

3. Specific contact information:

- a. Who contacted the home university/organization?
- b. When did the contact occur?
- c. How was contact made?
- d. What was discussed?
- e. What plan was developed?
- f. Who was to take what action?

4. Action plan:

- a. What action needs to be taken?
- b. What are the legal issues to be considered?
- c. Who needs to be contacted?
- d. Who will contact each agency/organization/family? When will the agency/organization be contacted?
- e. What financial arrangements need to be made?
- f. How will the gathered information be communicated?
- g. Who will collate information?
- h. How will the Crisis Management Team receive the information?

5. Post-crisis Follow-up:

- a. What debriefing is needed and who should be included?
- b. What post-trauma counseling is needed?
- c. What letters and other forms of communication need to be undertaken?
- d. What legal action should be reviewed and initiated?
- e. What are the financial repercussions?

e. Who will gather all information and write a report?

NOTE: The faculty leader will normally be responsible for gathering, recording and disseminating all information from the program site to the Crisis Management Team. Prior to the program start date, a backup responder (accompanying faculty chaperone) or student assistant should be designated in the event that the faculty leader becomes incapacitated.

CRISIS MANAGEMENT TEAM

Mark Burnett, VP, Marketing and University Relations, ext. 2892, mburnett@pacificu.edu

Lesley Hallick, President, ext. 2123, hallick@pacificu.edu

John Miller, Provost, ext. 2228, jmiller@pacificu.edu

Ann Barr-Gillespie, Dean of the College of Health Professions, ext. 7372, barr-gillespie@pacificu.edu *

Mark Ankeny, VP of Enrollment Management, ext. 2924, mankeny@pacificu.edu

Will Perkins, Dean of Students, ext. 2924, wperkins@pacificu.edu

Stephen Prag, Director, International Programs, ext. 1600, sprag@pacificu.edu

International Programs Assistant, ext. 1600, intlprograms@pacificu.edu

*substituted by Dean of other college as situation warrants

ADDITIONAL RESPONSE GUIDELINES

Arrest of a Student

Pacific University program administrators and faculty coordinators abroad play a limited, but nonetheless important role when a participant is alleged to have committed a crime. When an alleged crime occurs abroad, it is important to remember that the student is subject to the laws of that country, not U.S. law. The student is also not assured the same rights he/she enjoys in the U.S. Yet, the University is obligated to undertake all measures possible to ensure the safety of the student.

1. It is essential to gather as much information as possible concerning the arrest including:

- a. Name of the participant
- b. Country of birth, citizenship and DOB
- c. Date, place, and time of arrest
- d. Nature of the charges
- e. Summary of the incident
- f. Other individuals involved (if applicable)
- g. Location of student's detention, and how they may be contacted
- h. Whether the student has legal representation
- i. The student's rights in the justice system of the country in question

2. Notify the U.S. consular officer immediately

3. Do not call any family members or next of kin unless a) you have confirmed the arrest and b) the individuals have given you their written consent. If you do not have written consent, notify the Crisis Management Team, which will decide on a course of action.

4. The University cannot recommend or provide an attorney. The student and the University, however, can request the assistance of the State Department.
5. If the student consents, notify the next of kin listed on the participant's emergency information sheet. Provide the family member with the name, title, telephone number, fax number, and address of the U.S. Embassy or consulate whom you have notified regarding the arrest. Be careful that you indicate only that the person has been accused, and not whether you believe the individual is guilty.
6. If necessary, pack an appropriate amount of clothing items and other necessities to provide to the U.S. representative in the host country, so they can be given to the detained participant(s) when possible.
7. Visit the arrested person wherever he/she is being detained. Do your best to calm the arrested person so that he/she understands the process she/he will be facing.
8. In some countries, an arrested individual may be released upon payment of a fine or other fee. Before proceeding with this option, the Office of International Programs in consultation with the university's legal counsel should consult with one another to consider the seriousness of the allegation and whether it warrants any intervention. For example, if someone is jailed for not paying a bill at a restaurant and the individual will be released if payment is made, then generally on-site staff should make the payment. On the other hand, if the individual has committed a serious crime, U.S. consular officials should determine the best course of action.
9. If there is a language barrier, ask a representative of the host institution, the resident coordinator, or the U.S. consulate to assist with translation when you visit the individual being detained.
10. The person visiting the student should provide a written report to Pacific University as soon as possible summarizing what has occurred and the action taken. When working with a partner institution abroad, the Office of International Programs will request periodic updates.
11. Describe the outcome or action related to the arrest in a report to Pacific University. Include the following: charges dismissed? Agreement reached? Found guilty/not guilty? Deportation? Where will the sentence be served? What was the sentence handed down?
12. University's legal counsel should be kept abreast of all actions and should be copied on all reports and updates.
13. The student should be informed of any consequences in relation to his/her participation in the program; i.e. curfew, activity restrictions, separation from the program or disciplinary action at Pacific University. Consequences should be determined by the members of the crisis team.

Sexual Assault

Definition of Sexual Assault: Physical contact of a sexual nature, which is against one's will or without one's consent.

When the student is the perpetrator:

Sexual assault can result in dismissal from the program. Special sensitivity is needed when handling a report of sexual assault. It is very important to involve Pacific University's legal counsel and the Dean of Students when a sexual assault is reported. Laws vary according to the country. In this case, the U.S. consulate or nearest embassy should be consulted.

When the student is a victim of a sexual assault:

The first priority is to meet the immediate needs of the individual from a medical and psychological standpoint. Both a medical doctor and a psychologist should be consulted whenever possible. In cases where the individuals at the program site do not have sufficient resources to handle this type of crisis, the faculty director should contact the nearest U.S. consulate for assistance.

Second, the victim should be moved to a safe location and should preserve all physical evidence of the assault. The victim should not wash or bath, use the toilet, or change clothing until there has been a medical evaluation. If the victim insists upon changing clothing, put all clothing in a paper bag.

Third, when appropriate, and only if the student wishes to work with the police, the matter should be reported to local authorities and the US Consulate. Due to the sensitive nature of the event, all of those involved in this crisis must accept their responsibility to maintain strict confidentiality on the matter.

PLEASE NOTE: As much as possible the student at issue should be allowed to determine what steps he or she is willing to pursue. The ability of the student to process the incident, the severity of the injury and the question of whether others face imminent threat are all factors to be weighed. Additionally, the laws concerning sexual assaults, as well as the punishments, vary greatly from country to country and the victim should be made aware of what local laws and procedures apply. If a student is studying at a partner institution abroad there will, in most cases, be a set of procedures to handle this type of situation. In this case, it is crucial that the Office in charge of study abroad students be in touch with the Office of International Programs to explain what procedures and laws apply.

The following information should be obtained when a sexual assault is reported:

- a. Name of person reporting the incident
- b. Name of the victim
- c. Status of the victim (student, faculty, staff, other)
- d. If not the victim reporting, how does the person know of the assault
- e. Date, time, and place of the assault
- f. What occurred
- g. Who was the assailant (if unknown, ask for a description)
- h. Where is the victim now

The following immediate actions should take place:

- a. If you are first on the scene or the first contacted, the victim may be in shock, physically hurt, and very emotional. Assure the victim that s/he is not at fault and did not cause the assault to occur and that the responsibility for the assault is placed on the perpetrator alone. Your first objective is to care for the victim's medical/emotional needs.
- b. Determine if the individual wishes to contact a parent/relative, a health care provider or some other trusted person. You cannot necessarily assume who should be the first recipient of a phone contact from the student. Facilitate the communication between the student and the parent/relative without offering judgments or assertions.

Follow Up Actions, if determined appropriate after consultation with campus resources:

- a. Request an investigation from local authorities. A detailed log of all events related to the situation should be used throughout the investigative process.
- b. Once the investigative report is complete a report should be made to the Dean of Students at Pacific. If the alleged perpetrator is a Pacific student, the Dean, in consultation with the University's legal counsel, will determine the necessary action to be taken against the perpetrator.
- c. Be sure the victim receives counseling services from a mental health professional. If the victim is afraid to return to his/her residence assist in making alternative arrangements with the institution abroad. The mental health professional should weigh with the student, the options available including medical evacuation or a return home to deal with the trauma.

- d. If the student decides to return home, assist in the coordination of all return arrangements, including the notification of parents (as discussed with the student).
- e. If the student decides to remain in the program, discuss the possible need to provide different academic arrangements with the host institution should this incident have an impact on the student's ability to function in his/her classes or delay participation in any final assessment.
- f. In all cases, make notes of your conversations with the student and/or call the Dean of Students to process what has occurred, and to record what agreements were struck and how students are responding.

Appendix D: International Travel Course Budget and Fee-Setting Worksheet

Faculty coordinators proposing international courses should use the following worksheet to set the course budget and student fees.

1. General Information

Faculty Coordinator	_____
Course location	_____
Course dates	_____
Currency used at location	_____

2. Accommodations

Housing

Will participants be housed in one location for the duration of the course? If no, please answer the following questions for **each** location.

Student housing location 1

Number of nights

Cost per night

Student housing location 2

Number of nights

Cost per night

Student housing location 3

Number of nights

Cost per night

Will faculty be housed in same location as students? If not, please provide information on faculty housing below.

Faculty housing location 1

Number of nights

Cost per night

Faculty housing location 2

Number of nights

Cost per night

Faculty housing location 3

Number of nights

Cost per night

Meals

Are meals provided at the housing site(s)?

If yes, what is the cost per day:

For site 1

For site 2

For site 3

If students will be responsible for their own meals, please estimate the cost per day to the student.

3. Transportation costs

Estimated cost for a round-trip plane ticket

Cost of transportation to/from airport

Cost of on-site ground transportation

4. Host/Facility Expenses

Is there a fee for classroom space usage?

What is the cost per hour?

How many hours will be required?

Will audio/video equipment be needed?

If yes, please itemize and estimate the costs:

Please describe any other fees that will be charged on-site and provide information on cost.

5. Field trips and extracurricular activities

Honoraria for guest speakers (include information on the number of speakers and the honorarium paid to each.). Consult with the Business Office regarding regulations for payment of honoraria to non-US citizens.

Provide information on field trips/activities

Activity 1 description

Cost per participant

Transportation cost

Activity 2 description

Cost per participant

Transportation cost

Activity 3 description

Cost per participant

Transportation cost

Activity 4 description

Cost per participant

Transportation cost

Activity 5 description

Cost per participant

Transportation cost

Add a spreadsheet budget example

6. Estimated Total Cost Per Student, Minimum Number of Student Participants, Estimated Cost Per Faculty, Minimum Number of Faculty

Add Page Break

Appendix E: International Travel Course Recruitment Checklist

(Information requested to best facilitate marketing)

- Course description
- Course dates
- Site(s) description (especially regarding travel and safety issues)
- Accommodation links, if available
- Course itinerary
- Syllabus
- Course fee
- Course prerequisites
- Photos of destination
- Faculty Member(s) bio(s)
- List of potential classes in which to promote the course
- Suggested journals/scholarly publications that would draw prospective students
- Other colleges and universities with strong departments in the area(s) of interest

Appendix F: Suggested Guidelines for Information Sessions and Orientations

Outlined below are the topics that the faculty coordinator should consider discussing. This list covers only trip fundamentals. It may be necessary and appropriate to include additional information. Please contact the Office of International Programs for more information.

Information Sessions:

Information sessions are designed to educate and encourage students to attend an International Travel Course. Please discuss the following subjects:

- ✓ Academics: detailed course description, style of teaching (e.g. lecture, tutorial, self-directed, etc.), credits, etc.
- ✓ Costs of the International Travel Course and items covered
- ✓ Housing options
- ✓ Special aspects of the International Travel Course (unique excursions, guest lectures, e.g.)
- ✓ Aspects of the culture, city or country where the International Travel Course is located
- ✓ Guidelines about travel, safety and health as applicable (see *current travel warnings posted by the State Department (http://travel.state.gov/travel_warnings.html)*). **No officially Pacific sponsored or Pacific affiliated activity may occur in an area where a State Department travel warning has been posted.**
- ✓ Application procedures, financial aid and registration issues
- ✓ Details about travel documentation, required immunizations, transportation and arrival information.

Orientations:

Orientations can be similar to information sessions but are designed to **prepare students for living and studying internationally** in an International Travel Course. Please discuss the following subjects during the orientation:

- ✓ Academic issues: registration for courses, workload, syllabus, final projects. Also, discuss how to benefit from the different educational system or setting.
- ✓ Cultural differences: This may be extensive but should include such topics as: teacher/student relationships, university life, attitudes towards Americans, racial and sexual prejudices, family life (if applicable), where and how to eat and entertain oneself, ways to meet the natives, basic language phrases, appropriate etiquette, etc. It may also be good to discuss from personal experience “how to learn” about the other culture.
- ✓ Practical details: how to handle money, differences in electrical currents, use of computers abroad, access or lack thereof of internet access, telephone systems, traveling in a group, things to pack for the trip, necessary clothing, etc.

- ✓ Health and safety issues: crime, pedestrian safety, in-country travel safety, water and food quality, medicine availability, necessary vaccinations, etc. *Current travel warnings posted by the State Department (http://travel.state.gov/travel_warnings.html) should be consulted regularly by faculty and student participants before departure. **No officially Pacific sponsored or Pacific affiliated activity may occur in an area where a State Department travel warning has been posted.***
- ✓ Political and historical awareness: Discuss events in the country history or recent political developments that students need to know, especially as these may pertain to their safety. Include resources that may help students increase their knowledge about the country before they depart.
- ✓ Transportation: Details about travel documentation and arrival information. When and where should students arrive?

Appendix G: International Travel Course: Supplementary Course Approval Guidelines and Form

Pacific University Guidelines for the Development of International Travel Course Proposals

The goal of the colleges the Office of International Programs Office is to provide all qualified Pacific University students with the opportunity to participate in an international study experience. Due to the diverse nature of our campus, short-term faculty-led International Travel Courses provide an important option.

Short-term International Travel Course Definition

Short-term International Travel Courses are usually formal academic courses that operate for less than the standard academic term and take place entirely at a location outside the United States. Courses range in length from one to several weeks (most often 2-3-weeks) and are directed by Pacific University faculty coordinators. Students earn credit upon course completion.

Time Frame

Course proposals should be initially discussed 12-15 months ahead of the proposed semester the course will be offered. While budget adaptations and changes in the itinerary may occur after the initial proposal is submitted, it is encouraged to strive for accuracy in the original proposal.

General Guidelines

- Each course will have a well-defined academic focus.
- The proposal should provide an accurate and thorough summary of all activities associated with the course, including any experiential activities.
- A draft budget must be submitted with the proposal.
- Faculty coordinators must have extensive, first-hand knowledge of the course site or the country in which the course site is located.
- To avoid liability issues the Dean/Director, the College Curriculum Committee, and the Office of International Programs will closely scrutinize the health and safety aspects of proposed courses.

Academic Guidelines

- International courses must have academic integrity and coherence. The relationship between the course content and the course location should be articulated clearly.
- The type of work required of students should be appropriate to the course level and compatible with travel and in-country conditions.
- The method of course evaluation should be clearly stated and comparable to those used on-campus.

Itinerary

- A tentative travel schedule must be provided with the proposal.

Course Enrollment

- Minimum and maximum enrollment numbers and associated cost differences must accompany the budget projections.

Payment Schedule/Refund Policy for Participants

- Payment schedules and refund policies vary depending on the nature of the course offered. The responsible college coordinator will work with faculty to develop an appropriate payment schedule, and will bill students for course travel expenses according to the payment schedule developed with the faculty.
- Complete information about payment must appear in the marketing materials.

Final Report

- A narrative report of the course and logistics must be submitted at the same time. This report should discuss problems, successes and recommendations for future courses.

**Pacific University
International Travel Course Approval Form**

Today's Date _____ Submitted by: _____

Contact Information

Faculty Coordinator _____

Department: _____ UC Box: _____ Ext: _____

Telephone: _____ Email: _____

Course Description

Please address the following. Separate sheets may be attached to this form.

Course Title: _____

Course Description: _____

Academic Objectives: _____

Number of Credits: ____ Term offered: _____ Course Dates: _____

Course Site: _____

Is there an active State Department Travel Warning for this site? Yes/No (circle one)

Note: travel warning information is available at the following web address:

http://www.travel.state.gov/travel_warnings.html

Recruiting and Marketing: How will you market this course to students? In what areas would you need assistance?

Group Size (including coordinators): Minimum: ____ Maximum: ____

Course Activities:

In-Country Resources: _____

Accommodations: _____

Meals: _____

Cultural Events/Tours:

Describe pre-departure orientation course, including treatment of health and safety issues:

Will applications for participation be extended to individuals other than Pacific University students? If so, please explain the criteria for participation:

The following documents should be attached with this form:

- Course syllabus
- Preliminary budget
- Tentative travel itinerary

Signature of person proposing the class: _____ Date: _____

Course Approval Signatures

Dean/Director	Printed Name	Date
---------------	--------------	------

Chair, College Curriculum Committee	Printed Name	Date
-------------------------------------	--------------	------

College Dean	Printed Name	Date
--------------	--------------	------

Appendix H: Required Documents

For Each Participant:

Note: Please do NOT use the forms included in this handbook. These are included for as samples only.

Link to electronically fillable forms (b through f) can be found at:

<http://www.pacificu.edu/as/intlprograms/StudyAbroadForms.cfm>. Please direct students and other travel participants to use the forms posted and encourage them to complete the forms electronically as this improves legibility. They should download the forms, save them to their computers, complete as directed, print, sign where necessary and submit to faculty leader.

- a) Photocopies of passport (and visa if necessary)
- b) Participant Information Form (with copy of insurance information attached)
- c) Release & Assumption of Risk form
- d) Self-Disclosure Medical and Dietary Report
- e) Statement of Student Rights and Responsibilities

Additionally Required:

- Risk Management Checklist (attached in Appendix B)
- Roster of program participants
- Copy of all orientation materials
- Copy of itinerary of entire program (dates, locations, housing addresses, schedule of events and/or field trips)



Short-Term Study Abroad Programs

Participant Information Form

Participant Information

Overseas Study Course Name:

Last Name First Name(s) Middle Name(s) Pacific University ID Number

Are you a student? If so, are you a Pacific Student? If not, at which institution are you enrolled? Who is the Dean of Students at this institution?
 Yes No Yes No

Gender Date of Birth City of Birth State of Birth Country of Birth
 Female Male

Country of Citizenship Type of Visa while in US (non-US citizens only)
 US Other _____ Permanent Resident F-1 Refugee Other _____

Will you be traveling on a US passport? If not, from which country is your passport?
 Yes No

Passport Number Passport Issue Date Passport Expiration Date

Street Address While In School City State Zip Code

Telephone Number Email Address

Address When School Is Not In Session City State Zip Code

Telephone Number Email Address

Emergency Contact Information

Please fill out the following information about your preferred emergency contacts.

Name of Emergency Contact Relationship to Participant Daytime Telephone Number Evening Telephone Number

Street Address City State Zip Code

Alternate Emergency Contact Relationship to Participant Daytime Telephone Number Evening Telephone Number

Street Address City State Zip Code

Insurance Information

Overseas coverage is mandatory for all participants. Please provide a copy of your insurance card(s).

Name of Company Providing Coverage Group ID/Number

Individual ID Number

Name of Primary Insured

Telephone Number of Company Providing Coverage

Does your insurance have overseas coverage?

Yes No

If your insurance does not provide overseas coverage, provide details of your supplementary travel coverage policy here.



Short-Term Study Abroad Programs Release and Assumption of Risk Form

(signature of parent or guardian if participant is under 18)

Name of Participant: _____
(Please print)

In consideration of my (self, child) being permitted to participate in the _____
administered by Pacific University, I do hereby agree as follows (please sign below)

MEDICAL EMERGENCY AND AUTHORIZATION

I represent and warrant that (I am/my child is) physically fit to safely participate in the program. I understand that on rare occasions an emergency may develop while I am overseas on a Pacific University program, which could require the administration of medical care, hospitalization, or surgery. Therefore, in the event of injury or illness to my (self/child), and if I am unable to grant permission at the time an emergency treatment is required, I hereby grant Pacific University, by and through its authorized representative(s) or agent(s) in charge of this program, permission to authorize medical treatment and hospitalization including but not limited to injections, anesthesia, surgery, and medication that the representative or agent, in consultation with medical personnel, deems appropriate. I agree that payment for any such treatment is my sole responsibility, and I agree to reimburse Pacific University or its authorized representative(s) or agent(s) for any expenses or charges which they might incur for such treatment.

Signature/Date: _____

INDemnIFICATION

I, on behalf of myself, my heirs, executors, and assigns, agree to defend, indemnify, and hold harmless Pacific University and its representative(s), agent(s), employee(s), student(s) and directors, against any and all manner of actions, suits, debts, claims, or liability of every kind incurred or arising by reason of my (own/child's) participation in the program, including but not limited to any injuries or death (I/my child) may suffer or cause to other participants. **IT IS THE INTENTION OF THE UNDERSIGNED BY THIS AGREEMENT TO EXEMPT AND RELIEVE PACIFIC UNIVERSITY FROM LIABILITY FOR PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE CAUSED BY ANY MEANS, OTHER THAN INTENTIONAL MISCONDUCT OR GROSS NEGLIGENCE.**

Signature/Date: _____

RELEASE

I am aware that accidents or injuries may occur as a result of my (child's) participation in the program. **I AGREE THAT PACIFIC UNIVERSITY AND ITS REPRESENTATIVE(S), AGENT(S), EMPLOYEE(S) AND DIRECTOR(S) SHALL NOT BE RESPONSIBLE FOR ANY PERSONAL INJURY, OTHER INJURY, DAMAGE, LOSS, OR EXPENSE, EITHER TO (ME/MY CHILD) OR (MY/MY CHILD'S) PROPERTY, WHETHER OR NOT SUCH INJURY IS CAUSED BY NEGLIGENCE.**

Signature/Date: _____

(over)

RULES OF CONDUCT

I understand that participants in this international study program are subject to the laws of the country in which the program is operating. I also understand that it is my responsibility to be informed about the laws of that country and to conduct myself in a manner that complies with those laws. Pacific University, its representative(s), agent(s), Students, volunteers, employee(s), or director(s) shall not, under any circumstances, be responsible for any illegal activities that I may engage in. I further agree to abide by the policies of the program. I understand that Pacific University (through its representative(s) or agent(s)) has the authority to discontinue my participation in the program, if in the judgment of the university, its representative(s) or agents(s), my conduct is unacceptable.

Signature/Date: _____

WITHDRAWAL FROM PROGRAM

I agree to be solely responsible for any and all costs arising out of my (own/child's) voluntary or involuntary withdrawal from the program prior to its competition, including withdrawal caused by illness or disciplinary action by Pacific University, or its representatives(s) or agent(s). In the event that Pacific University, its representatives(s) or agents(s), have committed expenses on my behalf prior to the start of the program I understand that these funds may not be refundable.

Signature/Date: _____

Example Only



Short-Term Study Abroad Programs

Self-Disclosure Medical & Dietary Report

The purpose of this form is to assist the faculty leaders and chaperones of Pacific University's overseas study programs and/or International Programs staff in serving a student or non-student travel program participant as promptly and correctly as possible should the student require medical care during the period abroad. This form is to be completed by the participant.

Student Information			
Last Name	First Name(s)	Middle Name(s)	Pacific Student ID Number
Overseas Study Course Program Name	Date of Birth	Blood Type	
General Health <div style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor </div>			
What, if any, major diseases, ailments, or injuries have you experienced in the past five years?			
Do you have any medical and/or diagnosed psychological conditions that the faculty leaders of the program should be aware of? (i.e., diabetes, asthma, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(if so, what condition?)</i>			
If your answer to the above question is yes, what (if any) medication(s) do you require?			
This travel opportunity may require you to be able to function in specific physical ways. Do you understand those functions? Can you function successfully in these ways? If not, then participation may be impossible. Any possible accommodations must be discussed before participation in this travel component can be allowed.			
Are you a vegetarian? <input type="checkbox"/> No <input type="checkbox"/> Yes	Are you currently on a restricted diet? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(if so, please describe)</i>		
Do you have any allergies? If so, what medications, if any, do you require? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Are you on medication of any kind? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(if so, please specify)</i>			

Please use the following space to provide us with any other pertinent medical or health information.

Health Care Provider Information (where you receive regular health care & prescriptions)

Health Care Provider Name		Name of Provider's Office, if any (i.e. Portland Family Clinic)	
Street Address	City	State	Zip Code
Telephone Number		Fax Number	

Health Care Provider Statement

This section must be completed **only** if the participant has any ongoing health problems or takes any medication regularly.

I, _____ submit that
 _____ (practitioner's name) _____ (student's name)
 is physically and emotionally able to participate in a Pacific University overseas study course.

Signature: _____ Date: _____
 (signature of M.D., N.P., P.A.)

Consent to Disclosure of Information

I understand that my disclosure of this information is voluntary, and that the program leader(s) or Office of International Programs staff may release this information to others in a medical emergency or other situation where the release of this information seems prudent and responsible.

Name: _____ Signature: _____ Date: _____

Sample Only



Short-Term Study Abroad Programs

Students Rights and Responsibilities

Study abroad programs offered through Pacific University are designed to enhance and broaden your college experience and increase your cultural awareness. While studying abroad is an opportunity filled with challenges and excitement, it also entails taking on a certain amount of personal responsibility. We ask for your cooperation in assuming your full responsibility as a study abroad student as an adult. Listed below are **some** of the things you will be required to undertake as part of your study abroad program. **While enrolled in the program, students are subject to the rules, regulations, and policies of Pacific University, the host institution and provider organization (if applicable).**

Students are responsible for:

1. Reading all information presented by Pacific University, your host institution and provider organization (if applicable) and carrying out the tasks outlined in these materials.
2. Securing a passport and visa (if necessary).
3. Returning all forms requested by Pacific University, your host institution and provider organization (if applicable) on time.
4. Complying with payment schedules, and financial aid instructions when applicable.
5. Attendance at pre-departure orientation meetings.
6. Paying all fees and personal expenses incurred while abroad.
7. Completing all academic work during the given time period (applies to individuals seeking class credits).
8. Behaving in a manner respectful of the host culture.
9. Notifying the Pacific University Office of International Programs and on-site coordinator/director of any changes in address or contact information.
10. Educating themselves about their host country.
11. Assuming responsibility for their own personal safety at all times, especially when they are absent from program activities, during free time periods in their stay accommodations, or periods of independent travel.
12. Refraining from endangering others who are participating in the study abroad program.
13. Immediately reporting all unsafe acts and dangerous activities by other participants to the faculty member or program director.
14. Immediately reporting all injuries to the faculty member or program director.
15. Refraining from the illegal use of alcohol or drugs while participating in the travel program.
16. Refraining from having firearms or other weapons in my possession during the study abroad program.

Students and other travel program participants who do not turn in all forms and attend required meetings may be dropped from the program. Students who jeopardize the program may be withdrawn. Students who do not complete academic work as assigned may fail to receive credit. Students and other travel program participants who do not meet the financial obligations of the program may be withdrawn. Students and other program participants who fail to comply with any of the responsibilities outlined above may be withdrawn.

I understand and agree to comply with this Student Rights and Responsibilities Statement.

Print Student Name: _____

Signature: _____

Date: _____

Pacific ID Number: _____