

Office of International Education and Development

APPALACHIAN STATE UNIVERSITY

507

Program Leader Handbook



international.appstate.edu

Phones: (828) 262-6692 (Education Abroad Director)
(828) 262-8034 (Education Abroad Assistant Director)
Fax: (828) 262-4037

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Appalachian State University is committed to providing equal opportunity in education and employment to all applicants, students, and employees. The university does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, creed, sex, gender identity and expression, political affiliation, age, disability, veteran status, or sexual orientation. The university actively promotes diversity among students and employees.



Associate Vice Chancellor
Office of International Education and Development
PSU, Suite 321
ASU Box 32083
Boone, NC 28608-2083
(828) 262-2016
Fax: (828) 262-1037
international.appstate.edu

Dear Program Leader:

Thank you and congratulations on your decision to design, develop, and lead a Faculty-Led Education Abroad Program (FEAP)!

Because of your personal commitment of time and energy, combined with your academic and international expertise, students who might not otherwise have the opportunity to travel and study abroad will be able to experience first-hand what it is like to live and learn in another culture. By infusing a hands-on intercultural experience into your course curriculum, you offer Appalachian students an invaluable opportunity to deepen their understanding of complex issues within a global dimension.

Leading a FEAP will greatly stretch and broaden your leadership and organizational skills as a program leader acts not only as an instructor, but also as a mentor, counselor, cross-cultural informant, geographical guide, group leader, rule enforcer, bookkeeper, administrator, and manager of logistics, all on a 24-hour basis!

This Program Leader Handbook was written to assist you in the planning and implementation stages of your program. It provides important guidelines, recommendations, as well as the official policies and requirements for conducting a FEAP of both the Office of International Education and Development (OIED) and the University. Please keep in mind that the staff at OIED is always delighted to assist you throughout the whole process, from the initial design and development of your program to your program's return to the U.S.

While planning for and leading a FEAP involves a great deal of responsibilities and challenges, especially for first-time program leaders, I trust that you will find the personal and professional rewards well worth the effort!

Thank you again for taking the initiative to offer Appalachian students a unique learning experience that simply cannot be replicated in the classroom.

I wish you a safe and rewarding experience abroad with your student. I look forward to hearing about the success (and challenges!) of your program upon your return.

Sincerely,

A handwritten signature in blue ink that reads "Jesse Lutabingwa".

Jesse Lutabingwa
Associate Vice Chancellor
International Education and Development

Dear Program Leader:

It is a great honor and privilege for our office to assist you in designing and implementing a successful Faculty-Led Education Abroad Program (FEAP). This Program Leader Handbook is intended to provide you with pertinent and practical information about the policies and procedures involved in designing and leading a faculty-led program, as well as address the myriad of responsibilities that you, as a program leader, will be taking on when offering an invaluable international academic experience to the students at Appalachian!

Please know that this handbook is a work in progress and that we welcome any comments or suggestions that would make this handbook more useful to you. Also, should you feel that some topics and issues mentioned in this handbook deserve to be the subject of further information to be provided to program leaders in the form of online resources, round-table discussions, workshops, or any other means, please know that we welcome your suggestions. It is our goal to provide you with the resources that are most relevant to your needs as a program leader.

We ask that you take this Program Leader Handbook with you to your program site for further reference while abroad, along with the Appalachian International Crisis Management Protocols (Appalachian-ICMP) mentioned on page 7 and posted on our website at international.appstate.edu/crisis, as both documents describe the duties and expectations placed on program leaders. Please keep in mind that as the field of international education further develops and evolves here at Appalachian, this handbook will be modified accordingly.

We wish you a wonderful international experience with your students, and please remember that we are always happy to assist you in any way we can from the initial stages of your program proposal development to the return of your program to the United States. Please do not hesitate to call or e-mail us at any time.

Many thanks and safe travels!

Faculty-Led Education Abroad Program Staff

Office of International Education and Development (OIED)

ACKNOWLEDGEMENTS: The Office of International Education and Development would like to thank NC State University for allowing us to borrow ideas and content for this handbook. We also would like to acknowledge the invaluable contribution of the 2002 *NAFSA Guide to Successful Short-Term Programs Abroad* to the writing of this handbook.

I. IMPORTANT CONTACTS

The staff of the Office of International Education and Development (OIED) should be contacted as quickly as possible in the event of an emergency involving:

1. Serious illness, injury or death;
2. Emotional or psychological stress which requires professional attention;
3. Being the victim of a crime: theft, assault, rape, harassment, etc., or being accused of committing a crime;
4. In-country crisis, i.e., political uprising or a natural disaster.

Please download, print, read and take abroad “The Appalachian International Crisis Management Protocols” (Appalachian-ICMP) posted on the OIED website at: international.appstate.edu/crisis for step-by-step procedures to follow in the event of an emergency involving Appalachian State University students and/or personnel

This Important Contacts section will be e-mailed to the program leaders prior to departure in a version that includes additional telephone numbers not published on this online publication.

ASU Police Emergency (emergency; collect calls accepted 24/7).....	+1 (828) 262-8000
Office of International Education and Development (OIED)	Tel.: +1 (828) 262-2046 Fax: +1 (828) 262-4037
Director of Education Abroad Programs, (OIED)	+1 (828) 262-6692
Assistant Director of Education Abroad Programs (OIED)	Office: +1 (828) 262-8034
Associate Vice Chancellor for International Education and Development (OIED)	+1 (828) 262-2046
Executive Director of Education and Development (OIED)	+1 (828) 262-2816
Office of Equity, Diversity and Compliance	+1 (828) 262-2144
Associate Vice Chancellor and Dean of Students	+1 (828) 262-2060
Counseling and Psychological Services Center	+1 (828) 262-3180
Director of Student Conduct	+1 (828) 262-2704
Appalachian Student Health Services:	
Main phone number	+1 (828) 262-3000
Appointments phone number	+1 (828) 262-6577
Medical records/Immunizations	+1 (828) 262-6578

HTH Medical Insurance**For medical evacuation and other 24/7 emergency assistance, call HTH Worldwide:**

- Call collect from outside the U.S. +1 (610) 254-8771
- Call toll free from within the U.S. 1 (800) 257-4823
- E-mail assist@hthworldwide.com

In an emergency, seek appropriate medical care directly and then call HTH Worldwide.

For other general benefits information and to replace a lost card, contact HTH Customer Service:

- Call collect from outside the U.S. +1 (610) 254-8741
- Call toll free from within the U.S. 1 (866) 281-1668
- E-mail customerservice@hthworldwide.com

To request medical reimbursement:

A **Claims Form** must be submitted, which is available on www.hthstudents.com and on OIED Faculty resources international.appstate.edu/education/aoep/facultyresourcelist and send it to:

HTH Worldwide
 Attn: International Claims Department
 One Radnor Corporate Center, Suite 100
 Radnor, PA 19087
 Fax: 1 (610) 293-3529

To register with HTH and access useful health and safety information related to the FEAP's destination (s):

Go to the HTH website at www.hthstudents.com. Insured participants will need to register first, using the individual certificate number listed on the HTH insurance card.

U.S. Department of State

Please visit the U.S. Department of State website at www.travel.state.gov for information pertaining to:

- international travel, passports, and visas
- travel warnings and alerts
- country specific information
- U.S. and foreign embassies and consulates
- Smart Traveler Enrollment Program or STEP (formerly known as “Travel Registration” or “Registration with Embassies”)

Overseas Citizens Services:

Call 1 (888) 407-4747 [from overseas: +1 (202) 501-4444] for answers related to questions concerning a crisis/emergency involving American citizens abroad.

II. FACULTY-LED PROCESS TIMELINE

TIMELINE	ACTIVITY	TASK/RESPONSIBILITY
ABOUT 6 MONTHS BEFORE PROPOSAL SUBMISSION	PROGRAM PROPOSAL PLANNING	<ul style="list-style-type: none"> • Meet with OIED to discuss project and procedures • Meet with Chair and Dean for salary considerations • Meet with Compliance Officer for export controls
MARCH 15	EARLY PROPOSAL SUBMISSION	<ul style="list-style-type: none"> • Submit the early proposal to OIED with all signatures
EARLY JUNE	APPROVAL OF EARLY PROPOSAL	<ul style="list-style-type: none"> • By FEAP Committee and Assoc. V.C. for OIED
SEPTEMBER 15	PROPOSAL SUBMISSION	<ul style="list-style-type: none"> • Submit the proposal to OIED with all signatures
MID-OCTOBER	APPROVAL OF PROPOSAL	<ul style="list-style-type: none"> • By FEAP Committee and Assoc. V.C. for OIED
LATE OCTOBER	COURSE LISTING & PAYMENT SCHEDULE	<ul style="list-style-type: none"> • Check with the department chair that the program course is set up with the Registrar's Office • Meet with OIED to establish course listing and payment schedule
NOVEMBER until End of Recruitment Summer Programs: MARCH (Spring Break) Fall Programs: SEPTEMBER 30 Spring Programs: JANUARY 31	PROGRAM PROMOTION	<ul style="list-style-type: none"> • Program info is posted on FEAP webpage by OIED • Start promotion and recruitment efforts • Promote the program at OIED Annual International Fair • Offer information sessions (see session checklist) • Develop database of prospective participants
ONCE MINIMUM RECRUITMENT IS ACHIEVED	STUDENT BILLING STUDENT CONDUCT MEETINGS(S)	<ul style="list-style-type: none"> • Remind students of program payment procedures. • Students with sanctions meet with OIED and Student Conduct
ONGOING & NO LATER THAN 3 MONTHS BEFORE DEPARTURE Summer Programs: FEBRUARY Fall Programs: JULY Spring Programs: DECEMBER	LOGISTICS & SAFETY PLANNING	<ul style="list-style-type: none"> • Coordinate and pre-pay for logistics with Conferences and Camp Services (CCS) • Monitor country safety and health issues • Remind students of passport, visa, health paperwork • Ensure that the program is compliant with export controls / human subject research regulations
NO LATER THAN 2 MONTHS before DEPARTURE Summer Programs: MARCH/APRIL/MAY Fall Programs: AUGUST Spring Programs: JANUARY	TRAVEL HEALTH PREPARATION	<ul style="list-style-type: none"> • Coordinate group info session(s) with Student Health and remind students of the critical need to obtain immunizations and other medical preparation EARLY

<p>NO LATER THAN 6 WEEKS before DEPARTURE</p>	<p>COURSE REGISTRATION</p> <p>INSURANCE</p> <p>PRE-DEPARTURE MEETINGS (1 MINIMUM)</p> <p>STUDENT AND UNOFFICIAL TRAVELERS PAYMENTS</p>	<ul style="list-style-type: none"> • Submit independent study paperwork to CCS (if applicable) CCS registers all students for the course(s) • Confirm insurance info for OIED and forward cards to students once enrolled • Distribute & collect critical information (forms) • Verify and collect payments and unofficial traveler paperwork and submit to CCS and/or OIED
<p>NO LATER THAN <u>3 WEEKS</u> BEFORE DEPARTURE</p>	<p>TRAVEL ADVANCE</p> <p>HEALTH AND SAFETY PLANNING</p> <p>STUDENT CONDUCT MEETING</p> <p>PRE-DEPARTURE TRAVEL INFO</p>	<ul style="list-style-type: none"> • Meet with CCS to process the travel advance • Register group w/ local embassy and gather critical info to take abroad as described on page 29 • Read and pack OIED Emergency Crisis Protocols • Gather and pack copies of student immunization records if vaccinations are required for entry • Pack this handbook for future reference • Coordinate meetings with student as requested by OIED and Student Conduct • Submit to OIED the following documents: <ul style="list-style-type: none"> ○ emergency contact/itinerary/host family info/flight info ○ copies of all participants' passports ○ visas and immunization records (if applicable) ○ assumption of risk indemnification agreements (if applicable)

III. GETTING STARTED

A. CALL FOR PROPOSALS — DEVELOPING THE PROGRAM IDEA

Faculty-Led Education Abroad Program Proposals

Faculty-led education abroad programs offer enriching experiences for both student participants and faculty leaders. The Office of International Education and Development (OIED) would like to encourage all Appalachian State faculty and staff to consider leading or co-leading a program during the academic year (Fall – Summer II). Leading an international program can help Appalachian students gain a hands-on international perspective in the academic field while fostering their awareness and understanding of an increasingly diverse and global world. A program leader also benefits from a stimulating and rewarding teaching experience abroad.

The deadlines to submit a program proposal (signed hard copy AND electronic version) for the up coming year are:

EARLY PROPOSAL PERIOD: MARCH 15

REGULAR PROPOSAL PERIOD: SEPTEMBER 15

Example: Submit proposal for Fall 2015 – Summer II 2016 on either March 15, 2015 or September 15, 2015.

Our mission at OIED is to work together with faculty and academic departments to develop an international educational experience abroad for Appalachian students and to assist prospective program leaders in developing new programs. First-time program leaders and seasoned faculty proposing a new program should contact the Education Abroad Office at (828) 262-2046 to arrange for a mandatory pre-proposal consultation.

Please visit our website to access the appropriate program proposals form and a Guide for Proposal writing. Link: international.appstate.edu/aoep/programproposal

- New (First-Time) Program Proposal Form
- Repeat Proposal Form
- Program Proposal Budget Form
- Guide for Proposal writing

B. FACULTY-LED EDUCATION ABROAD PROGRAM LEADERS WORKSHOP

Faculty members who are considering proposing a Faculty-Led Education Abroad Program, whether seasoned or new program leaders, are required to attend an orientation workshop each academic year. The workshop is organized by the Office of International Education and Development in collaboration with the Office of Conference and Camp Services and Hubbard Programs for Faculty Excellence. The workshop will provide an overview of the education abroad process and highlight changes in the process from previous years.

Workshops are held during the fall and spring semesters. An online version will be available on the Office of International Education and Development website for faculty who are unable to attend in person. OIED highly recommends, however, that faculty leaders attend in person to have the opportunity to ask questions of the OIED and CCS staff, as well as to learn from previous program leaders.

C. PROGRAM LEADER SALARY CONSIDERATIONS

Program leader summer session salaries are mostly determined through academic college deans, but academic departments may also be involved in using their summer school funding allocations. OIED strongly recommends that the program leader first consult with his or her department chair to discuss the summer school salary while working on the program proposal. For programs offered outside of the summer sessions, program leaders are awarded a \$1,000.00 stipend. Always feel free to consult us with questions about salary as our office's mission is to serve as the information resource regarding all aspects of leading a Faculty-Led Education Abroad Program.

D. COMPLIANCE WITH EXPORT CONTROLS AND HUMAN SUBJECT RESEARCH / IRB REGULATIONS

1. Definitions

Export controls are the set of laws, policies, and regulations that restrict the export of certain goods, software and technology for reasons of national security and foreign policy. While the vast majority of research and teaching activities are excluded from export controls, it is important that faculty and staff are aware of activities that are subject to the regulations. Violations of export controls laws carry monetary and/or criminal penalties, for both the individual committing the violation and for the University.

Export control laws are implemented by both the Department of Commerce through its Export Administration Regulations (EAR) (www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear) and the Department of State through its International Traffic in Arms Regulations (ITAR) (www.pmddtc.state.gov/regulations_laws/itar.html).

The University's Institutional Review Board (IRB), is a federally-mandated university committee established to protect the rights and welfare of human subjects participating in research projects undertaken by Appalachian faculty, staff or students. Any Appalachian program, regardless of funding, that involves human subjects must be reviewed and approved by the IRB.

2. Process

As already stated on the FEAP proposal form, it is the program leader's responsibility to learn early on how export controls and human subject research regulations may affect the program and program participants. If the answer to any of the questions below is "yes," the program leader will need to consult the Office of Research and Sponsored Programs website at researchprotections.appstate.edu/international and contact the Director of Research Protections at compliance@appstate.edu or (828) 262-7981 for any further assistance in making sure the program is in compliance with federal regulations. If compliance approval cannot be obtained at the time the program proposal is submitted, consider alternative programmatic options.

1. Does the program involve directly interacting with or collecting data about individuals for research purposes?
2. Will any Appalachian owned equipment (laptops, GPS, etc.) be transported abroad or being received from abroad?
3. Will there be a contract with a non-U.S. citizen/entity or provide technical data, technical assistance or funds to a non-U.S. individual/entity?
4. Will students be required to bring any items other than necessary personal effects (e.g., a personal laptop)?

E. PROGRAM APPROVAL PROCESS

1. Writing the Program Proposal

The program leader is responsible for writing the program proposal including the budget component. Faculty members who intend to offer a new program as well as new faculty members offering a repeat program are required to consult with OIED prior to submitting their program proposal. The role of OIED is to offer guidance and practical advice regarding the programmatic, logistical, and budgetary aspects of the proposal. While it is not possible at this time to submit all the logistical details of the program proposal and other final components such as a detailed itinerary or names of hotels to name a few, it is important that the academic, health, safety and security, and budget outlines be as thorough as possible. The FEAP staff in OIED can help determine if the proposal is ready for submission.

After completion of the proposal it will need the approval/signature of the respective department chair, college dean, dean of the graduate school (if applicable), and the university research compliance officer (if applicable). Only then should the hard copy of the proposal be submitted to OIED (along with an electronic copy) for approval by the Faculty-Led Education Abroad Programs Committee. Please make sure to attach a syllabus to the proposal for each course linked to the program. The syllabus should account for all course contact hours offered prior to, during, and after the program dates. The program proposal form, the guidelines for writing the proposal and related syllabus or syllabi as well as the deadlines for submitting the proposal are posted on the OIED website under "Resources for Faculty." Reminders about the deadlines are also sent out through e-mail campus wide.

2. Faculty-Led Education Abroad Programs Committee

The FEAP staff at OIED are ex officio members of the committee and do not have voting rights in the program approval process. OIED submits all new program proposals to the FEAP Committee for their review and approval. The FEAP Committee is composed

of representatives of each college and its role is to ensure the integrity and rigor of the program's academic, health and safety, and logistical components. It is not uncommon for the Faculty-Led Program Committee to request additional information and/or modifications prior to issuing approval of a program proposal. Once approved by the Committee, the program proposal is reviewed by the Associate Vice Chancellor for OIED's final approval. The OIED Faculty-led staff will notify the program leaders of the program approval. **Do not start the program advertising and student recruitment process BEFORE receiving the official approval of the program and instructions from OIED. Premature program advertising, recruitment, and other program related arrangements may put the program leader and the university at legal and financial risk.**

3. Course Registration Information and Student Payment Schedule Set-Up

Once the program has been approved, schedule an appointment with OIED to establish a course listing and payment schedule specific to the program which is part of the student application packet (see *Student Application Process* section on page 21).

Prior to meeting with OIED, please check that the program leader's department chair has committed to setting up the course(s) registration information linked to the program with the Office of Summer Sessions (for courses linked to the summer terms) or to the Registrar's Office (for courses linked to the fall and spring terms). The program leader's department will need to forward the following information to OIED:

- Course title(s) and number(s)*
- Number of credit hours
- Name of instructor of record for each course
- Program travel dates
- CAP of 0 (closed enrollment)

Setting up a closed enrollment clause for the program course(s), will help ensure that only the program participants can be registered for the program course(s).

SUMMER TERM COURSES SHOULD USE A SECTION NUMBER RANGING FROM 145 THROUGH 149

Conference and Camp Services will handle the course registration process for all students and consequently **students should not attempt to register themselves** for the program course(s).

F. MARKETING AND RECRUITMENT

After determining the type of program that will be offered and the program payment schedule is created in consultation with OIED, the next step in the administrative process is recruiting students. The responsibility for marketing the program falls mainly on the program leader, but OIED does contribute to marketing in a number of ways. To get started on the marketing and recruitment efforts for the program, a few basic ideas and venues to keep in mind are listed below:

1. Faculty-Led Education Abroad Programs (FEAP) Brochure

Every year, OIED publishes a general program flyer for FEAPs which is distributed to all Appalachian student mailboxes in early November. The program proposal form asks for a short program description to be published in this brochure.

2. Annual International Fair

The Education Abroad Fair is held mid-November at the Student Union as part of International Education Week. All approved faculty-led programs are invited by OIED to promote the program at this widely publicized campus event as it is a key source of publicity. This event provides a great opportunity for program leaders to utilize all program promotional materials (displays, artifacts, slide shows, brochures, etc.). Another good resource for program promotion at the fair is inviting former program participants. OIED will provide each program table with a student sign-up sheet to help gather contact information from prospective students.

3. Classroom Visits

Visiting classes is, in our experience, one of the most effective ways of informing students about faculty-led programs. Ask colleagues for the opportunity to visit their class for five minutes at the beginning or end to inform students about the program. Visit classes that

would be natural feeders to the program being offered. For example, if the program course offers FRE 1050 credit, talk with the students currently enrolled in the FRE 1040 course. It may be helpful to circulate a “sign-up sheet” for interested students to write down their contact information and start building a database of prospective students to communicate with.

4. Advertisements, Flyers, and Announcements

Please keep in mind that all promotional materials are legally binding documents. Make sure that there is visual continuity between all flyers and ads and always refer to the program by the same title. Target specific groups likely to be interested in the program, e.g., students who need to satisfy a major or minor requirement, student organizations which have a tie to the course content, on-campus cultural or academic events related to the geographic area or content of the program. For example, a program leader may want to consider hosting/presenting at one of the weekly *International Coffee Hours* with former program participants. Please contact OIED at (828) 262-2046 for more information on this campus biweekly event.

Even if the program is targeted at a particular field of study, it may be necessary to recruit students from outside the field to reach minimum enrollment. Stress in publicity materials what other degree requirements (humanities electives, language proficiency, etc.) the offered course can fulfill. In our experience, students will not apply for a program if they do not know course options. Keep a running list of student names and e-mail addresses, and follow up with students who have expressed interest in the program.

Flyers should mention key points of interest including availability of scholarships, academic credit, and geographic location. Refer students to the OIED scholarships page for university scholarships and other funding opportunities: international.appstate.edu/scholarships.

Make sure that the correct dates of departure and return are advertised. If dates are still subject to change at the time of advertising, it should be clearly stated that the dates are “tentative.”

All promotional materials should include the following:

- program name
- program dates (specified as “tentative,” if not finalized at point of promotion)
- **program cost:**
 - *Clearly specify whether airfare is included or not, and if so, state location of official beginning & end of the program. This is especially important if students are traveling independently*
 - *If a summer program is offered, specify that tuition is not included in the program cost.*
 - *List what is included in the program cost and provide estimate for out-of-pocket expenses not included in the program cost.*
 - *Indicate that the cost does not include tuition.*
- payment deadlines with the note: **“Students will not be officially enrolled in [name of program] until they submit the online application, pay the required deposit either online or at the Student Accounts Office, and return the signed application with proof of payment to the OIED office.”**
- course title(s) and credits
- degree or other requirements fulfilled by the program course offering(s)
- required vaccinations/medications
- program location(s), academic goals, and main activities
- program leader contact information
- OIED website address to retrieve application materials
- **All promotional literature should include the following disclaimer: “Appalachian reserves the right to cancel or alter the program format or to change costs in case of conditions beyond the university’s control.”**

5. Information Sessions

Information sessions should be held AFTER the program leader has a sufficient base of positively interested students that can be identified and communicated with (see the fair and classroom visit sign-up sheets, students’ inquiry e-mails, etc.). Generally, the students who make the effort to attend scheduled information sessions for a particular program are beyond the “What am I going to do this fall, spring or summer break?” phase, and are seriously interested in the program. The programming of the session should reflect this, and very specific information should be available (see *Content of Information Sessions* section on page 16 for more information about the content of the sessions).

The participation of student study abroad returnees (and their photo albums) can be a great draw. “Theme” sessions (e.g., tea and biscuits for the London Experience) can also be a good approach. Free food of any kind is always an attractive feature and should be prominently mentioned in ads!

6. FEAP Website

The FEAP webpage (international.appstate.edu/abroad/facultyled) is a great place to publicize the program. OIED posts online the program description that the program leader provided on the program proposal form so that students can easily retrieve the program information and access the program-specific online application form. The program leader’s webpage, if one is available, is linked to the OIED website. Pictures of the geographic locations of program destinations are always an attractive feature on the web. Program leaders are asked to e-mail pictures they would like to have published on the FEAP website; OIED tries to publish as much as space allows. Suggestions and contributions to the FEAP website that can help us better present programs are always welcome.

7. Personal Announcement and Notification System (PANS)

PANS is a very efficient way to send pertinent information to a selected group of students. This system can be used to target students whose majors’ academic requirements can be met from participating in faculty-led programs. PANS is designed as a replacement for e-mail distribution lists and listserv targeted to specific groups of students, and is not intended for mass marketing. When a student logs into AppalNET, the PANS announcement is prominently displayed. To use the PANS, please refer to the following website: registrar.appstate.edu/admin/proposals/PANS.pdf.

8. Timing of the Program Publicity

We have found that students usually discuss summer plans with their parents during the Thanksgiving and winter holiday breaks. Therefore, it is important to begin publicizing the program as early as possible and CONTINUE publicizing it in many different venues during the year until the application deadline set forth for all programs by OIED (late September for fall break programs), (late January for spring break programs), (the last working day before spring break for late spring/summer programs) or until the program is full, whichever comes first.

One last piece of advice: Market the program reasonably and honestly and deliver what is promised. It is essential to only advertise the minimum programmatic activities that the lowest recruitment number will allow.

9. Recruitment of Non-Appalachian Students

This option should only be considered for summer term programs. Only students who have been admitted for the summer term and have been assigned a Banner ID may participate. OIED will not accept applications from non-Appalachian students for fall and spring programs.

The application process can take up to 8 weeks and is a prerequisite for OIED to process the FEAP application. If non-Appalachian students inquire about enrolling in the program less than 8 weeks before departure, they should be strongly discouraged from applying. A prospective student needs to understand that submitting the check for admission at Appalachian is no guarantee that he/she will be able to enroll in the program.

To apply, students need to complete the regular online application found at admissions.appstate.edu/apply. If they wish to be classified as “visiting” students (regularly enrolled students at other institutions), they must submit approval in writing from their home institution indicating permission to attend Appalachian. Students may be required to submit a transcript to the department offering the FEAP to demonstrate that course prerequisites have been met. Please note, however, that neither Admissions nor OIED require transcripts.

If the student has been admitted at Appalachian, OIED will process the application. Please note that the admission procedures described below are subject to change without prior notice. **Advise the students to contact OIED faculty-led staff first before applying for admission so that they can be briefed about the admission process.**

Non-Appalachian Undergraduate Students

If an undergraduate student is recruited from another institution or a student who has previously attended Appalachian State

University, please instruct them to contact OIED faculty-led staff first and apply for summer school as “non-degree” or “visiting students” as soon as possible. For information about the admission process for summer school at Appalachian, students should consult: summerschool.appstate.edu/apply.

Non-Appalachian Graduate Students

If a graduate student from another institution or a student who has previously attended graduate school at Appalachian, please instruct the student to contact OIED faculty-led staff first. A graduate student may elect to apply through the Undergraduate Admission process described above as an “Undergraduate Non-Degree Student” if the program is offered at the undergraduate level.

If the student is seeking graduate credit, he/she will need to apply for “Graduate Non-Degree” status. The student will need to complete the online application at: graduate.appstate.edu/admissions/applying/index.html, submit a résumé and an official copy of his/her college transcript(s) to the School of Graduate Studies.

NOTE about Graduate Students from other UNC Schools: If a student is currently enrolled in another UNC school and wishes to attend Appalachian as a visiting student, he/she will need to apply for “Graduate Non-Degree” status. The student will need to complete the online application at: graduate.appstate.edu/admissions/applying/index.html and submit a résumé. In addition to applying as a graduate non-degree applicant, he/she should also request a letter from the Registrar’s Office at the home institution be sent to the School of Graduate Studies verifying his/her enrollment status at the home institution.

Finally, once the graduate student has been fully offered summer admission from the School of Graduate Studies, he/she will need to meet with the Director or Assistant Director of Education Abroad to register for the course.



IV. CONTENT OF INFORMATION SESSIONS WITH STUDENTS

As mentioned earlier in the Marketing and Recruitment section, information sessions are a great way to recruit and in fact should also serve as the beginning point of the FEAP application process for students. More than one information session as well as additional one-on-one meetings with students may be required as new prospective students may continue to express interest until the actual closing of the enrollment period; which depends on the dates of travel for the program, as stated on page 15 in the *Timing of the Program Publicity* section of this handbook. These enrollment deadlines are set by OIED in order to allow enough time for logistical arrangements and payments to be made for the group before the program departure. It is imperative to deliver complete and consistent program and application information to all students. Information Sessions are NOT Pre-Departure Orientation meetings. They should focus on informing students about the program in general, and about the application requirements. All students should receive the same program information. A list of items that needs to be addressed with every prospective applicant is listed below.

Please note that for the program leader’s convenience, we have created an Information Session Checklist of items to cover at each

information session and with each additional prospective student (see Appendix A to retrieve the checklist). OIED is willing to speak to the students about the application process at these information sessions. However, it is important that the program leader is personally familiar with the enrollment process as described below regardless of OIED's participation in the information session(s).

1. Student Eligibility Criteria

Check for possible course prerequisites that may be required for participation in the program course(s) and communicate those requirements clearly to the students. It is also important to remind students that maintaining a minimum GPA of 2.0 as well as successfully completing 67% of the hours attempted at the end of the term immediately preceding the term of the faculty-led program is required to maintain financial aid eligibility. If specific selection criteria are used to admit students in the program, please inform the OIED staff so they can adhere to that criteria in processing student applications. At this time, it may also be a good idea to inform students of possible constraints such as strenuous mountain hiking, difficult weather conditions, or possible medical issues, as this may help students make an informed decision about applying to the program. For example, if peanuts are a common cooking ingredient in the program destination country, this should be pointed out as this may be relevant information to students with allergy issues. However, it is ultimately the responsibility of the students to acquaint themselves with the health factors and endemic issues of the program destination, as stated in section 6 of the Participant Agreement included in the FEAP application packet, and signed by the students (see Appendix K for a copy of the Participant Agreement).

2. Academic Information

Students should be informed about the course academic content and credit offering. Program leaders should outline how the academic content of the course will fit in the international setting of the course and how the overseas experience will complement and enrich the academic learning of students. A good practice is to describe activities and/or aspects of the program that will give students the opportunity to interact with people from the host country and learn about its culture. Cross-cultural learning and global awareness development may not necessarily be components of the academic requirements of the course, yet they should be student learning outcomes as a result of participating in a study abroad program. By incorporating some intentional activities taking advantage of the global setting of the course, the program leader has an opportunity to deepen and expand the cultural experience of the students. Please note that the FEAP student evaluation form in Appendix B does address the topic of "global learning experience." Distributing an outline of the course syllabus at this time may help the students better understand the goals and expectations of the program.

3. Independent Study

A student may participate in the program while receiving credit for a course other than the one(s) linked to the program as long as the program leader agrees for the student to do an independent study with him/her or another faculty member as instructor of record. Before agreeing for a student to do an independent study rather than the coursework linked to the program, the impact an independent study may have on the student's participation in all the program's scheduled activities, the level of flexibility that can be allowed regarding programmatic and logistical modifications for that student, and the potential effect on the student group should be considered. It is imperative that the program leader clearly communicates to the student the academic and programmatic expectations prior to the student signing up for the program.

Advise the student to fill out a "Special Course" form, to have it signed by the Department Chair, the appropriate Dean, and to **return it to Conference and Camp Services (CCS)**.

NOTE: For independent studies in the summer term, CCS must receive the "Special Course" forms by mid-March.

4. Financial Matters

Program Cost to the Student

Students must be very clear on program costs and what exactly is covered in the cost, as well as any additional expenses that are not covered in the program cost paid to student accounts. For example the cost of required immunizations, medical preparation, visa, meals not covered by the program cost and personal money to be used for souvenirs, activities not covered by the program, etc. Faculty should only advertise planned activities that can be covered within the budget based on the minimum number of students. Program leaders should share with students broad budget categories such as airfare, housing, meals, transportation, and entrance fees (if applicable).

Payment Schedule and Cancellation Policy

It is important to review the “Courses, Payment Schedule, and Cancellation Policy” with the students. Make them particularly aware of the following items in this policy:

- Students will be charged tuition for all summer program courses. Students traveling on fall and/or spring programs will only be charged tuition if they are not already full-time students in that term. Also, students need to be aware that if they are full-time in the fall or spring it may be necessary for them to request “an overload” to be able to be enrolled in the program course(s).
- Program cost does NOT include tuition which needs to be prepaid with the last program cost payment. Even though their student accounts may not show the tuition at that time, it is imperative for students to understand that they **will need to prepay their tuition**.
- **If they cancel on or after a scheduled payment date, they still remain obligated for the payments scheduled to be paid prior to and/or on the official date of their cancellation notice.**
- **The initial deposit check is non-refundable** regardless of the official date of the cancellation. If a student decides to cancel his/her participation, he/she needs to inform the **program leader in writing**, with copy to the Education Abroad Director and Assistant Director.
- **If they have not paid in full** the program cost, tuition, and any other pending charges on their Appalachian State student account by the final payment deadline, they may be **withdrawn from the program and** while (1) still owing the full program cost, (2) not being entitled to any refunds, and (3) losing any applicable financial aid eligibility status.

Financial Aid

Strongly encourage students to contact their **Financial Aid advisor PRIOR to submitting their application**. Students need to have a clear understanding of what their financial aid award will cover before signing up for any faculty-led program.

Financial aid awards are disbursed no earlier than ten (10) days prior to the program’s departure date. If a student’s account balance is not cleared by the final payment deadline, students need to submit to OIED proof from financial aid that they have accepted their financial aid award that covers the full outstanding balance of their student account. If their documented loan approval amount covers only a portion of their outstanding student account balance, the students will need to pay off the portion not covered by their financial aid award by the final payment deadline, to avoid being dropped from the program.

5. Country Entry Requirements

Passport and Visa

Inform students early on that they must apply for a passport if they do not already have one. If students have a passport, they must ensure that it is valid for at least six months after the return date to the U.S.

The University Post Office accepts passport applications on behalf of the U.S. Department of State. Students and program leaders may apply for their passport at the University Post Office Monday through Friday, from 9:00 a.m. to 2:00 p.m. Routine processing of passport applications can take anywhere from four to six weeks. Expedited service is available for an additional fee. **Please note that in most cases, persons applying for a new passport are required to submit a *certified* birth certificate. This requirement can take time depending on the municipality issuing the birth certificate.**

Passport application forms, fees, current processing times, and other information can be found on the U.S. State Department website (www.state.gov).

Some program locations may require a visa for entry. **Visa requirements** vary with the country of destination and the citizenship of the traveler. **Non-U.S. citizens may have different travel requirements to the program destination (see note below)**. U.S. citizens can find visa requirements and links to embassies on the State Department website at travel.state.gov/content/passports/english/country.html.

NOTE about international students at Appalachian: Degree-seeking international students already are “studying abroad” from their home countries but want to apply to a faculty-led program. They provide an invaluable point of view to the academic and cultural

experience of all the students. The FEAP student application form inquires about the participant's country of citizenship. However, a discussion about visa requirements should happen with students **as early as possible**, since obtaining visas for non-U.S. citizens can be a lengthy process and may affect the student's participation in the program. Students who have **dual citizenship** will have different visa requirements depending on which passport they intend to travel with. **International students should be reminded that they must check right away with the Director of International Student Services in OIED to make sure that their paperwork has been completed in order to re-enter the United States.**

6. Health Orientation

While **it is the students' ultimate responsibility to check for health issues** associated with any FEAP's countries of destination and their own personal health status, it is highly recommended that the program leader brief students on information concerning health risks at the program site. The Centers for Disease Control and Prevention (CDC) is a great information resource (www.cdc.gov/travel) as well as the Consular Information Program at the U.S. Department of State (travel.state.gov/content/travel/english.html).

As some program destinations may require vaccination series starting 6 months before departure, the program leader should contact the University Travel Services Nurse at Appalachian Student Health Services (see *Important Contacts* on page 7) early on to find out the medical requirements specific to the program location(s). If the program destination requires vaccinations to be dispensed more than 3 months prior to the departure date, **the University Travel Services Nurse should be invited to talk to the students** about medical preparedness specific to the program destination early on. Otherwise, Appalachian Student Health strongly recommends that program leaders involve the Travel Nurse in the discussion of program specific health issues 8-12 weeks BEFORE the program's departure date. **If immunizations are required for entry in the country, students will need to submit a copy of their immunizations records to the program leader prior to departure.** For more information on how Appalachian Student Health can assist in preparing the group for travel health at the pre-departure orientation, please refer to the *Student Health* section on page 37.

Please remember that **if immunizations and/or medications are required to travel to the program's destination, it is the program leader's responsibility to ensure that all students have indeed met the mandatory medical requirements.**

Strongly advise students with pre-existing health problems and/or disabilities to consult with their medical provider prior to signing up for the program and encourage them to disclose on their FEAP application any pre-existing health problems. (see the *Study Abroad Health Report and Release* form (Appendix G). While the Americans with Disability Act (ADA) precludes requiring those with disabilities from disclosing them, the program leader should clearly state that disabilities or health issues not voluntarily disclosed cannot be accommodated. Advise students that if they have a disability, medications, or medical treatment that requires accommodations in order to participate in the program, **they must register with the Office of Disability Services and work with that office, OIED, and the program leader(s)** to determine whether a reasonable accommodation in the host country is feasible.

If there are any concerns about a student's physical and/or other ability to participate in the program, make sure that these concerns are communicated to the Education Abroad Director right away. **A student should never be denied participation in a program without the program leader first consulting with OIED and the university attorneys.**

7. Issues to Consider for Students Identifying as Transgender or Transsexual

When students who are in transition from one sex/gender to another (from male-to-female or from female-to-male) are considering traveling abroad, they may need to consider a few issues prior to committing to the program. If a student discloses that they are in transition, please contact OIED for guidance. Important considerations involve, but are not limited to, legal name and official gender/sex marker for official documents, culture, and privacy for housing and restroom use. When addressing such concerns, it is important to approach transgender students with respect. Typically, these students have already approached program leaders about their chosen names or pronouns. However, so as to not single out any particular student, it may be advantageous to make a global statement to the group at large about transgender students when addressing travel-related issues. For example, "for students who are transgender-identified, there may be some issues that should be considered ahead of time." It would likely be a good idea for program leaders to provide handouts addressing such issues.

Program leaders should also consider the culture of the target country when preparing program participants for travel. For example, some languages are "gendered" and students traveling to more traditional countries may have others use language that does not match their internal gender. Helping students think about how they might respond to potentially offensive, but possibly unintended comments by others in these foreign cultures might be advantageous.

Changing one's name is a legal procedure. The amount of time it takes varies by jurisdiction. However, changing one's gender/sex marker is not as easy. Individuals wishing to change their gender/sex marker must work with medical and mental health professionals. Typically, the individual must work with a qualified mental health professional to clarify that the requested change is one in which they have invested a great amount of thought and consideration of the risks and benefits. Most medical professionals require a letter of support from a qualified mental health professional prior to working with individuals wishing to modify their bodies to better match their identified gender/sex. Body modifications may result from hormonal or surgical procedures. Once a physician determines that a person has completed his/her transition, the physician may write a letter of support for that person's gender/sex marker to be changed officially. The gender/sex marker may then be changed on official documents such as drivers' licenses, ID cards, passports, etc. Rules for making such official changes to birth certificates vary from state to state.

The Department of Homeland Security has developed policies to specifically address the challenges faced by transgender people when traveling. The following websites have information and tips for transgender individuals traveling through airports:

National Center for Transgender Equality (transequality.org/Issues/travel.html)

U.S. Department of State (travel.state.gov/content/passports/english/go/lgbt.html)

For information explaining the new Passport Gender Change Policy from the State Department, please consult: transequality.org/Resources/passports_2012.pdf

If a student participant encounters any discrimination, harassment, or other problems associated with their transgender status, the program leader may contact the nearest U.S. Consulate or Embassy.

If information related to issues of diversity is needed, please contact the Office of Equity, Diversity and Compliance or the Counseling and Psychological Services Center.

8. Graduation Date Issues

It is essential that all program participants maintain their enrolled student status at Appalachian in order to be covered by the state-mandated accident and health insurance for the duration of the FEAP and to be registered for the program course(s). If a student's scheduled graduation date precedes the program dates, action will need to be taken as described in each of the following situations:

Summer Term Programs Leaving After May Graduation Date

The graduating student has the following two options:

1. If the program is hosted during the first or second summer session, the student can move their graduation application date with the Registrar's (or with the Graduate School if the student is a Graduate student) to the second summer session. For students who need to take the program course for graduation purposes, this is their only option. Students who move their graduation date to the second summer session can still walk at commencement in the spring term. On a side note, this option will allow the student to have the overseas academic experience posted on his/her Appalachian transcript even if the course was not required for graduation.
2. If the student is not willing to postpone the spring graduation date to the second summer term and does not need the course credit for graduation purposes, the student has the option of enrolling in the summer program as a non-degree seeking summer 1 or 2 student by filling out an "Application for Readmission" (formerly known as a "Data Sheet.") (the data sheet is available online at registrar.appstate.edu/eforms/Data_Sheet.pdf). **The student needs to forward it to the Registrar's office.**

NOTE for Graduate Students: Graduate students will need to meet with the Director or Assistant Director of Education Abroad to register for their course.

Late Spring and Late Fall Programs Leaving After Graduation Date

Near the end of the spring and fall terms, OIED checks student account information for a diploma fee which would indicate that a

student is planning to graduate prior to the departure date of a late spring or late fall FEAP. A student scheduled to graduate prior to the departure date of a late term FEAP may still walk at the Commencement ceremony and receive his/her diploma after the program returns (in mid-January for a late fall program and in late May for a late spring program), if the program leader agrees to assign the student an “In Progress” or I.P. status for the semester, prior to departure, and agrees to post the grade upon the program’s return in time before the first day of the next term.

If such a case occurs, OIED will notify you, with copy to the appropriate Dean’s Office and the Registrar’s Office, to allow the student to “back graduate” if you agree to turn in the grade by the first day of the next term when all grades are due. If your program does not return by the time the grades are due, you will need to work with the Registrar’s office to ensure that the student can maintain his/her IP status until the time you assign the grade. Once the grade is turned in, the Dean’s Office will e-mail the Registrar’s Office to allow the student to graduate.

9. Student Course Registration Process

Please **let the students know that they should not try to register themselves for the program course(s)**. Conference and Camp Services (CCS) is responsible for enrolling student participants into FEAP courses. Once the recruitment phase has closed, CCS collects the course registration for all the students and submits the students’ registration information to the Registrar’s Office. CCS will be informed at that time of any holds on student accounts that may prevent the students from being registered. CCS will inform program leaders if any such issues occur and will request that the program leader communicate with the students about the importance and urgency of resolving the issue so the hold can be removed. Failure to remove a hold may cause a student to be dropped from the program while still owing the full program cost and losing any financial aid eligibility status.

10. Student Application Process

After explaining to the students the financial and other aspects of participating in the program, the program leader(s) can refer them to our webpage at international.appstate.edu/education/aoep/how where they will be able to access the program specific online student application. For complete instructions on application process refer to Appendix J.

11. Export Control Regulations

If export control restrictions apply to the program, please inform the students at that time of any potential issues they need to be aware of. If there are any questions about how the students should be briefed on this subject, please contact the Director of Research Protections, at (828) 262-7981 or compliance@appstate.edu.

12. FEAP Student Handbook

Please emphasize to the students the importance of reading the FEAP Student Handbook posted online on the OIED website and strongly encourage them to share this handbook along with the application packet forms with their family and loved ones.



V. PRE-DEPARTURE PLANNING

Consult the *Faculty-Led Process Timeline* on pages 9-10 for a summary of the pre-departure planning phase of the program.

A. PRE-DEPARTURE LOGISTICAL ARRANGEMENTS

Prior to the beginning of the program and often well in advance, there are many arrangements that will need to be made, in order to set the budget, obtain a program cost, and finalize the program brochure. Examples include:

- Housing
- Meals
- Classroom space
- Flight arrangements
- Field excursions
- On-site transportation needs (rented bus, train passes, etc.)

Setting the goals and programmatic details of the program as well as making these types of arrangements is the program leader's responsibility. For example, if the program leader wants students to have more of an immersed experience in a foreign culture and language, he/she may decide on home stay housing. The program leader may even have a contact in the program location to start setting up the home stays. Some program leaders have used outside providers to assist them with program logistics. Ultimately, it is the program leader, who should manage the program details, and make sure that the program outcome fits the vision for the program. The program leader is responsible for making the initial arrangements for the above items and will need to contact vendors, make arrangements and negotiate prices for all these expenses related to the program.

Location and Inspection of the Host Country

It is the program leader's responsibility to conduct an inquiry of the **health and safety risks** of the local environment of the program, including program sponsored accommodations, events, excursions and other activities on an ongoing basis, and to share information with the program participants.

Program participants should not reside in sites adjacent to U.S. government offices or facilities abroad (e.g., embassies) since official buildings are potential targets for terrorist activities.

If a local transportation company is going to be used, the program leader must first check and make sure that the company has sufficient insurance coverage and conducts a driver background check.

B. PRE-DEPARTURE FINANCES

1. Prepayments to Vendors by Invoice

CCS will work with faculty on all prepayments to vendors. CCS strongly recommends prepayment of as many expenses as possible. Depending on the countries included in the study abroad program, the majority of group purchases can be prepaid. Types of prepayments include, but are not limited to, airfare, group tours, accommodation costs, classroom rental or ground transportation. Please pay close attention to the payment installment deadlines before submitting a request to prepay a vendor to CCS. There must be sufficient funds in the program account prior to making non-refundable group purchases. For example, there are 10 students going on the trip. Each student is paying the \$300 deposit plus three, \$1000 installments spread throughout three months. After the first month, the program fund will have \$13,000 to use toward prepayments. The program leader and CCS will work together to make sure the program fund is fiscally sound at all times.

Prepayment requires that an invoice be printed on business letterhead (when possible) and contain the following information:

- Type of service(s) from vendor
- Vendor's name and physical address
- Date of invoice
- Name of person(s) receiving service(s) (if a group of students receives services, a people count for services is acceptable — "22 students on a bus" — for example)
- Date(s) of service(s)

- Current amount due (showing deposit, down payment or remaining balance)
- Due date of current amount due (Appalachian's policy on any payments is net 30 days from receipt of invoice)
- Banking information if payment is to be issued by wire
- Due date and total amount due

In order to pay a vendor, CCS/Controller's Office requests that the following are submitted:

1. The original invoice
2. The signed request for payment (CCS accepts requests by fax or e-mail)
3. International payments require either a W-8-BEN or W-8-BEN-E Form filled out by the vendor.

NOTE about AIRFARE PAYMENTS: To request a payment for airfare, the program leader will need to meet in person with CCS personnel to sign a travel authorization form along with a request for payment. If the program has not reached the target enrollment number at the time airfare is booked, CCS can only process a payment for a fully refundable deposit. NEVER purchase airfare or any other program expenses with a personal credit card or a university P-Card. CCS has a P-Card available for airline ticket purchases, and some other expenses as further described in the *Payments by CCS P-Card* section below.

Payments by Check

Payments by check can only be issued in U.S. dollars. Prepayments by checks can take anywhere from **two to three weeks** after the invoice has been submitted to CCS to be released and mailed to the vendor. Please keep this in mind when making arrangements. Invoices for prepaid expenses should be submitted to CCS **as soon as possible** to allow time for payment by due dates. This is especially important for vendors located overseas, as mailed payments may take over a week to reach the vendor in some locations. It is the program leader's responsibility to research what is the safest and most economical way to send a payment overseas. If the postal system of the destination country is unreliable or makes it expensive to safely mail a check, the program leader may find that payment by wire transfer may be a desirable alternative. **Please note that CCS cannot change the University's accounting rules or expedite payments, and that extra time should be allowed for processing payments during the holidays.** Please see the next section for more information on payments by wire.

Payments by Electronic Wire (Drafts)

Contrary to what some might expect, paying by electronic wire rather than check may not necessarily be the most expeditious and economical way to pay for an invoice overseas. When submitting an invoice and requesting payment by wire, please keep in mind that a wire fee will be charged on the program account. Our experience shows that an electronic payment can take a minimum of two to three weeks to be processed. **CCS cannot change the University's accounting rules or expedite payments. Please allow extra time for processing during the holidays.**

Note: Payments by check or by wire transfer to a foreign entity require completion by the vendor of the W-8-BEN-E or W-8-BEN. This is an IRS requirement as of January 1, 2015. CCS will walk the program leader and/or vendor through the simple process.

Payments by CCS P-Card

Program leaders should never use a personal credit card or University P-Card to pay for expenses linked to the educational and logistical components of the program. Instead, please send vendor invoices to CCS and request for payment to be processed by P-Card. In order to make an online payment, the program leader will need to meet with CCS personnel to make the appropriate purchase via the vendor's website. The program leader's e-mail address will be used when accessing the vendor website so that he/she is in control of the information regarding the program arrangements. If an e-mail message confirming or denying the transaction (including the receipt) is received, please forward the e-mail message to CCS for their P-Card records.

Use of the CCS P-Card (by CCS staff only) is limited to the following programmatic expenses:

- airfare
- ground transportation
- housing
- event tickets
- registration fees
- educational supplies

Please note that the above list of transactions authorized on the CCS P-Card account was set up specifically for the purpose of paying for FEAPs ONLY. There are different institutional P-Card policies that govern the use of P-Cards by other departments on campus.

2. Pre-Departure Budget Meeting with CCS

Once final enrollment for the program is set, and as many program-related expenses as possible have been prepaid, but **no later than three weeks prior to departure**, the program leader should meet with CCS to:

- allocate and/or finalize any remaining prepayments to be made on behalf of the program (see next sections 3, 4, and 5);
- If payments for services can only be paid via a contract, please be aware that **ONLY** the Office of Special Funds Accounting is authorized to sign off any contractual agreements involving the University, and that there are limitations as to whom contracts may be entered with. Signed contracts should be returned to CCS.
- deposit payments from program associates (if applicable) to cover their program participation cost;
- determine the amount of the remaining funds available in the program account;
- agree on funds to be released to the program leader as a “travel advance ” to pay for on-site expenses.

3. Payments for Independent Personal Services

If students or other personnel join the program while performing services (logistical support, assistance with research projects, etc.), it is important to compensate them for services provided rather than reducing the program cost for them. The cost of such services should have been included in the program budget at the proposal stage, unless a funding source has been secured outside of the program funds.

If payments are to be made to students, faculty or staff for services provided for the program, please follow the steps below **BEFORE** the services are rendered:

- **Make certain that there is an allocation for such services in the program budget.**
- Consult with CCS and provide documentation specifying services to be provided including:
 - nature/description of services
 - day(s)/duration/time of service(s)
 - location of service(s)
 - amount to be paid
- Human Resources or CCS will e-verify individuals to be paid.
- CCS will process the paperwork to initiate payment

4. Payments to Non-Appalachian Personnel for Teaching Services

Non-Appalachian personnel (U.S. citizens and foreign nationals) involved in an Appalachian course delivery abroad

Payment may require pre-approval by the Departmental Personnel Committee (DPC). Please consult with CCS as one-time contracts need to be initiated by CCS, require several layers of approval, and cannot be paid on-site using program funds, to insure compliance with federal and/or state regulations. U.S. citizens or foreign nationals in possession of a U.S. Social Security number can only be compensated via one-time payment contracts initiated by CCS in collaboration with the program leader before the program departs, and can only be disbursed after the services have been rendered and signed off by the program leader. Such payments are subject to e-verification by the home/academic department of the program leader.

On-site honoraria for guest lectures/presentations

Such payments can be paid on-site using program funds under the condition that the presenter is neither a U.S. citizen nor in the possession of a U.S. Social Security number. Honoraria for presentations/guest lectures by U.S. citizens or foreign nationals in possession of a U.S. Social Security number cannot be paid on-site. U.S. citizens or foreign nationals in possession of a U.S. Social Security number can only be compensated via one-time payment contracts initiated by CCS in collaboration with the program leader before the program departs and disbursed only after the services have been rendered and signed off by the program leader. Such payments are subject to e-verification by the home/academic department of the program leader (see previous section).

5. Receiving Payments from Accompanying Program Associates

The participation of accompanying program associates, whether official or unofficial, should not cause an increase in the cost of the program due to changes in transportation, lodging, etc., from what the program cost would be if they were not joining the program.

If there are official program associates using university funds other than the program funds to cover travel expenses, CCS cannot process the travel advance until they have received a full payment/budget transfer from the sponsoring department or college covering the cost of their participation, or at minimum a written confirmation from that department that the funds will be transferred into the program account. If the official associates are paying for a portion of their travel expenses out of private funds, their payment is due before CCS processes the advance paperwork.

Payments from unofficial travelers

All unofficial travelers must pay for all travel expenses incurred (airfare, any per capita costs for food, lodging, plus any program costs incurred). A spouse or dependent of the program leader is considered an unofficial traveler affiliated with Appalachian. Any unofficial traveler must sign an Assumption of Risk and Indemnity Agreement before being allowed to participate in the program.

CCS cannot release a travel advance to the program leader until all payments covering travel expenses of all program associates have been submitted to CCS, and/or applicable budget transfers have been confirmed in writing. If the program account was to be audited, the program leader would need to be able to demonstrate that all program associates have paid all their costs.

6. Release of Travel Advance

Once the program allocations, prepaid expenses and all payments for program associates have been received (or applicable budget transfers have been completed or confirmed in writing), CCS will review the program budget with the program leader to determine the travel advance amount that will need to be taken overseas with the program leader to cover on-site expenses. Budgeted on-site expenses may include but are not limited to:

- Mileage and parking at airport (program leader and associates)
- Airport transfers
- Hotel bills (less deposits)
- Bus rentals for excursions
- Museum, concert, theater, and other tickets
- Meals
- Honoraria for foreign instructors
- Public transportation passes or tickets
- Per Diem* (see rates below)
- Miscellaneous expenses (e.g., telephone, fax, photocopying, etc.)
- Independent personal services
- Emergency funds (5-15%)

*** Per Diem rates for Appalachian State University Program Leaders are as follows (as of July 13, 2015):**

<u>Per Diem rates</u>	<u>In-State</u>	<u>Out-of-State and Out-of-Country</u>
Breakfast	\$8.30	\$8.30
Lunch	\$10.90	\$10.90
<u>Dinner</u>	<u>\$18.70</u>	<u>\$21.30</u>
Total	\$37.90	\$40.50

CCS will prepare the travel authorization form for the program leader to sign in order to obtain approval of the travel and the travel advance. CCS will submit the signed travel authorization to the Controller's office for payment. The travel advance will be deposited electronically to the program leader's bank account typically within a minimum of five banking days (please note that holidays can delay processing).

NOTE: First-time program leaders should contact the Office of Human Resources before the travel advance meeting with CCS to ensure that the travel advance can be received electronically.

If the program leader prefers to pick up a paper check rather than receive an electronic deposit, notify CCS when processing the travel advance paperwork. **Please keep in mind that at the time a travel advance is issued, CCS can no longer process payments associated with the program.**

Program leaders are discouraged from carrying large amounts of cash with them when managing a program's budget abroad.

Most program leaders use a personal debit or credit card while overseas and/or obtain travelers checks prior to departure. It is the program leader's responsibility to inquire with on-site contacts, vendors, and/or service-providers about the preferred means of payments to be used in country. To avoid possible issues in accessing the funds overseas, a program leader should contact his or her domestic bank and the foreign bank(s) to determine the maximum amount allowed for daily/weekly transactions, payments, and cash withdrawals, and inquire about possible limitations in accessing the funds overseas, as well as any international transaction banking fees that may apply.

NOTE: A growing number of program leaders enjoy the convenience of opening a separate bank account linked to a separate banking card for the only purpose of depositing and accessing the travel funds while overseas. Please inquire with the bank several weeks prior to the departure date if this option is available in the country of destination and to allow sufficient time to set up the account.

For more information about the university's Travel Policies and Procedures, please consult the link below:
[Appalachian State University Travel and Transportation Policies and Procedures](#)

VI. RESOLVING STUDENT ISSUES

1. Program Course(s) Not "Built" with the Registrar's Office

As stated in the *Student Course Registration Process* section on page 21, it is the responsibility of CCS to enroll the students in the courses linked to the program. However, **CCS cannot register students for any courses that are not set up in the registration system.**

If the course being offered on the program is not already on the books with the Registrar's Office, it is the program leader's responsibility to remind the department chair to submit the program course information to the Office of Summer Sessions or the Registrar's (for fall and spring programs), as described on page 21.

To ensure that the students will be registered in the correct course(s), CCS will e-mail the program leader a student course enrollment information spreadsheet for review and confirmation before forwarding the information to the Registrar's Office (in early to mid-March for summer programs).

2. Holds on Student Accounts

If students have any holds on their Appalachian student accounts, they cannot be registered until all holds are cleared. CCS will inform the program leader if such issues occur so that he/she can notify the students to re-mediate the situation right away.

3. Independent Study Paperwork

If the program leader has approved some students to enroll in an independent study linked to the program and CCS has not yet received the "Special Course" form from the student (by mid-March for summer programs), CCS may ask the program leader to obtain all signatures on the form on behalf of the student and to walk the form to their office for immediate processing.

4. Overload Permissions

If a student is already a full-time student during the term of the program before being enrolled in the course(s) linked to the program, it is possible that the Registrar's Office will notify CCS that the student needs to obtain an overload permission from his/her dean. In that case, CCS will forward the information about the issue to the program leader to follow up with the student until the matter has been resolved.



5. Program Billing and Student Payments

Students will be billed the entire program cost of the program once they have submitted to OIED their signed paper application and proof of deposit payment. Students should follow the program's payment schedule and submit their payments by the installment due dates to the Student Accounts Office in the John E. Thomas building. These payments can be made either at the Student Accounts Office (Cashier Window) or online through the student portal. Whether the student pays in person or online he/she needs to make sure that the payments are paid towards the correct term in order for it to apply towards the program cost and tuition for the program. **Please notify OIED when the program has reached its maximum target number of program participants.**

Remember to remind students of the importance of not only paying off the program cost and related tuition (if applicable) by the last installment due date, but also of **clearing any other pending charges** on their student accounts by that same date. **Students need to carry a balance of less than \$100 on their student accounts to maintain their status as enrolled students at Appalachian. OIED will send periodic e-mail reminders to students with pending charges.**

Once the program's last payment due date has passed, OIED checks each student account balance to make sure that any outstanding balance is less than \$100. OIED will notify the program leader by e-mail of any student in danger of being dropped from the program because of an outstanding balance. The only exception allowing students to carry a balance is if the student account shows a pending financial aid award covering the balance (financial aid can only be disbursed 10 days prior to departure).

IMPORTANT NOTE about FINANCIAL AID: When financial aid disbursements are credited to the student's account the awards are not always automatically applied toward the program cost and may instead be refunded to the student who may not realize that they still have an outstanding balance after receiving a refund check. If students are confused as to why they still carry a balance after receiving a refund, please advise them to redeposit the refund check to their student account to clear their balance. Please cover this issue at the pre-departure meeting (see the *Pre-Departure Orientation* section on page 33).

6. Student Withdrawals

If a student is expressing an intent to drop out of the program, it is critical to remind the student of the cancellation policy which states that the initial deposit payment is non-refundable, and that the student remains obligated for any payments that were due prior to or on the day of **his/her written** cancellation notification. The student is responsible for the amounts owed even if he/she was not up-to-date with the payment schedule. **Do not promise the student any refunds beyond the scope of the cancellation policy.** Again, please remind the student to **notify the program leader, Education Abroad Director and Associate Director in writing** of his/her withdrawal from the program.

7. Students with Conduct Records

The Office of Student Conduct recommends that any student who is currently under judicial sanctions or has been previously suspended from Appalachian meet with the Director of Student Conduct, the program leader and OIED. The purpose of the meeting is to discuss the student's judiciary history as well as review the standards of conduct associated with Faculty-Led Education Abroad Programs in order to prevent the same behavior from happening again abroad. It is an opportunity for the student to openly share with the program leader and OIED any issues or concerns where we can be proactive in helping him/her experience success on the program. Should the need for such an intervention arise, OIED will contact the program leader to arrange a meeting in the weeks preceding the programs departure. A very rare outcome is that a student may be denied participation in a program.



VII. PRE-DEPARTURE HEALTH AND SAFETY ARRANGEMENTS

A. HEALTH AND SAFETY CONSIDERATIONS

Student safety is the highest priority. There are a variety of arrangements that need to be made **prior to departure** to ensure the students' health and safety. It is important that the program leader research and collect all the information listed below prior to departure so that he/she is informed and can make any necessary decisions or arrangements as soon as the plane lands. This information will need to be shared with the students weeks prior to departure at the pre-departure meeting (see the *Pre-Departure Orientation Meeting(s)* section on page 33).

1. Monitoring the Risks of the Destination(s)

In the months prior to departure, the program leader should monitor the security status of the destination country. Monitoring can be done by reading the State Department travel advisories, alerts, and updates at travel.state.gov. This webpage from the U.S. Department of State's Bureau of Consular Affairs offers a wealth of information to the international traveler, including:

- safety and security (including traffic safety and road conditions);
- medical and health information;
- tips for American students;
- special circumstances;
- travel advisories and warnings.

Frequent updates require that program leaders visit the U.S. Department of State website regularly to stay currently informed. As a result, **we strongly recommend that the program leader subscribe to the U.S. Department of State's *Smart Traveler Enrollment Program* or STEP** (formerly known as "Travel Registration" or "Registration with Embassies") to receive the latest travel updates and information. Once signed up, the most current information compiled about the country the group will be traveling to will automatically be sent to the leader. Updates, including travel warnings and travel alerts (where appropriate) will also be sent. More information about additional services provided by STEP is explained in the next section.

Be sure to inform students of potential risks at the **mandatory orientation meeting** so that there is a witness to confirm that an advisory was given. We highly recommend to also do so **in writing** because not everyone will be able to attend all orientation meetings. For more information about the content of mandatory orientation meeting(s), please see pages 33-42.

As a general rule, it is imperative, from a liability standpoint, to inform students of any potential risks discussed in public forums such as the State Department travel advisories.

Should a Travel Warning be issued for the program country destination prior to departure, OIED will immediately consult with the program leader(s) who may have to consider options for leading the program in an alternative destination or face the necessity to cancel the program.



2. Program Registration with the U.S. Consulate or Embassy

Prior to departure, please **enroll the program in the *Smart Traveler Enrollment Program* or STEP**, which is available on the U.S. Department of State webpage at: step.state.gov/step/. **Be sure to create an *Organization* account**, as opposed to an *Individual* account, because the information that needs to be entered by the program leader is for all program leaders and participants.

The travel and contact information entered into STEP will make it easier for consular officers in U.S. embassies and consulates around the world to contact the program participants in case of an emergency. Sign up with STEP is only done once with a user ID and password. After the account is setup the program leader can add and delete trips from the account based on the current program travel plans.

Please know that in accordance with the Privacy Act, information on the program's welfare and whereabouts will not be released to others by the State Department without the program leader's expressed authorization.

3. Logistical Information to Gather Prior to Departure

Prior to departure, collect the following information and take it abroad on the program:

- Telephone number and address of the U.S. Embassy or Consulate nearest the program site. The group should be registered by the program leader before arrival (see last section).
- Name, address, and telephone number of an English-speaking doctor at or near the program site(s).
- Name, address, and telephone number of nearest large hospital that provides urgent/emergency care.
- Name, address, and telephone number of local police.
- Directions for direct AND operator-assisted dialing to the U.S. from site, including access codes and

acceptability of coins/telephone cards/calling cards.

- Options for a cell phone number overseas as program leaders are required to secure a cell phone number where he/she can be reached abroad 24/7. If the program site is located in a remote area, renting a satellite phone may be necessary.

Please note that much of the information listed above can be obtained from the U.S. Embassy or Consulate or printed from the HTH Medical Insurance website (See the *Important Contacts* section on pages 7-8). The HTH website is available to any person (staff and students) covered by HTH insurance, and offers an option to print “emergency cards” that include local doctors, hospitals, and emergency numbers. A secure login to the site is required. If anyone’s login information is lost for this website prior to departure, please contact OIED for assistance.

4. Emergency Contact Cards

OIED strongly advises program leaders to create wallet-size “emergency contact cards” for participants to carry with them at all times. The cards should include phone numbers and addresses (if pertinent) for the following contacts, along with the dialing information (all digits) required to call in-country and overseas:

- OIED and Appalachian police numbers
- Country’s local equivalent of 911, local police, local medical emergency services
- Country’s local US embassy or consulate
- program leader’s on-site contact information
- local housing/hotel contact information

5. Health and Safety Information to Research Prior to Departure

All students, faculty, and staff participating in Faculty-Led Education Abroad Programs are required to carry insurance. The UNC system mandates enrollment in the HTH Worldwide Insurance Services plan which provides comprehensive primary medical insurance, medical evacuation insurance, repatriation of remains, an international medical assistance service, and political, security, and natural disaster evacuation services. Enrollment in the insurance plan is mandatory for all program participants, associates, and the program leader, regardless of any other personal insurance plans program participants may already have subscribed to. OIED processes the enrollment of participants in the plan.

6. HTH Worldwide Medical Plan

The program leader should be familiar with the HTH insurance plan and process by logging on the insurance website (see *Important Contacts* on pages 7-8). We have highlighted the following points of the plan below:

- Coverage is **\$1.42 per student per day** and is mandatory for the official dates of the program.

Students who wish to extend the coverage for personal travel before and after the program dates can do so for a premium of \$2.95 per day. Students need to contact OIED to obtain a **Before/After Insurance Code**. It is the students’ responsibility to submit the online form and payment (no personal check accepted) to the insurance no later than seven (7) business days prior to departure. The policy covers 100% of medical expenses up to \$250,000 per injury or sickness. There is **no deductible**.

One key **exclusion** is that injury or illness due to **alcohol use is not covered**. Students need to be reminded about this during the orientation session (See *Pre-Departure Orientation* section on page 33).

The policy offers **evacuation when medically necessary** (either to transport a student to a location where treatment can be obtained or to return a student home for further treatment), and repatriation of remains in case of death. The insurance plan also includes a **security and political evacuation** service rider.

Program leaders, staff, and agents representing the university will automatically be covered by the same policy for **\$2.95 per day**. Be sure to include this cost in the program budget.

Please note that **HTH’s Policy does NOT cover any medical care received in the U.S.**, as the result of illness of injury during a Faculty-Led Education Abroad Program abroad.

Insurance Process

About 4-6 weeks prior to departure, OIED will e-mail the student and faculty insurance rosters to the program leader for review prior to processing. It is critical that the information is reviewed for accuracy and completeness. It is especially important to **check the coverage dates** as they may have changed from the original program proposal. Once OIED has received written approval from the program leader to process the insurance information, the rosters will be submitted to the insurance company for processing.

Once the insurance information is processed by HTH, OIED will provide the program leaders with insurance cards for all participants in the program to be distributed to the students, at the pre-departure orientation, or as soon as possible before departure. Important insurance information to be forwarded includes the following points:

- Participants should register with HTH on-line prior to departure and share insurance information with their family as students' parents are eligible for free registration on the *HTH Parents* website.
- The *insurance plan does not cover expenses incurred for injuries resulting from the use of alcohol or intoxicants, or any drugs* unless prescribed by a physician.
- Students who wish to purchase extended coverage for personal travel abroad before and/or after the program official dates need to contact OIED to obtain a "Before/After Insurance" Code and instructions on how to obtain this insurance directly from the insurance company in a timely fashion. Please make sure that students staying abroad beyond the program official travel dates sign an "**Assumption of Risk Indemnification Agreement for Extended Stay**" form and turn this form to OIED prior to the program's departure.

Additionally, OIED asks that the insurance cards be printed for distribution before departure. Please note that at the time OIED sends the insurance cards, an *Emergency Contact Information Sheet* with information on how to contact us if assistance is needed will also be sent (see pages 7-8).

For more information about the insurance plan, please see the *Health and Safety Information to Research Prior to Departure* section on page 30.

Insuring Traveling Dependents

If a family member is traveling with or joining the program at some point, the program leader may elect to have that family member covered under the HTH plan as a dependent. In this case, please let OIED know, so that we include their information (first name, last name, date of birth, relationship to participant and travel dates) on the faculty roster. The premium of \$2.95 per day to cover dependents is due prior to processing the travel advance. Checks need to be made out to Appalachian State University.

7. Health Issues and Medical Requirements Specific to Program Site(s)

We strongly encourage the campus Travel Services nurse be invited to speak to students 8-12 weeks prior to departure at a REQUIRED pre-departure orientation session to advise the students on the general and specific details of travel health to the program's destination and on the need to start early in the vaccination process. The Travel Services nurse can bring country specific information to the class and walk the group through a health preparation checklist. Arranging for a mandatory session will help ensure that all students receive consistent information from a medical professional and will also allow optimize the time and limited resources of Student Health on campus. Some travel vaccinations cannot be obtained at Student Health but with advance preparation, the local county health department can provide them, **It is the responsibility of the program leader to ensure that all students have all required medications and vaccinations** prior to the departure of the program.

8. Student Personal Health Issues

Accommodations for Students with Disabilities

As stated in section 6.i. of the Participant Agreement form included in the FEAP application packet, students who would like to receive accommodations and/or disability-related services abroad must register with Appalachian's Office of Disability Services and request that an official letter listing recommended accommodations and/or services be prepared for them, while understanding that "the university is not obligated to attend to [their] medical or medication needs."

It is important to note that accommodations may not be easy to provide outside the United States, and that it may be difficult to obtain

accurate and reliable information about the availability/feasibility of special accommodations overseas prior to arriving in country. If a student requests accommodations that may be incompatible with the program's location, accommodations, traveling schedule, or planned activities, please consult the Office of Disability Services, OIED and the university's attorney prior to accepting or turning down a student. Encourage students to submit any request for accommodations before submitting their application packet to OIED (see the *Health Orientation* paragraph included in the *Information Session* section on page 19).

Student Mental and Physical Health

If students self-disclose a mental or physical health issue before departure, (reported on the *Study Abroad Health Report and Release* form in the application packet (see Appendix G), please advise the students to discuss their program participation with their doctor prior to applying, or prior to departure if they have already applied. The students need to be well informed about any health concerns tied to their particular situation or medication. At a minimum, a student should discuss with his/her doctor the following:

- Any consequences of going off medication (unfortunately a decision often made while abroad);
- Potential medication interactions with alcohol
- Potential medication interactions with any required immunizations;
- Legality of particular medication in program location;
- Availability of medication or dosage at program location;
- Planning to take enough medication for the duration of program;
- Process for signing a release of medical records before departure from U.S. (Students can take a signed release with them overseas only to be used if necessary);
- Process for taking medical records with them overseas.

Please encourage students who may need medical care overseas to contact HTH or OIED as soon as possible prior to departure, as we can help schedule medical appointments on site. However, remind the students that they have signed a Participant Agreement form that states in section 6.c. that they are "*medically (physically and mentally) able and capable to participate in the program*" (see the agreement in Appendix K). Should the medical status of a student change to the point that he/she is no longer medically fit to participate in the program, please remind the student of the cancellation policy and its financial implications.

NOTE: The UNC system-mandated HTH health insurance plan has restrictions regarding pre-existing conditions, but it will provide and make arrangements for evacuation from the program site, should this become medically necessary. Specific questions regarding coverage should be directed to HTH Worldwide (See *Important Contacts* on page 7-8). Please refer the students to the FEAP Student Handbook posted on our website for more information about HTH.

9. Driving Overseas

Program Leader Driving

If the program leader (or program associate) are planning to drive students at any time during the program, prior approval from the OIED office needs to be obtained. A copy of the potential driver's valid driver's license must be submitted to OIED **at least two (2) months prior to departure**. This license information will be forwarded to the university police who will perform a driving record check on the person's license. It is the program leader's responsibility to find out if an international driving permit which can be obtained through the AAA website at: www.aaacarolinas.com is necessary and to make sure to carry sufficient insurance.

Student Driving

Students participating in FEAPs are NOT allowed to drive other students unless they are under contract with Appalachian, their driving records have been checked by university police **at least two (2) months prior to departure**, and they are on the University's payroll for the duration of the program. If the program leader is planning for a student to drive for the group, a contract between the university and the student needs to be obtained and a copy of that contract submitted to OIED. Advise the student about the possibility of needing an international driving permit (see previous section for the AAA website address).

Overnight Road Travel

Many of the most serious accidents on study abroad programs countrywide have occurred during road travel at night. If faculty or a student will need to drive at night, prior permission from OIED in writing is required.

10. Passports and Visas

As soon as the program group is recruited, please start the process of coordinating the visa paperwork with OIED if the program required a visa. Also, please remind the students to apply for a passport no later than 6-8 weeks prior to departure.

11. Information and Documents to Forward to OIED Prior to Departure

OIED will send an email reminder requesting that about 3 weeks prior to departure the program leader forwards the following information to the Assistant Director of Education Abroad. Some of the information should have been obtained from the students and other program participants (at a pre-departure orientation meeting for example):

- Copies:
(Color Copy either paper or electronic) of all program participants' passports (photo and signature page), visas (if applicable), and immunization records (if immunizations are required for entry in country);
- Emergency contact and flight information:
The program on-site and cell phone number(s), and names and numbers of all associates and accommodations on-site, as well as all physical addresses. OIED needs detailed contact information on how to reach the program leader 24/7, including while on excursions. Please make sure that phone numbers include the country code and local area code.
- Host Family Contact Information (if applicable):
Name, phone numbers, physical address of each family with name of program participant assigned to the family;
- Detailed daily itinerary with dates and corresponding locations of all places the program will visit.
- Signed copies of Assumptions of Risk Indemnification Agreements for "Extended Stay" and/or for "Independent Travel and Activities" if applicable to the program (see Appendices H and I respectively for a copy of those agreements).

OIED will forward the program leader's emergency contact and daily itinerary information to the university's dean of students and the university police, and we will keep a copy in OIED. Please see a sample of an emergency contact and flight information submission on Appendix C and a sample of a detailed daily itinerary submission on Appendix D. Contact and Itinerary information can be merged in a single document.

12. First Aid Kit

Prior to departure, gather a first aid kit (make sure to keep receipts and turn them in to CCS when clearing the travel advance upon the return of the program). **Beyond the cost of a First Aid Kit, additional medical expenses cannot be paid using program funds** as students should instead file a claim with their HTH insurance plan.

B. PRE-DEPARTURE ORIENTATION MEETING(S)

Because leading and participating in an international faculty-led program is an intense group experience, whose success depends greatly in part upon clear program expectations and effective group dynamics, it is critical for the program leader to schedule **at least one mandatory pre-departure orientation meeting about one month prior to departure**. Program leaders are responsible for collecting important documents from the students prior to departure and such meeting is the perfect last opportunity to collect information. Inform the students that **attendance to the pre-departure meeting is mandatory** and notify them in advance of the paperwork they will need to turn in. OIED strongly encourages having more than one orientation meeting to break down the

information and allow time for scheduling activities that can prepare the student group to study and travel together (contact OIED for more information on campus resources that may be available to facilitate group building activities). **We strongly suggest putting pre-departure orientation information in writing** in the form of a pre-departure handbook/handout specific to the location of the program. Please strongly advise students to **share the pre-departure handbook/handout with their family and friends**, and to **pack that information** with them for future reference.

Read the *Appalachian International Crisis Management Protocols (Appalachian-ICMP)* posted on OIED's website at international.appstate.edu/crisis PRIOR to planning the pre-departure orientation meeting to integrate those protocols with program-specific orientation information. It is the responsibility of the program leader to provide thorough pre-departure and on-site orientations. **In compliance with the Appalachian-ICMP, "the orientation should include information on safety, health, legal, environmental, political, cultural and religious conditions in the host country, potential health and safety risks, and appropriate emergency response measures."** Below we have highlighted the following items to be included in the pre-departure orientation. Please keep in mind that the orientation may require additional information specific to the program being offered.

1. Administrative / Housekeeping Matters

- Remind students that their **student accounts must be cleared of all pending charges**. Advise the students to check their student accounts and pay off their outstanding balances or to make sure their financial aid awards are in place to cover their balances.
- Remind students of possible **export control/human subject research procedures** to follow regarding carrying a laptop, conducting research and interviews, etc. in the destination country (if applicable to the program).



2. Travel Information

- Collect 2 copies (one to take abroad and one to forward to OIED) of the participants' **passport, visa, and immunization records** (if the last two are required for entry in the country).
- Clearly state the **official beginning and ending times** and places of the program. For example, does the program official time begin at the airport two hours prior to departure where students are responsible for their own transportation to the airport, or does it start on campus where students meet to take a group shuttle at a specific time. OIED strongly recommends that each participant organize his/her own transportation to and from the airport. If group transportation is organized by the program leader, he/she and the university could be held responsible in case of an accident. Remember to remind students that the HTH insurance plan does not apply until the group has left the U.S.

- If students want to stay abroad beyond the official program dates, either prior to or after the official dates, please add the program specific information to the “**Assumption of Risk Indemnification Agreement–Extended Stay**” form (see a copy on Appendix H) and ask those students to read/sign/return this form to the program leader. Please forward those forms to OIED. It is important to check that all students who sign the document are over 18 years of age, a parental signature is needed if they are not. OIED usually emails this form to the program leader about 6-8 weeks prior to departure.
- Remind students to contact OIED if they wish to **purchase insurance for additional time** outside the program’s official dates they may plan to spend on the program site.
- Distribute the **flight itinerary** and explain that students will need to carry their airline tickets with them in case they get separated from the group during their travels. The program leader should also present and prioritize alternative methods of travel and routes in the event that the usual route is no longer safe or feasible.
- Explain **airline regulations** about luggage fees and restrictions (luggage size, packing liquids in sealed containers, etc.).
- Explain Transportation Security Administration (TSA) regulations. See www.tsa.gov/traveler-information.
- Remind students to **label their luggage** and put name, address, and telephone number inside and outside of each piece of luggage. They should use covered luggage tags to avoid casual observation of identity or nationality and if possible, lock that luggage.
- **Distribute airline tickets only if students are paid up** (if students fly independently) or explain that they will be distributed at the airport.
- Distribute **insurance cards now** or explain when. Remind students to register online with HTH prior to departure.
- Distribute closest **embassy or consulate information** and inform the group that their information has been registered with the closest local embassy through the U.S. Department of State.
- Remind students to continue monitoring the **U.S. Department of State’s** consular pages on the destination country. Explain that program leaders will also continue to monitor the U.S. Department of State website for periodic updates on travel advisories during the program.
- Discuss **what to pack** specifically for the program activities, in addition to the “Pre-Departure Checklist” provided by OIED on the FEAP Student Handbook, and explain the importance of carrying prescription and non-prescription medication in their original containers in their carry-on luggage, as well as bringing generic prescriptions for drugs to be purchased abroad. See *Student Health* section on page 37 for more information on travel health preparation. Remind students to pack light as they may need extra room in their luggage for items they bring back to the U.S.
- Remind students to **pack both the program-specific handbook/handout and the FEAP Student Handbook**.
- Remind students to pack the **information/handouts that are distributing today**.
- Go over some **traveling rules** to abide by in places such as airports, airplanes, trains, and train stations:
 - maintain a low profile, blend in with the population, do not wear clothing with identifying information
 - do not accept anything from a stranger (“accept nothing from anyone” is a good rule of thumb)
 - do not agree to watch someone else’s bags regardless of how innocent the request may sound
 - keep luggage close at all times; once luggage is checked in, make sure no one gets near any carry-on
 - report any unattended baggage immediately to authorities
 - comply immediately with security instructions from the airport, airline, train, or train station personnel
 - be patient and cooperative and answer questions truthfully when asked by appropriate security personnel. Searches of luggage insure the safety of all.
- Advise students to **leave at home or with their loved ones** the following:

- valuable or expensive-looking jewelry and irreplaceable family objects
- all unnecessary credit cards
- copies of passport, visa (if applicable), credit card numbers, and program itinerary

3. In-Country Logistical Information

- **Distribute a detailed itinerary and schedule** of the program activities and sites, including addresses and phone numbers. Maps should be available. The schedule should also specify which activities are outside the scope of course work and when students are allowed “free time.”
- Discuss **housing and meal arrangements**.
- Provide **host family contact information** and related rules (if applicable).
- If the students have consent to leave the program site and travel independently on occasions when no classes are taught and no cultural activities are scheduled, please add the program specific information to the “**Assumption of Risk Indemnification Agreement - Independent Travel and Activities within the program dates**” form (see copy on Appendix I) and ask all students to read/sign/return this form to the program leader. Please forward those forms to OIED. It is important to check that all students who sign the document are over 18 years of age, a parental signature may be needed if they are not. OIED usually emails this form to the program leader about 6-8 weeks prior to departure. **Students are required to let the program leader know** where they are going and when they expect to be back to the program site (they should leave their itinerary and contact information with the program leader).
- Explain **how to make phone calls** from and to the program sites and where students can have **Internet/email access**, while going over the program specific phone/email communication rules. Remind students of time change differences. If communication with family and friends back home is discouraged as part of the cultural immersion experience (except for emergency situations), please make sure that the rationale is clearly explained. Remind students who are planning to use their personal cell phones to ensure that they will have international calling access and to check with their cell phone providers about what options are available to them. Cell phones can be a great help in that they allow parents and friends to contact students directly without waiting to be passed through a receptionist in a dormitory or having to learn the local language to leave a message. Cell phones have also lightened the stress and tension related to telephone use in home-stay situations. If it has been researched to be a good option on the program site, mention the possibility of buying or renting a cell phone in country .
- Discuss **money matters** such as:
 - Amount of spending money needed, currency, exchange rate, safe ways to withdraw and carry cash, uses of debit and credit cards, and the practicality (or not) of carrying traveler’s checks. If students are planning to bring traveler’s checks, they should leave a copy of the serial numbers with a friend or relative at home and carry their copy in a separate place and cross their numbers off the list as checks are cashed.
 - Discuss the cost of exchanging money at an airport versus making an ATM withdrawal inside a traditional bank in town. Advise the students to call their banking institution prior to departure to notify them of upcoming overseas charges and to inquire about cash limits abroad. Remind participants to note credit limits on each credit card brought, and to inquire how to report to the bank the loss of a card from overseas as 800 numbers don’t work from abroad.
 - Mention that some students and their families enjoy the convenience of opening a separate bank account linked to a separate bank card to manage their funding and spending overseas. Students should inquire about options with their bank.
- Explain the **local transportation system** with city maps or guides.
- Discuss the practicality of carrying **an international student ID card** in the program destination
- Discuss where to get **basic necessities** on site such as food, money, laundry service, post office, etc. Provide maps.
- Discuss possible issues with different electrical sockets and voltages and need for **converters**.



4. Student Health

- Invite the Travel Nurse from the Student Health Service to talk to the students about immunizations and other health issues pertinent to their destination. (Required)
- Remind students of the **health risks specific to the destination** country such as climate, sanitary conditions, mosquitoes, pollution, etc., and how to avoid them by using safe preventative practices (for drinking water for example).
- The most common health problems that travelers encounter are traveler's diarrhea, upper respiratory infections, and skin conditions. Encourage the students to travel with a small **First Aid Kit** appropriate for the destination and length of the program. Remind students that they should determine on their own, what medications to take in their kits and how to administer these medications to themselves. The following items are suggested for inclusion in the First Aid Kit:
 - pain medicines such as aspirin, acetaminophen, naproxen, and ibuprofen
 - hand wipes and hand sanitizers
 - scissors, tweezers, nail clippers, earplugs, and thermometer
 - medicine for motion sickness such as dimenhydrinate (Dramamine) and an anti-nausea drug like promethazine. Acetazolamide (Diamox) may help prevent altitude sickness
 - anti-diarrheal medication
 - insect repellent (containing active ingredients such as DEET or picaridin)
 - antibiotic ointment, adhesive bandages, hydrocortisone cream, moleskin for blisters, sunscreen and lip balm
 - decongestants and antihistamines for allergies (the kind that don't cause sleepiness are best for traveling)
 - antacids
 - rubbing alcohol and hydrogen peroxide
 - cough and cold medicines
- Advise the students of any **planned activities in the program that may pose unusual risk** or require physical exertion.
- Discuss the risks of **sexually transmitted diseases**.
- Remind students to **register with the HTH insurance website** prior to departure, to acquaint themselves with the medical plan, its exclusions, the payment and reimbursement process, and to print contact and location information for the medical doctors/facilities available on site. Encourage students to share that information with their family. It is also important to remind them that the insurance plan does not cover expenses incurred in the U.S. (at a U.S. airport for example) and that sickness/injuries due to alcohol and drug use are not covered.
- Explain the availability of over-the-counter medicine as well as the differences in **quality or nature of the local health care** system. Emphasize **proper use of medications** (both prescribed and over-the-counter).
- Urge students with **pre-existing medical conditions or disabilities** to disclose their situation in private with the program leader PRIOR to departure if they have not already done so. Explain that students with medical conditions should use medical alert

bracelets/necklaces while traveling.

- Students on **prescription medication** should be given the following advice:
 - Fill prescriptions before leaving and take double the amount of prescription medication to serve as an extra supply.
 - All medications should be transported in their original, labeled container along with documentation of the prescription to avoid problems at customs.
 - Prescription medicines are not always the same abroad as in the U.S. Do not plan on having U.S. prescriptions filled while abroad. If carrying a prescription, make sure it is up-to-date and have the physician write the drug's generic name, instructions, dosage, and reason for prescribing the drug (check with the HTH insurance website for availability of prescription medicine in the host country and for medical term translations).
 - Check with a physician before departure for advice on how to adjust taking prescription medications in order to reduce the risk of overdosing or under-dosing (due to travel in multiple time zones).
 - Check with the foreign embassy of the destination country to make sure that none of the prescription medications are considered to be illegal narcotics in that country.
 - Always keep prescription medications in your carry-on bags while in transit.
- Discuss **jetlag** issues and ways to minimize its effects.
- It may be a good idea to remind students to pack **extra glasses/contacts** and extra contact solution.

5. Student Safety

- Discuss safety on the street:
 - Discuss **high crime areas** and crime patterns to avoid (get information from the Department of State country pages).
 - Encourage a **“buddy system”** and advise students that they should not travel alone, especially at night.
 - Advise against using shortcuts, narrow alleys, or poorly lit streets.
 - Advise students to exercise caution in or avoid areas and situations such as: crowds, tourist sites, protests and demonstrations, known dangerous places, etc.
 - Advise students to beware of **scam artists and of strangers** who approach offering bargains or being a guide. Students should not discuss travel plans or other personal matters with strangers.
 - Advise students to beware of **pickpockets**. They often have an accomplice who will jostle, ask for directions or the time, point to something spilled on clothing, or create a disturbance to distract the traveler. A child or even a woman carrying a baby can be a pickpocket. Students should also beware of vagrant children who create a distraction while picking pockets.
 - Advise students to carry only the minimum number of important documents, and that they should plan a place or places to conceal them. **Passport, cash, and credit cards** are most secure when locked in a hotel safe. If students need to carry those documents, they should conceal them in several places rather than putting them all in one wallet or pouch.
 - Advise against using handbags, fanny packs, and outside pockets, which are easy targets for thieves. Advise putting money in a **money belt or neck pouch hidden under clothing** rather than in a backpack that can be easily opened from behind. When carrying a bag, students should wear the shoulder strap of the bag across the chest and walk with the bag away from the curb to avoid drive-by snatchers.
 - Remind students to **seem purposeful** when moving about. Even if lost (students should carry maps), they should act as if they know where they are going. When possible, they should ask directions only from individuals in authority.
 - Students should remain inconspicuous by keeping a low profile (conservative clothing, avoiding loud conversations, etc.) and not drawing attention to nationality or wealth. Remind students to avoid wearing T-shirts with flags and other logos and designs associated with the U.S.
 - Explain **how to use a pay phone** and remind students to have the proper change, tokens on hand, or calling cards.
 - Teach **a few phrases** in the local language to signal a need for help, the police, or a doctor.
- Discuss safety in hotels:
 - Keep hotel doors locked at all times. Meet visitors in the lobby.
 - Do not leave money and other valuables in the hotel room while out. Use the hotel safe.
 - Let someone know when to expect your return. Do not leave alone.
 - If out late at night alone, do not get on an elevator if there is a suspicious-looking person inside.

- Read the fire safety instructions in the hotel room. Know how to report a fire. Know where the nearest fire exit and alternate exits are located. Count the doors between the room and the nearest exit as this could be a lifesaver if required to crawl through a smoke-filled corridor.
- Discuss safety on public transportation:
 - Only take taxis clearly identified with official markings. Beware of unmarked cabs. Ask for, and where appropriate, negotiate the fare before entering the cab.
 - If the way is being blocked by a stranger and another person is very close behind, move away. This can happen in the corridor of a train or on the platform of a train station.
 - Do not accept food or drink from strangers. Criminals have been known to drug food or drink offered to passengers. Criminals may also spray sleeping gas in train compartments, so lock the train cabin.
 - Do not be afraid to alert authorities if feeling threatened in any way. Extra police are often assigned to ride trains on routes where crime is a serious problem.
- Discuss how to handle money safely:
 - Change traveler's checks only as currency is needed to **avoid carrying large amounts of cash**. Countersign traveler's checks only in front of the person who will cash them.
 - Do not flash large amounts of money when paying a bill.
 - Make sure credit cards are returned after each transaction.
 - Deal only with authorized agents when exchanging money. Do not change money on the black market.
 - Be careful when **using an ATM**. Keep the 4-digit code secure. Use preferably an ATM located inside a banking institution during daytime.
 - If possessions are **lost or stolen, report** the loss immediately to the local police. Keep a copy of the police report for insurance claims and as an explanation of the situation. After reporting missing items to the police, report the loss or theft of:
 - traveler's checks to the nearest agent of the issuing company;
 - credit cards to the issuing company;
 - airline tickets to the airline or travel agent; and passport to the nearest U.S. embassy or consulate.
- Discuss how to avoid legal difficulties:
 - Travelers can be arrested overseas for actions that may be either legal or considered minor infractions in the United States. Remind students to refer to the U.S. Department of State country pages to learn about what is considered criminal activity in the host countries.
 - Discuss with students how **American citizens can be arrested in some countries** for possessing prescription drugs purchased legally at home but that are illegal in the host country.
 - Advise students that in many countries, travelers can be harassed or detained for **photographing** such things as police and military installations, government buildings, border areas, transportation facilities, and even children. If in doubt, students should ask for permission before taking photographs.
 - Remind students that when they are in a foreign country, they are subject to its laws and are under its jurisdiction, not the protection of the U.S. Constitution. As a result, **U.S. consular offices abroad cannot demand a U.S. citizen's release**, represent the detainee at trial or intervene in a foreign country's court system or judicial process to obtain special treatment.
 - Explain that in many countries around the world, **counterfeit and pirated goods** are widely available. Inform the students that transactions involving such products may be illegal under local laws and that bringing back such products to the U.S. may result in forfeitures and/or fines.
 - Advise students to consult the **U.S., Customs** website www.cbp.gov/ to find the most updated information on U.S. Customs rules and tax regulations about bringing back items and gifts purchased overseas. Remind participants that **fruits and vegetables of any type cannot be brought back to the U.S.**
- Discuss the risks of renting/riding in a personal vehicle: Discuss the risks both physical and financial involved in renting or riding in a personal vehicle and strongly reiterate item 8 of the FEAP Code of Student Conduct which **discourages students from driving or renting a motor vehicle** (or motor bike, etc.) overseas. Advise students that, if they choose to use a personal vehicle regardless of the FEAP Code of Student Conduct, they are advised to make sure that they have adequate insurance coverage for the host country and a host country driver's license or an international driving permit. Also urge them to carefully review the Road Safety section of the U.S. Department of State's Country Specific information as well as the website of the U.S. embassy or consulate in the destination country to learn about local requirements for driver's licenses,

road permits, and auto insurance, as well as local driving rules and laws as they can differ significantly from those in the U.S. Finally, again, remind them that they will be **responsible for costs** of litigation and other expenses that may be incurred as a result of accidents or infractions of local laws in the host country.

- Discuss excessive drinking as a safety risk factor in addition to being a violation of the Code of Student Conduct (see *Academic and Behavioral Expectations* section on page 40 for more information).
- Discuss risks associated with swimming: Swimming carries a high level of risk unless swimming in a well-chlorinated pool. However, even pools can be a health hazard. Of special concern is the risk of disease from contaminated lakes and rivers that can cause a variety of skin, eye, ear, and intestinal infections. Ocean swimming is usually the cleanest, but it is always good practice to check with the local authorities before venturing into unknown bodies of water. Tides and undertows can be deadly to the uninformed swimmer. Beaches and coastlines that are marked with the international code for “no swimming allowed” are to be avoided. Strongly advise against swimming alone and swimming where no life guards are on duty.
- Emergency contact cards: Advise the students that they will receive a wallet size “**emergency contact cards**” (with 911 equivalent numbers, etc.) for them to carry at all times once on-site.
- Highlight the program specific crisis management plan: (refer to the Appalachian-ICMP when designing the plans).
 - **Emergency contingency plan**: Explain to students what procedures they should follow in case of a crisis such as a political or natural disaster emergency (e.g., location of gathering place for emergencies) and remind students of the importance of carrying their “emergency contact cards” with them at all times, should they not be able to join the group. Also explain what students should do in case they get separated from the group at any time.
 - **Communication with friends and family**: Explain to students that while it is a participant’s instinct to call, text message, or email home and friends when a crisis occurs, a panicky phone call, cryptic text message or email message could elicit unnecessary anxiety and impair reasoned judgment. Discuss emergency communications with program participants and advise them to be careful about their discussion with local or international media about the crisis. Remind students that the Associate Vice Chancellor for Public Affairs is the only official spokesperson authorized to speak to the media on behalf of Appalachian during a crisis situation.
 - **Evacuation and program cancellation procedures and criteria**: Discuss how the program leader will assess the situation together with OIED and the Appalachian-ICMP team in consultation with the nearest U.S. embassy or consulate. Explain that if a participant refuses to comply with an evacuation procedure, a release form should be signed.
 - **Student crises**: Highlight steps students should follow in situations such as harassment, missing classmate, legal or medical issues, and remind students to refer to the FEAP Student Handbook for more details.
 - **What to do in case the program leader is incapacitated**: Explain the availability of assistance on site as well the possible involvement of program associates and what to do in case the leader is not able to continue leading the program.
- Explain how, if the program leader is unable to, the students should contact OIED at the contact numbers listed in the FEAP Student Handbook or, if no answer, Appalachian Police at (828) 262-8000 (24/7) with appropriate details of the crisis situation following the guidelines provided in the *International Incident Report Form* (included in the Appalachian-ICMP and the FEAP Student Handbook) . Brief the students on the role of the Appalachian-ICMP team.

6. Academic and Behavioral Expectations

- Discuss the FEAP Code of Conduct’s expectations and consequences for non-compliance to the Code (see Appendix L). Remind students of the following points in particular:
 - *Students may not use or possess illegal drugs [...] and will be subject to the laws of the country they are visiting, and will be responsible for retaining and paying for legal representation. A student in possession of illegal drugs will be subject to immediate termination in the program and be sent back to the U.S. at his or her own expense.* Additionally, explain that penalties for using illegal substances in the program destination can be much stiffer than in the U.S., and that there is nothing a program leader or the U.S. embassy can do to assist a student who is caught breaking the laws of the host country.
 - *Occasional drinking of alcoholic beverages in moderation is permitted provided that students are of legal age in the country in which they are visiting. Excessive drinking is determined by behavior detrimental or incompatible with the interest, harmony and welfare of the university, or program, or program participants. Program participants engaging in such behavior accept responsibility and waive their right of process and consent to being sent home at*

their own expense.

- *Students are expected to be on time for scheduled program events or activities [as the program leader] will not stay behind, but will continue on the schedule with the group. Unless otherwise stated, a student's participation in all scheduled FEAP activities is required.*
 - *Students must always notify the program leader of their whereabouts if they deviate from the group activities.*
 - *When necessary, the program leader will determine the appropriate disciplinary action required for violations of the FEAP Student Code of Conduct. **The program leader's decision is final.***
- Additional student behavioral responsibilities: If the program requires additional expectations and student responsibilities, the program leader may want to go over them and have the students sign a “contract” specific to the program.
 - Explain that in many countries around the world, counterfeit and pirated goods are widely available. Inform the students that transactions involving such products may be illegal under local laws and that bringing back such products to the U.S. may result in forfeitures and/or fines or other legal difficulties.
 - Go over the course syllabus for the program and remind students that to receive academic credit, they must participate in all pre- and post-travel orientation and academic sessions, attend all on-site scheduled events and complete all course requirements. OIED recommends that the leader outline in writing the following information on the FEAP course syllabus:
 - student behavioral expectations in addition to academic expectations;
 - academic, behavioral and financial consequences for non-compliance with Appalachian's Code of Student Conduct;
 - the **program leader's authority to expel/send a student back home** for non-compliance with the Code of Conduct.

7. Cultural Preparation

Invite a guest from the host country as well as former program participants to assist in preparing the students for cultural adjustment and possibly culture shock. The International Faculty, Staff, and Spouse Association (IFSSA) at Appalachian may be a good resource to check for a native person to share cultural information with program participants. Please contact the IFSSA president Dr. Precious Mudiwa at mudiwap@appstate.edu or Dr. Xiaofei Tu at tux@appstate.edu for more information.

A list of resources suggested for intercultural communication, cross-cultural training, theory, research and exercises on the FEAP website at: international.appstate.edu/education/aoep/facultyresourcelist.

Addressing some of the following topics may be relevant to the cultural preparation of program participants:

- General context: geography, climate, political and economic system, historical events, current national events (provide links to local newspapers online), human rights, population, health and welfare, state of technology, relations and history with the U.S., political unrest and terrorism, local laws, etc.
- Cultural differences: male/female relationships, norms for personal space, privacy, appropriate clothing, body language, formality, gifts, concepts of time, taboos, value system and its effects on society, local customs (eating etiquette, acceptable use of alcohol...), daily life, religion(s) (differences, taboos, norms), cultural faux pas to avoid, cross-cultural communications, metric conversions etc.
- Language preparation: “survival” or key language to know, greeting norms, etc.
- Diversity issues: lesbian/gay issues, gender issues, minority students abroad, etc.
- Regional differences: local dialects, regional tensions, political issues, etc.
- What it means to be an “American”
- How the host culture perceives “Americans”
- How to handle anti-American criticism

- How to cope with homesickness and culture shock
- Materials for cultural and language preparation: recommended books, articles, films, music, travel guides, etc.



8. Student Group Building

Short-term programs abroad are intense experiences that require group cohesion and cooperation. During orientation, discuss issues around “group travel” and the stress this may put on students and their inter-group relationships. Make sure students understand that there are times when the wishes of the individual must be sacrificed for the good of the group.

In pre-departure discussions about the academic/theoretical aspects of the program, get group members to talk openly about their personal reactions, ideas, and ideologies, and discuss differences of opinion among group members fairly and openly. This not only builds trust among students, but also provides for great discussions about relative perspectives and respect for different opinions.

Build learning communities. Each person in the group should be familiar with the academic and personal goals of other members, and the program leader should foster an environment of trust and mutual support.

C. PRE-DEPARTURE CHECKLIST FOR THE PROGRAM LEADER:

Please make sure that, in addition to class specific materials, the following items are ready before the program’s departure:

- Transportation arrangements from the local airport to the program site (if applicable)
- Airline and train tickets for all participants
- Registration of the group with closest local embassy through STEP (see U.S. Department of State website)
- List of local doctors and hospitals (consult the HTH insurance website to access English-speaking medical providers)
- FEAP Program Leader Handbook
- OIED emergency contact sheet (OIED will e-mail to the program leader before departure)
- Crisis Management Protocols (Appalachian-ICMP)
- Copies of all participants’:
 - passports
 - visas (if applicable)
 - immunizations records (if applicable)
 - emergency U.S. contact information
 - HTH insurance cards
 - consent for release of physical & mental health information and health disclosure form
- Wallet-size emergency cards to distribute to all participants upon arrival on site
- Calendar of program academic and cultural activities
- First Aid kit

- The bank's phone number (in case of issues with accessing program funds from overseas)
- Copies of both Assumption of Risk Indemnification Agreement forms: the *Extended Stay* and *Independent Travel and Activities* forms (Appendices H and I) for students to fill out, sign and return to the program leader if they decide (with permission from the program leader) to travel on their own once on site.
- All information will need to be shared with the students during the on-site orientation(s) and copies of the "Welcome Letter" and the orientation packets to be distributed.

Appendix A – Information Session Checklist**Information Session Checklist**

1. **Student Contact Info Sheet**
 - Circulate contact sheet for student's names, email addresses, etc.
2. **Student Eligibility Criteria**
 - Academic requirements and/or prerequisites to participate in your program course(s).
 - Physical demands and potential health issues associated with the program.
3. **Academic Information**
 - Course title, credits and academic content.
 - Global and cross-cultural/international components of the course.
 - Administrative process for independent study course (if applicable to your program).
 - Bring course syllabus.
4. **Financial Information**
 - Program cost and budget for spending money (what is and what is not included in program cost).
 - Explain if tuition is/is not included in program cost and that it is due (if applicable) with last program cost installment.
 - Bring copy of payment schedule and cancellation policy, go over important points such as non-refundable deposit, cancellation process...
5. **Financial Aid**
 - Strongly advise students to consult with their financial aid advisor PRIOR to applying to your program.
 - Explain to students that they are contractually responsible for total program cost regardless of actual financial aid disbursement
6. **Country Entry Requirements**
 - Strongly advise for early passport application.
 - Go over visa requirements and how they may differ for different nationalities.
 - Make note to international students to check with Natalie Best in OIED for re-entry paperwork and possible visa requirements.
7. **Health Issues**
 - Go over the country destination's specific health issues and immunization requirements.
 - Strongly advise students with pre-existing medical conditions or disabilities to consult with their doctor prior to applying and to disclose their conditions to you in confidence should they sign up, so that accommodations, if available overseas, are planned for in advance.
 - Strongly advise all students to see the University Travel Services nurse or other medical professionals EARLY, no later than 12 weeks prior to departure unless otherwise needed.
 - If your destination requires very early medical preparation, invite the University Travel Nurse to come talk to your student group.
8. **Issues with Graduation Date Preceding Departure Date**
 - Alert graduating students of the need to maintain enrolled status with Appalachian during your program and of related administrative options.
9. **Early Alert about Course Registration Process**
 - If OIED cannot register students for the course linked to the program for various reasons (including financials holds on student accounts, OIED lacking independent study paperwork, overload permissions not obtained...) students will be dropped from the program at full cost.
10. **FEAP Application Packet**
 - Bring a copy of the packet and emphasize the contractual nature of the application, especially the *Participant Agreement*, the *FEAP Student Conduct Code* and the *Courses, Payment Schedule and Cancellation Policy* forms.
 - Distribute the "FEAP Application Process" flyer (see Appendix C) or explain where to find the packet online at: international.appstate.edu/studyabroad/apply
11. **FEAP Student Handbook:**
 - Remind students it is posted online, to read it and share it with their family, along with the application forms
12. **Export Controls Regulations:**
 - Share information about the impact of export controls regulations on your program.
13. **Application Deadline**

Appendix B – FEAP Student Evaluation Form

**Faculty-Led Education Abroad Programs (FEAP) Office of
International Education and Development (OIED)
Evaluation Form**

This form has been designed to help evaluate faculty-led FEAP programs at Appalachian State University. Please do not sign this form as the evaluation process should be anonymous. Your honest response will help improve the programs, so please be candid. If there are questions that do not apply to your experience abroad, please mark N/A after any such question.

- 1) Name of Program: _____
- 2) Program Dates: From: _____ To: _____

FORMAT AND ACADEMIC CONTENT

- 1. Course(s) taken: _____

- 2. What degree requirement did the course(s) linked to the program fulfill? Please check appropriate box.
 - Major Credit(s)
 - Minor Credit(s)
 - Elective Credit(s)

- 3. Were the assignments (essays, readings, exams) adequate? Too easy? Too difficult?

SUPPORT SERVICES FROM OIED and OTHER CAMPUS OFFICES

Please use the following scale for all rated questions:

1: very poor, 2: poor, 3: adequate, 4: good, 5: excellent, N/A: not applicable

- 4. Accessibility and ease to navigate the OIED’s website. 1 2 3 4 5 N/A
Comments: _____
- 5. Relevance & quality of information on FEAP’s webpage. 1 2 3 4 5 N/A
Comments: _____
- 6. Ease of use and clarity of the FEAP application packet. 1 2 3 4 5 N/A
Comments: _____
- 7. Relevance and usefulness of FEAP student handbook. 1 2 3 4 5 N/A
Comments: _____
- 8. Quality of support and services provided by FEAP staff. 1 2 3 4 5 N/A
Comments: _____
- 9. What additional services/information you deem helpful should we consider providing in the future?

Appendix B – FEAP Evaluation Form (continued)

10. How did other offices on campus respond to your needs/questions related to your participation in this program?

Office of Student Accounts	1	2	3	4	5	N/A
Office of Financial Aid	1	2	3	4	5	N/A
Registrar’s Office	1	2	3	4	5	N/A
Appalachian Health Services	1	2	3	4	5	N/A

11. Other comments/suggestions about support and services provided by FEAP and other campus offices:

PROGRAM DESIGN, ORIENTATION, AND LOGISTICS

14. Program specific publicity materials (brochures, website, etc.)	1	2	3	4	5	N/A
15. Pre-departure orientation(s) and information	1	2	3	4	5	N/A
16. On-site orientation(s)	1	2	3	4	5	N/A
17. On-site personal, academic and informal support	1	2	3	4	5	N/A
18. Meals arrangements	1	2	3	4	5	N/A
19. Immersion in host country culture	1	2	3	4	5	N/A
20. Effectiveness of program supervision abroad	1	2	3	4	5	N/A

21. Please comment on particular strengths and weaknesses in any of the above that you think merit further elaboration:

PROGRAM EXCURSIONS

22. If excursions were included, indicate how well they were integrated in the overall immersion of the host culture.

1 2 3 4 5 N/A

23. Would more excursions have been helpful? Would you be willing to pay extra for additional excursions?

GLOBAL LEARNING EXPERIENCE

24. How well did the program impact your understanding of another culture?

1 2 3 4 5 N/A

Please give an example:

25. How well did the program impact your attitude/perspective(s) toward cultural differences and/or a global issue?

1 2 3 4 5 N/A

Appendix B – FEAP Evaluation Form (continued)

Please give an example:

26. How well did the program impact your understanding of your own culture and/or self-identity?

1 2 3 4 5 N/A

Please give an example:

27. How well did the program allow you to act/think/speak with a global perspective?

1 2 3 4 5 N/A

Please give an example:

OVERALL EVALUATION

28. Taking all aspects into consideration, how would you rate the program?

1 2 3 4 5 N/A

29. How would you rate your study abroad experience within your academic career?

1 2 3 4 5 N/A

30. Please comment on the strengths and weaknesses of your academic experience abroad.

31. What was the best aspect of your program abroad?

32. What was the least valuable experience of your program abroad?

33. Would you recommend this program to other students?

34. What suggestions do you have for improving the program?

Appendix B – FEAP Evaluation Form (continued)

PARTICIPANT INFORMATION

35. Sex: Male Female

36. Age: _____

37. Academic Standing: Fr. So. Jr. Sr. Grad.

38. Was this your first time outside the U.S.? Yes No

If NO to the last question, was this your first academic experience overseas? Yes No

If NO to the last question, please specify the following about your previous academic experience(s):

Program location: _____

Program name: _____

Program year: _____

39. How did you first learn about this program?

- FEAP flyer in ASU student mail box
- FEAP flyer at _____ location or event (please specify)
- FEAP webpage
- International Fair at Student Union in the fall
- Program website created by program leader
- Program specific flyer/brochure at _____ location or event (please specify)
- Email announcement
- Program leader’s own class
- Program leader’s presentation in another class
- Facebook. Please specify: _____
- OIED general information session in IG Greer Hall
- Parent/Student Orientation on campus
- Word of mouth /former student participants
- Academic advisor
- Other. Please specify: _____

40. After this experience, would you be interested in enrolling in another faculty-led program?

Yes No Reason: _____

41. After this experience, would you be interested in studying for a semester or a year abroad?

Yes No Reason: _____

42. Additional comments are welcome below:

Appendix C – Example of a Contact and Flight Information Summary Submitted to OIED**Apartheid and Post-Apartheid South Africa May 17 - June 8, 2009****Contact and Flight Information****Saturday, May 17**

01:35 P:M Depart Charlotte, NC for Washington DC (US Airways 2236)
 05:48 P:M Depart Washington DC for Johannesburg (South African Airways 208)

Sunday, May 18

03:35 P:M Arrive in Johannesburg

Sunday May 18 - Sunday May 25

Cell phone: 99-99-99-99-99 (program leader)
 Main Contact & Student Housing: Ms. Mary Smith, Strategic Partnership Coordinator
 University of Johannesburg, Auckland Park 2006, Johannesburg
 Phone: Cell phone:
 Other Contact: Mr. Paul Brown, Transportation Coordinator
 Phone: Cell phone:
 Hotel: Hampton Court (program leader)
 47, Hampton Avenue, Auckland Park, Johannesburg
 Phone: Cell phone:

Sunday, May 25

01:55 P:M Fly from Johannesburg to Durban (South African Airways 559)
 03:10 P:M Arrive in Durban

Sunday May 25 - Saturday June 7

Main Contact: Ms. Anna Miller, International Partnership Manager
 University of Zululand
 Phone: Cell phone:
 Hotel: SunCoast Hotel and Towers
 123 Main Street, Durban
 Phone:

Saturday, June 7

02:10 P:M Depart Durban for Johannesburg (South African Airways 338)
 04:25 P:M Depart Johannesburg for Dakar, Senegal (South African Airways 145)
 09:06 P:M Depart Dakar for Washington, DC (South African Airways 207)

Sunday, June 8

06:00 A:M Arrive in Washington, DC
 09:00 A:M Depart Washington, DC for Charlotte (US Airways 1123)
 10:26 A:M Arrive in Charlotte (US Airways 1123)

Appendix D – Example of a Daily Itinerary Submitted to OIED

Apartheid and Post-Apartheid South Africa**May 17 - June 8, 2009****Daily Itinerary Information****Saturday, May 17**

Morning: Depart Boone for Charlotte International Airport
 Early Afternoon: Depart Charlotte for South Africa via Atlanta

Sunday, May 11

Late Afternoon: Arrive in Johannesburg and transfer to campus housing at the University of Johannesburg. Transportation will be provided by the University of Johannesburg.
 Evening: Dinner together on campus.

Monday, May 12

Morning: *Orientation to South Africa* by Dr. Jimmy Ellis, Director of International Programs at the University of Johannesburg.
 Afternoon: *Presentation/Lecture: Overview of South Africa in a historical, political, and social context.*

Tuesday, May 13

Morning: *Presentation/Lecture*
 Afternoon: *Site Visit: The Apartheid Museum in Johannesburg.*

Wednesday, May 14

All Day: Participants will spend the day in Pretoria, only 45 minutes drive from Johannesburg. Pretoria is the seat of the executive branch of the South African government.
 Morning: *Lecture and Student Presentations*
 Afternoon: *Site Visit*

Thursday, May 15

All Day: *Site Visit/Community Volunteer Activity with [...]*
 Late Afternoon: *Roundtable Discussion*

Etc.**Saturday, June 7**

Early Morning: Free time in Durban
 Early Afternoon: Depart Durban for Charlotte via Johannesburg, Dakar-Senegal, and Washington, DC

Sunday, June 8

Morning: Arrive in Charlotte, NC

Appendix E – Assumption of Risk Indemnification Agreement – Unofficial Travelers Submit to OIED

ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT FOR UNOFFICIAL TRAVELER

The Appalachian State University Department of _____ will lead a (Term) Study Abroad Program _____. Although I have no official role with the Program as a faculty member, staff member, student, or volunteer, I wish to accompany and participate in the Program as follows:

STARTING DATE _____

STARTING LOCATION _____

ENDING DATE _____

ENDING LOCATION _____

I am participating at my own expense on an unofficial traveler basis. I understand that the University does not and could not ensure that my participation in the Program is free from risk. On the contrary, in light of global events no one can provide assurances with respect to: (a) the safety of persons traveling anywhere in the world; or (b) the financial stability or viability of airlines and other businesses in the travel industry. I understand the nature of the program and the potential risks involved, including risks of personal injury and death, and property damage or loss. I assume sole and full responsibility for my safety during any and all activities related to the trip in which I am participating, including travel to, from, and within the destination country. In consideration of being permitted to accompany the group as an unofficial traveler, I agree as follows:

- 1) I understand the possible risks and dangers to me and my property associated with my participation in activities related to the Program, and I participate voluntarily in reliance upon my own judgment and ability. I assume all risk of personal injury, death, incarceration, and property damage or loss from any cause whatsoever, including, but not limited to my own conduct, the failure of anyone to enforce rules and regulations or inspect equipment or facilities, and the negligence of anyone else; and
- 2) I understand that I am expected to adapt to physical accommodations that may be perceived as inconvenient or uncomfortable by U.S. standards. I further understand that changes in travel arrangements may be necessary in the best interest of the Program or the best interest of the University. I further understand that the University does not represent or act as an agent for, and cannot control the acts or omissions of: any host institution, a host family, other host arrangements, land transportation, air transportation, carrier, hotel or similar accommodation, tour agent, tour organizer, or any other provider of goods or services related to the Program. I understand that the University is not responsible for matters that are not within its direct control. I understand and agree that the University shall not be liable for any injury, loss, damage, accident, delay, expense or inconvenience arising out of any such matters. I do therefore release the University from any such liability.
- 3) I understand that unofficial participants (spouses and children of official program participants only) are covered by a travel insurance policy purchased from HTH Worldwide Insurance Services that includes health and accident and repatriation coverage. I further understand that unofficial participants not related to official program participants (as specified above) are ineligible for the University international health plan and are urged to purchase on their own independent travel insurance coverage (including medical evacuation and repatriation of remains) to cover the duration of the program, from HTH Worldwide Insurance Services at <http://www.hthworldwide.com/> or a provider of their choice.
- 4) I release and shall indemnify, defend and save harmless Appalachian State University, the University of North Carolina, the State of North Carolina and their respective trustees, officers, agents, and employees from all liabilities, losses, costs, damages, claims or causes of action of any kind or nature whatsoever, and expenses, including attorneys fees, arising or claimed to have arisen out of personal injuries or death, or property damage or loss, sustained by me as a result of any cause whatsoever, including but not limited to my own conduct, negligence or other misconduct on the part of Appalachian State University officers, agents, or employees, or those injuries or property damage sustained by others as a result of my own negligence or intentional acts.

I certify that I am at least eighteen (18) of age, medically and mentally sound, physically fit to engage in the activities described above, and competent to enter into this agreement. I further certify to no oral promise, agreement, warranty or representation concerning safety or liability has been made to me. **If the participant is under eighteen (18) years of age, this document must be signed on behalf of the participant by his or her parent or guardian.**

I HAVE READ AND UNDERSTAND THIS ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT, I UNDERSTAND AND AGREE THAT IT WILL LEGALLY BIND ME AND MY ESTATE, AND I SIGN IT VOLUNTARILY.

Signature: _____

Date: _____

Printed Name of Unofficial Traveler: _____

Relationship to Official Program Participant (if applicable): _____

Appendix F – Sample of a Nepotism Document (to be completed with Vice Provost of Undergraduate Education in Academic Affairs)

March 19, 2015

Dear _____ Study Abroad Participants,

To address any potential concerns that might arise during the _____ Study Abroad Trip given the spousal relationship between _____ (a program co-leader) and me (program leader), Appalachian requires that I communicate options for reporting trip concerns to a variety of individuals. _____, Chair of the Department of _____, is one such option; _____, Chair of the Department of _____, is another. Of course, you may wish to begin discussion of any concerns with _____, the program co-leader who will be part of the study abroad experience. Contact information for _____ and _____ is found below.

Contact information – person 1

Contact Information – Person 2

Sincerely,

(Name of Faculty Leader)

Appendix G – Study Abroad Health Report and Release

STUDY ABROAD HEALTH REPORT AND RELEASE

Traveling and living abroad presents physical and psychological challenges. Even mild problems may be exacerbated by the stress associated with adjusting to a new cultural environment. If you are not in good physical and emotional health, you should consider carefully your plan to go abroad at this time. If you have any questions about your situation, contact the Appalachian State University Office of International Education and Development (“OIED”) at (828) 262-2064 or the faculty member sponsoring or leading your program.

Consent for Release of FEAP Health Disclosure Form and for Medical Treatment Authorization

Please answer the questions contained in this form as honestly and completely as possible. It is very important that all sections are completed fully and accurately, as this will assist health care providers should you require medical or counseling services during your study abroad program. The information provided will be treated confidentially. However, you agree that this information will be used by OIED personnel and provided to your faculty program leader to make them aware of any special medical needs that you may have or medical issues that may affect your participation in the program. In addition, OIED offers a system-wide HTH Medical Plan that enables you to: (1) check what medical facilities are available on the program’s site(s); (2) make medical appointments on-site prior to departure if medical care will be needed during the program; and (3) send medical records to a medical care provider overseas prior to departure.

By accepting below, I hereby give my permission for the OIED personnel to release my FEAP health disclosure form to the Student Health Services and the Counseling Psychological Services at Appalachian State University and to my faculty program leader. I understand that this information will be shared only when necessary for my own or others' health and safety or to be sure arrangements can be made to meet my needs.

In the event of illness, injury, or other medical emergency, I hereby grant Appalachian State University or any of its representatives, full authority to take any action deemed necessary to protect my mental or physical health and safety, at my expense, and to secure necessary treatment, including placing me under the care of a doctor or in a hospital or any place for medical examination or treatment, the administration of an anesthetic and surgery, and the administration of medication as may be prescribed by a doctor. I further agree that I may be returned to the United States at my expense. I agree that if Appalachian State University makes any payments on my behalf, I will reimburse the University regardless of whether I deem the payments to be medically necessary. I hereby assume all responsibility for all medical expenses that I may incur while abroad including the costs of my evacuation or return for medical or other reasons. I authorize Appalachian State University to contact my parents or guardians about my physical or mental health while I am abroad if the University deems it advisable to do so.

I understand and agree that Appalachian State University is not obligated to secure or pay for medical treatment on my behalf and cannot guarantee the quality of any such treatment. I hereby release the University or North Carolina, Appalachian State University, and their respective directors, officers, employees and agents from any and all liability, claims and causes of actions that might arise as a result of the exercise of their authority under this agreement.

I certify that all responses made on this FEAP Health Disclosure Form are true and accurate, and that I will notify the University of any relevant changes in my health that occur prior to or during the term of the Program. I understand that this form is for information purposes only and in no way obligates the University or Program leader to take any responsibility for my health.

I have read and understand this document and agree that it will legally bind me and my estate, and I sign it voluntarily.

Student Signature & Date

If the participant is under eighteen (18) years of age, this document must be signed by both the student above and on behalf of the participant by his or her parent or legal guardian. I have read and understand this document, I understand and agree that it will legally bind me and my estate, and I sign it voluntarily.

Parent’s or Guardian’s Signature & Date

Printed Name

Relationship to Participant (Parent or Guardian)

Appendix G – Study Abroad Health Report and Release (continued)

Health Disclosure Form

If you answer “yes” to any of the questions below, or if there is any additional health information that would be helpful for us to be aware of during the program, please describe in the designated spaces. Use a separate sheet if necessary.

Sex: Male Female

- | | | |
|--|------------------------------|-----------------------------|
| 1. Do you have physical limitations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you or are you currently being treated for any psychological or emotional condition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Are you currently taking any prescription medications? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Do you anticipate needing any health care or counseling while abroad? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Do you have any dietary restrictions? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Do you have any allergies to food, medicines, plants or animals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Do you have a health condition including but not limited to?: | | |
| - Epilepsy or other seizure disorders | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - Asthma | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - Cardiac or circulatory problems | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - Respiratory problems | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - Arthritis or any other muscular or skeletal problems | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - Neurological problems or disorders | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - Bleeding disorders | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - Other | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Allergies:

Medications:

Explanation (s):

If you may require additional accommodations or considerations due to a medical condition/disability, please provide information:

Appendix H – Assumption of Risk Indemnification Agreement - Extended Stay

ASSUMPTION OF RISK INDEMNIFICATION AGREEMENT

(Extended Stay)

Appalachian State University (“ASU”) makes study abroad programs available to students. During the period _____, one such Program has been held in _____. I understand that ASU does not and could not ensure that students’ participation in the study abroad program is free from risk. **On the contrary, in light of events on and after September 11, 2001, no one can provide assurance with respect to either the safety of persons traveling anywhere in the world or the financial stability or viability of airlines and other businesses in the travel industry.** I have been accepted as a participant in the _____ Study Abroad Program, and although I have been strongly advised that it would be potentially very dangerous for me to travel in _____ on my own, I wish to remain in _____ after the program concludes and all other ASU-related personnel have left the _____.

I have been advised and I understand that the potential risks involved in remaining in the _____ after the conclusion of the Program include risks of personal injury and death, incarceration, and/or property damage or loss. I will and hereby do assume sole and full responsibility for my liberty, safety, and property if I remain in the _____.

I also understand that **the Program and all responsibilities of ASU and of the program leader, will end on _____**, when the ASU program leaders will accompany program participants to the _____ airport, where the program participants and program leaders will begin the return to Charlotte, North Carolina. In consideration of being permitted to remain in the _____ after the conclusion of the ASU _____ Summer 20__ Study Abroad Program,

I agree as follows:

1. I understand the possible risks and dangers to me and my property associated with my remaining in the _____, and I do so voluntarily in reliance upon my own judgment and ability. I assume all risk of personal injury, death, incarceration, and property damage of loss from any cause whatsoever, including, but not limited to, my own conduct, the failure of anyone to enforce laws, rules and regulations or to inspect equipment or facilities, and the negligence of anyone else;
2. I understand that during the period of the Study Abroad Program, program participants are covered by a travel insurance policy that includes health and accident and repatriation coverage, and that this coverage may be extended at my own expense up to 7 days after the conclusion of the ASU _____ Study Abroad Program; and
3. I release and shall indemnify, defend and save harmless Appalachian State University, The University of North Carolina, the State of North Carolina and their respective officers, agents and employees from all liabilities, losses, costs, damages, claims or causes of action of any kind or nature whatsoever, and expenses, including attorneys fee, arising or claimed to have arisen out of personal injuries or death, or property damage or loss, sustained by me as a result of any cause whatsoever including but not limited to my own conduct, negligence or other misconduct on the part of Appalachian State University officers, agents, or employees, or those injuries or property damage sustained by others as a result of my own negligence or intentional acts, during my joining and traveling with the Program group (including travel to and from and within the host country).

I certify that I am at least eighteen (18) of age, medically and mentally sound, physically fit to engage in the activities described above, and competent to enter into this agreement. I further certify that no oral promise, agreement, warranty or representation concerning safety or liability has been made to me.

I HAVE READ AND UNDERSTAND THIS ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT, I UNDERSTAND AND AGREE THAT IT WILL LEGALLY BIND ME AND MY ESTATE, AND I SIGN IT VOLUNTARILY.

Student Signature & Date

Student Printed Name

Parent or Guardian Signature & Date

Relationship to Participation

Printed Name

Appendix I – Assumption of Risk & Indemnification Agreement – Independent Travel & Activities

ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT

(Independent Travel and Activities)

Appalachian State University ("ASU") makes study abroad programs available to students. During the period _____, 20__, one such Program will be held in _____. I will be a participant in the ASU _____ Study Abroad Program. Although I understand that students generally are required to remain with the Program Group during the entire period of the Program, I wish to be absent from the Program during _____, 200_, for the following reason: _____

I have been advised and I understand that the potential risks involved of traveling by myself include, but are not limited to, risks of personal injury and death, incarceration, and/or property damage or loss. I will and hereby do assume sole and full responsibility for my liberty, safety, and property if I may leave the Program Group during _____, 200_, to _____, and in consideration of being permitted to do so, I agree as follows:

- 1) I understand the possible risks and dangers to me and my property associated with my traveling by myself in _____, and I do so voluntarily in reliance upon my own judgment and ability. I assume all risk of personal injury, death, incarceration, and property damage or loss from any cause whatsoever, including, but not limited to, my own conduct, the failure of anyone to enforce rules and regulations or inspect equipment or facilities, and the negligence of anyone else; and
- 2) I release and shall indemnify, defend and save harmless Appalachian State University, The University of North Carolina, the State of North Carolina and their respective officers, agents, and employees from all liabilities, losses, costs, damages, claims or causes of action of any kind or nature whatsoever, and expenses, including attorney fees, arising or claimed to have arisen out of personal injuries or death, or property damage or loss, sustained by me as a result of any cause whatsoever, including but not limited to my own conduct, negligence or other misconduct on the part of Appalachian State University officers, agents, or employees, or those injuries or property damage sustained by others as a result of my own negligence or intentional acts, during my traveling by myself in _____.

I certify that I am at least eighteen (18) of age, medically and mentally sound, physically fit to engage in the activities described above, and competent to enter into this agreement. I further certify that no oral promise, agreement, warranty or representation concerning safety or liability has been made to me. **If the participant is under eighteen (18) years of age, this document must be signed on behalf of the participant by his or her parent or guardian.**

I HAVE READ AND UNDERSTAND THIS ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT, I UNDERSTAND AND AGREE THAT IT WILL LEGALLY BIND ME AND MY ESTATE, AND I SIGN IT VOLUNTARILY.

Student Signature & Date

Student Printed Name

If parent or guardian:

Parent or Guardian Signature

Relationship to Participant

Parent or Guardian Printed Name

Appendix J – FEAP Application Process**Faculty-Led Programs
Application Process****The FEAP Application Form includes:**

Memorandum about the U.S. Department of State's Public

Announcements Registration Information

Participant Agreement

Student Conduct Code for Participants in FEAP

Study Abroad Health Report and Release

Health Disclosure

Consent for Release of Physical and Mental Health

Information Consent for Release of Information to

Parent/Guardian Judiciary Clearance (see NOTE below)

FEAP Student Handbook

Acknowledgement Release for Use of Photograph

Program courses, payment schedule and cancellation policy

NOTE about the Judiciary Clearance Form:

You may want to mention that the presence of a conduct record does not automatically disqualify students from a study abroad experience. For more information about this issue, please refer to the *Students with Conduct Records* section on page 28.

Students need to know that they are not officially registered for the program until they bring their deposit payment by check or cash to OIED right after they have submitted their online application. You may want to explain to the students where our office is located on campus.

If enrollment in your program is restricted, please let us know and provide us with Banner ID #s of approved" students.

Once a student has submitted deposit payment to OIED, you will receive an email notification of his/her official enrollment in your program along with the student's information (name, banner id #, major, emergency contact information, medical information released, etc).

In consultation with Student Health Services, OIED will address with you any student health concerns disclosed in the application form that may affect a student's travel and overseas experience.

OIED strongly encourages students to share the program information, application materials, and online student handbook with their family and loved ones.

Appendix K – FEAP Participant Agreement

PARTICIPANT AGREEMENT

Applicant's Name: _____

Parent or Guardian's Name: _____

(Parent must sign if participant is under 18 years of age)

Name of Faculty-Led Education Abroad Program (FEAP): _____

I _____ am a student at Appalachian State University and

I plan to participate in the _____ FEAP Program from _____ until _____.
(Beginning Date) (Ending Date)**In consideration of permission to participate in the program, I hereby agree and represent that:****1. PROGRAM ARRANGEMENTS**

I understand that although the University will attempt to implement the program as described in its documentation, it reserves the right to change the program at any time and for any reason it deems sufficient to promote program objectives, safety, or institutional needs.

2. TRAVEL AND ACCOMMODATION ARRANGEMENTS

I understand that I am expected to adapt to differences in physical accommodations that may be perceived as inconvenient or uncomfortable by U.S. standards. I further understand that changes in accommodation may be necessary in the best interest of the program or the best interest of the University. I further understand that the University does not represent or act as an agent for, and cannot control the acts or omissions of: any host institution, a host family, other host arrangements, land transportation, air transportation, carrier, hotel or similar accommodation, tour agent, tour organizer or other provider of goods or services related to the Program. I understand that the University is not responsible for matters that are not within its direct control. I understand and agree that the University shall not be liable for any injury, loss, damage, accident, delay, expense or inconvenience arising out of any such matters. I do therefore release the University from any such liability.

3. SITE SPECIFIC ISSUES

I understand that there may be cultural, economic, political and societal factors which may impact this program and my participation. I agree to make reasonable effort to acquaint myself with these factors and to adjust my behavior accordingly.

4. COMMUNICATION REQUIREMENTS

I understand that maintaining contact with program leaders, university officials and other program participants may be very important for safety, health and emergency purposes. I agree to select and utilize appropriate and ongoing communication links with these persons. I also agree to maintain contact with my family or other support structure/persons.

5. INDEPENDENT TRAVEL AND ACTIVITIES

- a. I understand that neither the University, any faculty member nor any other University representative or agent is responsible for any injuries, loss or damage I may suffer when I am traveling independently before, during or after the study abroad program or am otherwise separated or absent from any University-supervised activities even if a faculty member or other University representative or agent accompanies me in any independent travel or activity not sponsored by or affiliated with the University.
- b. I have been advised and I understand the potential risks involved in any independent travel that occurs before, during or after the program which include risks of personal injury and death, incarceration and/or property damage or loss. I hereby assume sole and full responsibility for my liberty, safety and property if I choose to engage in any such independent travel.

6. HEALTH MEDICAL ISSUES

- a. I understand that travel abroad may expose me to certain conditions, diseases or illnesses, including some for which immunizations may not be available. I have been counseled about all immunizations recommended by the United States Center for Disease Control & Prevention (CDC) and I have acquired all immunizations recommended; or fully accept responsibility if I chose to not comply with recommendations by the CDC, as well as, all other available immunizations necessary for safe travel in the areas I am visiting. I agree to make reasonable efforts to acquaint myself with the health factors and issues endemic to these areas and to prepare myself accordingly for my study abroad travel and activities.
- b. I have health insurance through the University to cover my travel and study abroad activities. I understand that the University is not obligated to pay for medical treatment or hospital care in a foreign country or in the U.S. during my participation in the program. I further understand that the University is not responsible for the quality of such treatment or care

Appendix K – FEAP Participant Agreement (continued)

- c. I have consulted with a medical doctor or comparable health care provider with regard to my personal medical status and needs. I certify that I am medically (physically and mentally) able and capable to participate in the program, in the activities associated with the program and in the travel incident to the program. I certify that I do not have a medical condition (physical or mental) which could pose a risk to my health and safety or the health and safety of others associated with the program.
- d. I am aware of all of my personal medical needs and I certify that I am capable of and prepared to deal with those needs. I understand that I have been strongly encouraged to provide to the Office of International Education and Development (OIED) information concerning any physical and/or mental condition (via the “Consent for Release of Physical and Mental Health Information” and the “Consent for Release of FEAP Health Disclosure Form and the Medical Treatment Authorization” forms). Such information would assist the program leader and health care providers to assist me in the event that I need medical or counseling services while I am abroad, and would be helpful to OIED and the program leader in making appropriate and feasible arrangements related to my physical or mental condition. I understand that, if I have a disability that requires accommodation in order to participate in the program, I must register with Appalachian’s Office of Disability Services and work with that office, OIED, and the program leader to determine whether a reasonable accommodation in the host country is feasible.
- e. I understand that there are health risks associated with the program and travel activities. I further understand that the University will not be responsible for the health risks, injuries, damages or loss beyond its direct control.
- f. I understand that in the event of an epidemic or pandemic (e.g. avian influenza), the ability of health care entities and professionals to provide services may be substantially impaired, and that other entities or institutions may be compromised in their ability to provide services I might need. I understand that the University has no control over such circumstances, and I assume the risks that may be presented in such a situation.
- g. I agree that if I am injured or become ill, the University or its agents may secure hospitalization and/or medical treatment for me, and I agree to pay all expenses related thereto. I further agree that the University or its agents may release information to other persons who may need this information to assist me or to assist others in the program.
- h. I hereby release the University from all liability for any of its actions or its agents actions related to the activities listed above.
- i. I have been advised that Appalachian State University and its Office of International Education and Development (“OIED”) are committed to full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 with respect to those statutes’ protections of the rights of students with disabilities. I understand that, in order to receive accommodations and/or disability-related services while I am abroad, I must complete the normal registration process with Appalachian Office of Disability Services (“ODS”). I have been advised that I should discuss with ODS what accommodations may be appropriate while I am abroad, and that I should request that an official letter listing recommended accommodations and/or services be prepared for me. I understand that, if I have a disability that requires accommodation in order to participate in the program, I must register with Appalachian Office of Disability Service and work with that office to determine whether a reasonable accommodation in the host country is feasible. I also understand that the University is not obligated to attend to my medical or medication needs. I understand that a foreign institution will not be obliged to comply but usually will be responsive to the needs of students in a reasonable manner

7. SAFETY ISSUES

I understand that there are safety risks associated with the program and travel incident thereto and that the University is not responsible for such risks or injuries, damages or loss caused by them. I agree that the University shall not be liable for such injuries, damages or loss except as may be caused by the gross negligence or willful misconduct of the employees, officials or agents of the University. I further agree that the University cannot prevent other individuals or me from engaging in illegal, dangerous or unsafe activities. I therefore agree that the University shall not be liable for injury, damages or loss caused by such activities.

8. STANDARD OF CONDUCT

- a. I understand that each foreign country has its own laws and regulations and has standards of acceptable conduct in the areas of dress, manners, morals, politics, alcohol use, drug use and behavior. I recognize that behavior or conduct which violates those laws or standards could harm the program’s effectiveness and the University’s relations with those countries in which the program is located. I also understand explicitly that behavior or conduct which violates those laws or standards could harm my own health and safety as well as the health and safety of other participants in the program. I take full responsibility for my behavior and conduct and agree that the University and its agents will be released and indemnified for any claim, loss, injury or liability that may be caused by my behavior or conduct. This acceptance of responsibility and release of indemnification applies to my conduct and behavior whether I am or I am not under the direct supervision of the University, University agents or program officials.
- b. I agree to make reasonable and good faith efforts to become informed of all laws, regulations and standards for each country to or through which I travel during my participation in the program. I further agree that I will abide by and comply with those laws,

Appendix K – FEAP Participant Agreement (continued)

including but not limited to, those set forth in Appalachian State University’s Code of Student Conduct. I further agree to comply with any supplemental rules or standards adopted by the University for the programs in which I am participating. (Please see <http://www.studentconduct.appstate.edu/> click on Code of Student Conduct for full text version of Appalachian State University’s Code of Student Conduct) with the advisor, counselor or attorney of my choice.

14. INTERPRETATION OF AGREEMENT

I agree and acknowledge that the laws of North Carolina govern this agreement and that North Carolina shall be the forum for any lawsuit, hearings or adjudications filed under or incident to this agreement or to the program. I further agree that should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of this agreement shall remain in full force and effect.

15. I AM OBLIGATED TO ENSURE THAT MY PARENTS/GUARDIAN READ THIS DOCUMENT

I will give this document to my parents/guardians. Furthermore, I authorize the University to share any other documents and/or information related to my participation in the program with my parents/guardians for the purpose of informing them about the nature of the program, the obligations I have undertaken pursuant to this agreement, and my experience in the program. I understand that a copy of each record disclosed pursuant to this authorization must, upon request, be provided to me.

I have carefully read, understand and fully agree with this Agreement. This Agreement represents my complete understanding with the University concerning the University’s or its agents’ responsibility and liability for my participation in the program. This Agreement supersedes any previous or contemporaneous understandings I may have had with the University or its agents, whether oral or written.

I have read and understand this document and agree that it will legally bind me and my estate, and I sign it voluntarily.

Student Signature & Date

Student Printed Name

If the participant is under eighteen (18) years of age, this document must be signed by both the student above and on behalf of the participant by his or her parent or legal guardian. I have read and understand this document, I understand and agree that it will legally bind me and my estate, and I sign it voluntarily.

Parent’s or Guardian’s Signature & Date

Printed Name

Relationship to Participant (Parent or Guardian)

Appendix L - Student Conduct Code for FEAP Participants

STUDENT CONDUCT CODE FOR PARTICIPANTS IN FACULTY-LED EDUCATION ABROAD PROGRAMS

To participate in a study abroad program under the auspices of Appalachian State University, you must agree to abide by the following common-sense standards of behavior:

1. Students must recognize their ambassadorial responsibilities as Americans and members of the Appalachian State University community. Appalachian's reputation is at stake. Therefore, any behavior creating a negative impression or that is detrimental to the image of Appalachian must be avoided.
2. The provisions of this Student Conduct Code for Participants in Faculty-Led Education Abroad Programs (FEAP) at Appalachian State University are supplemental to other policies governing conduct of Appalachian State University students, including, but not limited to, the Appalachian State University Code of Student Conduct and Academic Integrity Code.
3. Treat all property, including temporary and long-term lodging facilities and personal property, with care and respect in order to avoid damage or other abuse. Just as a student is responsible for damages to the condition of his or her dormitory room on campus, a student is responsible for damages to facilities abroad.
4. Act with patience, politeness and civility (in accord with local cultural standards) towards all service persons, hosts, and others. Promptly pay charges for food, beverages, etc. Avoid boisterous, loud, and otherwise disruptive behavior in all public places. Observe quiet hours during night when other residents and guests are attempting to sleep where you are lodging.
5. Respect the right to privacy of other program participants. A successful study abroad program is dependent upon considerate and unselfish behavior by all.
6. A student may not use or possess illegal drugs. Should authorities be involved, students will be subject to the laws of the country they are visiting, and will be responsible for retaining and paying for legal representation. A student in possession of illegal drugs will be subject to immediate termination in the program; student will be sent back to the U.S. at his or her own expense.
7. Occasional drinking of alcoholic beverages in moderation is permitted provided that students are of legal drinking age in the country in which they are visiting. Excessive drinking is determined by behavior detrimental or incompatible with the interest, harmony and welfare of the University, or program or program participants. Program participants engaging in such behavior accept responsibility and waive their right of process and consent to being sent home at their own expense.
8. Students should recognize that driving or renting a motor vehicle, motor bike, etc. exposes them to higher risk and therefore the University discourages it. However, if a student chooses to do so, then he or she is advised to carry sufficient insurance for adequate coverage in the host country. In addition, students will be responsible for costs of litigation and other expenses that may be incurred as a result of accidents or infractions of local laws.
9. Students are expected to be on time for scheduled program events or activities. If you miss a travel departure time, you will be on your own and it will be at your expense to catch up with the group. The program leader will not stay behind, but will continue on the schedule with the group. Unless otherwise stated, a student's participation in all scheduled activities in the Appalachian Overseas Education Program is required.
10. Additional responsibilities may be required for participation in some programs.
11. A student must always notify the program leader of his/her whereabouts if he or she deviates from the group activities, even on personal time.
12. Students should always show respect for the program participants and program leader. When necessary, the program leader will determine the appropriate disciplinary action required for violations of this student code of conduct. A program leader's decision is final.

I have read all 12 points and agree to abide by the policy of the conduct code

I certify that I am medically and mentally sound, physically fit to participate in the program for which I am applying, and competent to enter into this agreement. I further certify that no oral promise, agreement, warranty or representation concerning safety or liability has been made to me.

I have read and understand this document and agree that it will legally bind me and my estate, and I sign it voluntarily.

Student Signature & Date: _____

If the participant is under eighteen (18) years of age, this document must be signed by both the student above and on behalf of the participant by his or her parent or legal guardian. I have read and understand this document, I understand and agree that it will legally bind me and my estate, and I sign it voluntarily.

Parent's or Guardian's Signature & Date

Printed Name

Relationship to Participant (Parent or Guardian)