International and Domestic Programs Committee (IDPC)
Program Manual
Gustavus Adolphus College
Originally approved May 5, 2008 • Revised by IDPC 2009-2010 • Faculty approval April 30, 2010

I. International and Domestic Off-Campus Study
1.0 Mission ......................................................................................................................... 1
1.1 Policies for Student Participation ............................................................................... 1
1.2 Policies on Program Fees .......................................................................................... 2
1.3 Policies on Credits and Grades .................................................................................. 2
1.4 Policies for Off-Campus Teaching
   A. Academic Rigor ............................................................................................................ 3
   B. Course Contact Hours ............................................................................................. 3
   C. Evaluation of Students ............................................................................................ 3
   D. State Department Travel Warnings .......................................................................... 3
   E. Who May Participate ............................................................................................... 3
   F. Liability .................................................................................................................... 4
   G. Alcohol Policy ......................................................................................................... 4

II. Semester or Year-Long Off-Campus Study Programs: Policies and Procedures
2.0 Program Approvals .................................................................................................... 4
2.1 Establishing Pilot Semester or Year Programs .......................................................... 4
2.2 Moving from Pilot to Full Semester or Year Programs .............................................. 7
   2.2.1 Program Reviews ............................................................................................... 7
2.3 Applying to be a Faculty Director for a Gustavus Semester Program ....................... 8
   2.3.1 Eligibility and Compensation ........................................................................... 8
   2.3.2 Responsibilities ................................................................................................... 8
      2.3.2.1 Pre-departure ............................................................................................... 9
      2.3.2.2 During the program ...................................................................................... 9
      2.3.2.3 Post-program ............................................................................................. 10
   2.3.3 Selection Process ............................................................................................... 10
   2.3.4 Application Timeline ....................................................................................... 11
   2.3.5 Course Guidelines .............................................................................................. 11
   2.3.6 Student Selection Criteria .................................................................................. 12

III. January Interim Off-Campus Study: Teaching Policies and Procedures
3.0 Policies for Student Participation .............................................................................. 13
3.1 Policies on Credit and Grading ................................................................................. 13
3.2 Developing a January Interim Off-Campus Study Course Proposal ....................... 13
   3.2.1 Expectations of the Proposal
      3.2.1.1 General Guidelines .................................................................................... 14
      3.2.1.2 Academic Guidelines .............................................................................. 14
      3.2.1.3 Itinerary ..................................................................................................... 15
      3.2.1.4 Course title and catalog statement ............................................................ 15
      3.2.1.5 Course enrollment .................................................................................... 15
   3.2.2 Proposal Review Procedure .............................................................................. 15
3.3 Faculty Eligibility and Teaching Load ........................................................................ 16
3.4 Mentoring Program .................................................................................................. 16
3.5 Health and Safety Policies ....................................................................................... 16
3.6 Budget Policies ......................................................................................................... 17
3.7 Student Selection Criteria ....................................................................................... 18
3.8. Final Report ................................................................. 18
3.9. Non-Student Participants Accompanying the Course ...................... 19
3.10. Back-up Policy ............................................................. 19

IV. Independent Study, Internships, and Career Exploration ........................................ 20

Appendix A:
Staff, Center for International and Cultural Education ........................................ 21

Appendix B:
International and Domestic Programs Committee (IDPC): Role and responsibilities ........ 22

Appendix C:
Student Forms
  a) Off-Campus Study Agreement Form ........................................... 24
  b) Release, Waiver, and Medical Authorization ...................................... 25
  c) Health Self Disclosure Form .......................................................... 27
  d) Additional Liability Forms for travel to a country under a travel warning .......... 31

Appendix D:
Health and Safety Information
  a) Crisis Management Plan: Short version for faculty .............................. 36
  b) Crisis Management Plan: Long version ............................................. 39
  c) Statement on Safety: Domestic .......................................................... 46
  d) Statement on Safety: International ................................................... 50
  e) Faculty Safety Protocol (see Appendix E) ........................................... 60
  f) Incident Report Form (see Appendix E) ............................................. 61
  f) Policies on Accompanying Persons (see Appendix E) ............................ 56
  h) Gustavus Policy on Alcohol and Illicit Drugs ...................................... 35
  i) 10-Passenger Van Policy ................................................................... 35

Appendix E:
Faculty Forms
  a) Faculty Safety Protocol ..................................................................... 60
  b) Incident Report Form ........................................................................ 61
  c) Liability Forms – Accompanying Persons ......................................... 63
  d) Application and Guidelines for Program Development Funds ................. 67
  e) Faculty Director Application ............................................................... 69
  f) Guidelines for January Interim Reports .............................................. 71
I. International and Domestic Off-Campus Study

1.0. Mission

Gustavus Adolphus College is committed to providing a cross-cultural and internationalized perspective both on the campus and in off-campus environments. This approach is essential to a quality education, to building scholarly standing, to augmenting service to society and to developing a critical awareness of the common problems facing the world. We value diversity and cohesion, and acknowledge that there are many different ways of knowing. Internationalized education at Gustavus should move students to understand the richness of culture, the complexities of religion, economics and ethnicity, the nuances of power, and the histories of many peoples which result in different world views. Our goal is to prepare students who can communicate freely with others in the realm of ideas, think critically, and who can act as responsible, concerned citizens of an ever-changing world.

To achieve the goals stated above, the Center for International and Cultural Education (CICE) works with the IDPC members in pursuing a vigorous program of internationalization that includes on-campus courses, an integrated student life program, and works to attract international students and scholars to the campus.

1.1. Policies for Student Participation

A. The following policies govern student participation in domestic and international off-campus study programs:

1. The student must complete an application and receive approval for the study program from the CICE. Extensions of stay and change of programs must have the College’s approval.

2. Applications must be submitted before March 1 for fall semester, spring semester and academic year programs. Applications for off-campus January Interim courses may be submitted between mid April and mid-September prior to the January Interim.

3. A student normally should have a minimum grade point average of 2.75 when making application for off-campus study. Some programs require an even higher standard. Normally, the student should have at least a sophomore class standing while studying off-campus on a semester or year-long program.

4. Study overseas should include study of native language where appropriate.

5. The student account in the Finance Office must be paid in full or receive special clearance as a part of the application process.

6. Students studying off-campus for either a semester or year must be registered as full-time Gustavus students.

7. Students may not participate in an off-campus study program while on academic or disciplinary probation.

a. Disciplinary Probation

Students on disciplinary probation are not permitted to participate in internship, career exploration, off-campus study programs, or in off-campus January Interim courses. Students who register in such programs and courses accept the financial risks associated with being barred from participating should they be on disciplinary probation or suspended when the term begins. These financial risks include, but are not limited to, unrecoverable deposits, fares, reservations, and pro-rated group travel costs. The College reserves the right to remove a student on disciplinary probation from a course or program if it deems such action to be in the best interest of the student, the College, or the program/course. Parents of dependent students are notified when a student is placed on Disciplinary Probation.
b. Academic Probation

Students on academic probation are not permitted to participate in internship, career exploration, off-campus study programs, or in off-campus January Interim courses. Students who register for such programs and courses accept the financial risks associated with being barred from participating should they be on academic probation or suspended when the term begins. These financial risks include, but are not limited to, unrecoverable deposits, fares, reservations, and pro-rated group travel costs. Parents of dependent students are notified when a student is placed on Academic Probation.

8. Leaves of absence are not applicable to off-campus study programs.

1.2. Policies on Program Fees

A. Finances for off-campus study are as follows:
   1. All students on Gustavus semester or year-long off-campus study programs pay Gustavus tuition plus a Program Fee that includes host costs for tuition, room and meal plan on site, airline transportation, visa costs and other required fees.
   2. January Interim students pay the actual costs for the individual programs including a per-student, pro-rated amount to cover the expenses of the Gustavus faculty member leading the program.
   3. The CICE provides cost estimate sheets for each student approved for off-campus study. Financial aid, with the exception of student employment, applies towards Gustavus approved programs. Students applying for a non-approved Gustavus program may retain their Federal Aid but are ineligible for Gustavus restricted and unrestricted scholarships or loans. Students may file an amended FAFSA (Free Application for Federal Student Aid) application based on additional costs of an off-campus study program.

B. If a student studying off-campus for the fall semester wishes to enroll in a January Interim course at no additional cost, that student must attend Gustavus on a full-time basis in the following spring semester. If a student is studying off-campus for both fall and spring semesters, that student may enroll for a January Interim course.

1.3. Policies on Credits and Grades

1. Credit earned by the student on approved programs will normally transfer as credit toward graduation, and may fulfill major/minor requirements subject to departmental approval. One successful semester of study abroad in a non-European country satisfies a Non-Western culture requirement (NWEST). Credit may be applied toward other area requirements only with the prior approval of the Registrar.
2. Credits may not count toward curriculum requirements when courses are worth fewer than three semester credits at a foreign university. Students must consult with a study abroad advisor or the registrar for more information.
3. Students normally complete the same number of courses on an off-campus program as they would on the home campus.
4. Students do not receive transfer credit if they make their own arrangements to enroll in a program other than a Gustavus approved program, unless prior approval has been obtained through a petition process to the Director of CICE.
5. In order for the credits to be transferred to Gustavus from an off-campus study program, the student must obtain at least a C-. A grade of D+ or below does not transfer back to Gustavus. Grades earned on a study abroad program appear on the Gustavus transcript but are not figured into the GPA with the exception of an off-campus course taught by a Gustavus
faculty member. All students on semester or year-long programs must register only for letter grades and may not use the P/N option.

6. Occasionally a Gustavus Adolphus College student takes an approved leave of absence from the College in order to enroll in another institution’s off-campus study program. Students should be aware that if they choose to enroll in a program in a country for which the U.S. State Department has issued a Travel Warning, Gustavus Adolphus College will not accept any transfer credit from the non-Gustavus off-campus study program. Students are reminded that Gustavus Adolphus College financial aid does NOT apply for students who take a leave of absence from Gustavus Adolphus to participate in a non-Gustavus Adolphus sponsored off-campus study program. Students participating in an off-campus study program and not processing their application through the Center for International and Cultural Education will not be allowed to transfer any credit from an off-campus site or program where Gustavus Adolphus College already operates an approved program.

7. Participation in any of the off-campus study programs is available to all qualified students who agree to the Philosophy, Policies and Procedures of the Center for International and Cultural Education.

1.4. Policies for Of-Campus Teaching

A. Academic Rigor

1. Off-Campus study, whether undertaken abroad or in a United States setting other than the Gustavus Adolphus campus, shall be characterized by the same academic rigor and high expectation for student work as on-campus study.

2. Off-campus courses shall reflect the academic importance of offering the course at the chosen site and shall integrate the subject being studied with site visits, guest lecturers, and assignments.

B. Course Contact Hours

1. Courses offered off-campus shall have at least as much contact time as courses offered on campus (40 or more contact hours per course, per term). Normally they will have considerably more than this minimum. Contact times include class meetings, lectures by the instructor or guest lecturers and supervised course-related activities. Although the nature of out-of-class work undertaken in off-campus courses may differ considerably from out-of-class work undertaken in an on-campus course, the time students are expected to devote to out-of-class work (such as reading, research and preparation of assignments), shall be approximately the same off-campus as on-campus.

C. Evaluation of Students

1. Evaluation shall be conducted in a manner consistent with overall college policies and practices and shall reflect special circumstances of an off-campus experience. Criteria for evaluation in off-campus study programs and courses shall be made clear to students at the beginning of the term.

D. State Department Travel Warnings

1. International courses shall only be initiated in countries with official United States relations. Students will be allowed to study in a country under a U.S. Department of State Travel Warning only in rare exceptions (and additional application procedures apply). Exceptions must be approved by the Director of CICE, in consultation with the IDPC and the Provost’s office. If a Travel Warning is issued for a country during the time a Gustavus Adolphus student or faculty is in that country, the CICE will work with the appropriate sources to determine the best course of action to reduce risk.

E. Who May Participate

1. Faculty wishing to take persons who are not immediate family members on off-campus programs shall inform the Director of CICE (a statement to this effect should be included
with the course proposal). Minors, who are not members of the immediate family of faculty leading an off-campus course or program, are prohibited from participating in it unless the Director of CICE gives prior written approval. The Director may deny participation in an off-campus course or program to persons who are not immediate family members of course instructors, whether they are minors or adults. The Director of CICE will determine fees payable to Gustavus Adolphus College for all individuals accompanying an off-campus program who are neither registered students, nor registered at Gustavus Adolphus through any other office.

F. Liability
1. Gustavus faculty who lead student study-abroad programs are covered under the College liability insurance if they are in compliance with the policies and procedures described in this document and general college policies.

G. Alcohol Policy
1. On faculty-led off-campus study programs or courses, the consumption of alcoholic beverages is prohibited at all scheduled functions, no matter where located. This means that any activity (flights, meals, excursions, classes, etc.) that the group is expected to attend is considered a program or course scheduled function. Faculty members accompanying groups of students on off-campus study programs are expected to discuss the guidelines for responsible use of alcohol during non-scheduled program or course times with the students in their group prior to departing on the program. Click here for more information about Gustavus Adolphus College Drug and Alcohol Policy.

II. Semester or Year-Long Off-Campus Study Programs: Policies and Procedures

2.0. Program Approvals

The faculty of Gustavus Adolphus College has approved a large number of domestic and international off-campus study programs, each lasting a semester or a full academic year.

Gustavus Adolphus academic credit is routinely granted for successful participation in all of these programs. Although the approved list does not presume to include every quality program, the programs on the approved list are judged to be of high quality. Students who select from this list can assume a quality of instruction, program services, and academic relevance to the Gustavus Adolphus curriculum. These programs are reviewed on a regular rotation to ensure academic integrity and oversight of health and safety for our students.

Each off-campus study course or program shall be evaluated by means of an on-line questionnaire distributed to returning students by the Center. Results of this assessment will be shared with the faculty leader of the course. The results of these questionnaires will be used by CICE, IDPC and program leaders to review and assess courses and programs.

2.1. Establishing Pilot Semester or Academic Year Programs

An individual faculty member, an academic department, or a group of faculty may propose a new off-campus international or domestic program which will be designated as a pilot program for its first two years. If a student wishes to introduce a pilot program, he/she must work with an appropriate faculty member to develop the proposal. Pilot programs may subsequently become approved international or domestic off-campus programs.
A proposal to IDPC to establish such a program should be the result of information-gathering and consultation with various constituencies. Appropriate constituencies may include academic departments, area studies programs and interested students. The Center for International and Cultural Education staff will work closely with faculty members in the process of preparing a pilot proposal.

The proposal must be submitted by February 1 of the academic year two years prior to the first offering of the pilot program. Faculty and CICE will collaborate on developing the proposal which should include:

1. The proposed program title as well as a brief abstract that states the program’s purpose and introduces what follows
2. A summary of discussions with department and/or area studies faculty about how the proposed program fits into the Gustavus Adolphus curriculum overall and into particular programs of study (majors, concentrations), and a statement of support for the proposed program from the department or program chair. This statement shall relate the position of department or program faculty for or against the proposal.
3. A summary of discussions with the Director of CICE about the relationship of the proposed program to current and projected international studies programs and courses. Special attention should be given to the integration of the off-campus program with on-campus programs.
4. Description of the Academic program: (Include any printed or website materials from provider or host institution/site):
   a. Length (semester, year long, academic calendar dates)
   b. Focus (for Gustavus students)
   c. Courses to be offered (if program specific, otherwise copy of host course catalogue)
      i. Title
      ii. Level
      iii. Credit
      iv. Prerequisites
      v. Possible general education and major requirements
   d. Staff and their qualifications
      i. Host faculty
      ii. Host administrators including International Student Support Services
      iii. Other professional staff (i.e. Academic Support, Counseling)
      iv. Available resources (library, technology, classrooms)
   e. Possible Gustavus faculty program advisor
5. Opportunities for Gustavus students to interact with student peers and others in the host community.
6. Plans for program evaluation
   a. Academic
   b. Logistical
   c. Heath and safety
7. Site Specific Details
   a. How the proposed program balances other geographic offerings of Gustavus
   b. Information on host site, planned excursions and arrival/departure arrangements.
   c. A description of the risk management issues regarding health and safety for students and/or faculty. The health and safety of participants in Gustavus Adolphus administered programs are of paramount concern. The Director of CICE and faculty members responsible for these programs shall arrange procedures for handling health problems and safety concerns and for establishing lines of communication between the sites of the off-campus program and the Director of CICE. Note: CICE will make the appropriate decisions for each area depending on the level of risk deemed acceptable for each program and/or country and in consultation with IDPC and appropriate members of the Gustavus Adolphus College Administration. Health and safety information must include the following:
      i. Visa status in host country
ii. Information on student and faculty housing

1. Options and costs for housing and meal plan
2. Selection procedure if utilizing home stay families. If a home stay experience is part in the program, the following standards must be considered, including:
   a. name(s) and credentials for individual or organization setting up the home stay experience;
   b. actual accommodation for student (e.g. private bedroom or private or shared bath?);
   c. meal arrangements;
   d. access to kitchen/laundry facilities;
   e. number, gender and age of current occupants;
   f. distance of home from classroom or academic meeting space, and transportation issues (if relevant);
   g. orientation for host families and formal "meet and greet" session between host families and students;
   h. stipends;
   i. any home stay rules, including curfew, alcohol or tobacco use, etc.

iii. Special needs for health and safety related to sites (Include site specific CDC and State Department Consular Information). Provide 24-hour contact information at site.

iv. Ability to accommodate students with disabilities.

v. Proximity of health care practitioners and/or facilities. (Note: Students and accompanying faculty members are covered under Gustavus Adolphus College insurance with American International Group (AIG). Product is administered by Educational and Institutional Insurance Administrators (EIIA), policy #WR10003936 (policy number may change each year). This insurance provides secondary coverage for international emergencies and accidents as well as other benefits. Pre-existing conditions are not covered.)

8. Identification of student audience(s)
   a. Anticipated number participating and the basis for that estimate
   b. Number eligible to participate
   c. Areas of study they are expected to come from
   d. Criteria for selecting participants
   e. Proposed channels of publicity to promote the new program

9. Institutional affiliation(s), if any,
   a. Information about host institution(s)/sponsoring organization(s)
   b. Expectations and responsibilities of host institution(s)/organization(s)
   c. Expectations and responsibilities of Gustavus Adolphus College
   d. Responsibility of Gustavus faculty member for the program
   e. Proposed agreements (student/scholar exchanges)

10. A budget
   a. Program cost and explanation of how it has been determined
   b. List of what is included in program cost (transportation, lodging, meals, vacation period expenses, etc.)

Once the proposal is complete, the Director of CICE will submit it to IDPC. That committee will:

1. Review the anticipated program fee.

2. Evaluate the proposal and make a recommendation to the Director of CICE. The IDPC will have the jurisdiction to determine:
   a. To implement the program on a pilot basis.
b. Maximum and minimum number of student participants in pilot.
c. Length of pilot status (normally 2 years).
d. Rationale and timeline for moving from pilot to full status (subject to faculty approval).
e. Assessment process to evaluate quality of program
f. Budget considerations

3. IDPC may also choose to decline to approve the proposal or request additional modifications or clarifications from the faculty proposer.

The Director of CICE will notify the IDPC each year of the status of all pilot programs being offered by Gustavus Adolphus. Before the end of the pilot period for a program, IDPC will consider whether it is advisable and timely to implement it as a full program. If IDPC supports the move to a full program, it will recommend the change to the Curriculum Committee and then to the full faculty for final approval.

2.2. Moving from Pilot to Full Semester or Year-Long Programs

When an off-campus program has completed the period of time set by IDPC for pilot program status, the Director of CICE will bring to IDPC the following:

1. A report which should contain a recommendation to approve, continue on pilot status, or drop the program. This report will be developed in consultation with the original faculty proposer and any faculty directors who may have led the program during the pilot period.
2. Support for recommendation must include evidence from appropriate departmental or interdisciplinary program faculty.
3. Feedback from returned students (written or in person).
4. Relevant host institution and program materials such as catalogs, syllabi, course descriptions and curriculum vitae.

Supplemental information from the Director of CICE will include:

1. The full cost of the pilot program per student, including student personal costs in addition to tuition and program fee.
2. Additional costs to the College.
3. An assessment of the administrative structure of the host institution, its logistical capacity and any problems encountered during the pilot period (billing, correspondence, orientation, receipt of grades, etc.).

After receiving the above information, IDPC may vote to:

1. Recommend the program to the Curriculum Committee and then to the full faculty for final approval.
2. Continue the program on pilot status for a specified further time.
3. Discontinue the program.

2.2.1. Program Reviews

The Director of CICE in collaboration with IDPC shall review each international and domestic off-campus program every 5 to 10 years or on an as-needed basis. When possible and where appropriate, these reviews should be coordinated with periodic reviews of departments and interdisciplinary programs. Following each review, relevant information shall be shared with host institutions and/or sponsoring organizations. As part of the review process, a former faculty leader of the Program and a former student participant, with the assistance of the CICE, shall present the following information to IDPC:

1. The program title and locations.
2. Host institutions and sponsoring organizations.
3. The program dates.
4. The mission or purpose of the program, along with a brief description.
5. Its academic character, including:
   a. Course descriptions and credits received.
   b. Nature of instruction and types of learning experiences (lecture, seminar, field trips, concerts, tours, museums, etc.).
6. Program staffing on site, including names and general qualifications of faculty, administrators and other permanent staff.
7. Evaluations and comments provided by host institutions(s) and/or sponsoring organization(s).
8. Prerequisites and criteria used in selecting participants (class year, language proficiency, GPA, etc.).
9. Enrollment and recruitment:
   a. Patterns during the past three years
   b. Factors influencing enrollment
   c. How students are recruited
10. Student evaluations and names of students willing to be interviewed about the program by members of IDPC.
11. Program costs beyond the comprehensive fee.

2.3. Applying to be a Faculty Program Director for a Gustavus Semester Program

Gustavus Semester programs include the following:
- Social Justice, Peace and Development: Semester in India (SJPD). This program is a consortium between Gustavus, Concordia College/Morehead and Visthar, an NGO in Bangalore, India. A Gustavus faculty member leads the program in Fall of odd years, and a Concordia faculty member leads in Fall of even years.
- Semester in Sweden, a January and Spring semester program.
- Semester in Germany (a Fall program, but on hiatus as of Fall 2009).

Each program is led by a faculty director and, depending on the program and the specific year, a back-up person who accompanies the group, or on-site staff who assist in the program logistics and instruction when appropriate.

2.3.1. Eligibility and Compensation

Faculty Director positions are open to all tenured faculty and administrators who hold appropriate academic qualifications and have been employed by the college for at least six years.

Compensation for a member of the faculty or an administrator serving as faculty director is full salary and benefits for the term of the program and payment of all direct program-related expenses other than personal and incidental expenses. If there is an accompanying back-up person, his or her direct program-related expenses are covered other than personal and incidental expenses. Transportation expenses for children of the faculty director are not covered.

2.3.2. Responsibilities

The faculty director has primary responsibility for the academic components of the program. The semester spent supervising the faculty directed program along with activities on campus in the semesters before and following the off-campus program, count as one-half of the teaching load for the academic year, typically the equivalent of three courses taught on-campus. However, unlike an on-campus course,
the faculty director assumes numerous other roles and has 24-7 responsibility for the welfare of the students. The faculty director must at times act in the role of Dean of Students, counselor, financial consultant, health adviser, etc.

The faculty director works closely with the Director of CICE the semester before and the semester of the program. Pre-departure communication to persons in the host country are primarily routed through the CICE but, depending on the faculty director’s knowledge of the program location, he or she is often very involved in helping to design and coordinate on-site logistics such as meetings, travel plans, health and safety oversight, etc. The Director of CICE will be in regular contact with the faculty director during the semester program via email, cell phone, or Skype.

2.3.2.1. Pre-departure responsibilities:

a. Develop a course: Depending on the program, the faculty director may be asked to develop one course within his/her discipline giving special attention to unique educational, cultural, and/or geographical aspects of the program site. The full course proposal is due 16 months preceding the program and, like other off-campus course proposals, goes to IDPC and then to the full faculty for approval.

b. Recruit students: CICE and the faculty director share this responsibility. The faculty director is expected to host interest meetings the semester prior to the program’s departure, actively promote the program, and attend the Fall Study Abroad Fair organized by CICE. General promotion is the responsibility of CICE.

c. Select program participants through the following process:
   i. The faculty director reviews applications and, in consultation with CICE, makes final decisions about program applicants.
   ii. Each student applies in the same manner as for any other off-campus study program, with an application and supplemental materials to CICE, and CICE follows its usual procedures in processing applications.
   iii. As with any other off-campus study application, the names of students are sent to the appropriate administrative offices on campus to ensure that students are not on academic or disciplinary probation, and to allow appropriate screening of applicants by the Counseling Center and the Disability Services Office.
   iv. When student files are complete, the faculty leader interviews each candidate and makes recommendations on each student to the CICE who then informs each student of the status of their application. (See selection procedures and suggested selection criteria for off-campus study programs on page xxxx.)

d. Orientation: Each semester program should include a pre-departure orientation developed collaboratively between the faculty director and the Director of CICE. One purpose of the orientation is to develop an esprit de corps among students, and to prepare students for what they will experience during the upcoming semester. The faculty director is expected to be present at this orientation.

2.3.2.2. Responsibilities during the program

a. Collaborate with CICE to communicate information to on-site coordinators/instructors (before and during program).

b. Collaborate with CICE for on-site logistics:
   i. Travel, room, and board arrangements are preplanned and in most cases prepaid but the faculty director may need to troubleshoot if needed.
ii. The faculty director has day-to-day responsibility for supervising group activities, confirming onward flights, and serving as general liaison between host coordinators/institutions, travel agents, Gustavus Adolphus students and CICE.

c. Manage finances, including day-to-day monitoring of financial expenditures, collection of receipts, etc. Expenditures must be consistent with college-wide policies on expenditures and must be consistent with the program budget developed by the Director of CICE.

d. Assist student adjustment to cultural difference(s), to group living, and to family stays (if any).

e. Oversee the instructional program. The faculty director will:
   i. teach one course, depending on the program;
   ii. help students integrate other course work through discussions and other appropriate means;
   iii. monitor other courses in program
   iv. report final grades for all courses to the Registrar;
   v. keep students informed of course requirements, due dates for independent studies (in the rare instances approved), drop deadlines, etc.

f. Explore new program options. The faculty director may be asked to explore program development opportunities, such as new faculty, accommodations, excursions, or field experiences.

2.3.2.3. Post-program responsibilities:

a. Evaluation. Since international offerings are not only courses but also on-going programs, they need to be reviewed carefully and from a broad perspective. The following procedure will be followed:
   i. Upon return to campus, the faculty director submits a final report to the Director of CICE on all aspects of the program, including academic, housing, transportation, field trips, excursions, finances, site coordinators and relevant information related to the specific student group.
   ii. Students will be sent an on-line evaluation to assess all aspects of the program including academics and logistics. (The faculty director may wish to separately solicit student evaluations of the program, using the standard Gustavus evaluation form or another of his or her own choice.)

b. The faculty director shall attend re-entry meetings and activities such as a-welcome back dinner.

c. The faculty member will help CICE organize and will attend an interest meeting to generate student interest for the next offering of the program.

d. The faculty member may be asked to attend part of the pre-departure orientation for the next student group.

2.3.3. Selection Process

Faculty director position openings shall be announced to the faculty far enough in advance to ensure adequate planning time (two years prior is likely). Applicants will be asked to complete the Faculty director application, which includes a brief statement about interest in the program, qualifications, an explanation of how or if they will be replaced during their period of absence from the College, and a general description of a course the applicant proposes to teach. The Director of CICE receives applications and forwards them to the selection committee.

Each applicant shall be interviewed. The interview committee will include the Director of CICE, two program directors for faculty-led programs, at least one returning student from the same program, and the
chair of IDPC who will chair the interview committee. (If the program is new, faculty and students may be chosen from appropriate departments or interdisciplinary programs.) The committee will make its recommendations for appointment to the Provost of the College. Final responsibility for appointment rests with the Provost of the College.

If the committee recommends a candidate who is an administrator who does not have affiliation with an academic department, the Provost of the College in consultation with the appropriate department and division chairs will confer faculty status according to the provisions for part-time faculty appointments.

In making its selection, the committee shall take into account these factors:

1. Anticipated strength of applicants to work with a group of students over an extended period of time in stressful situations and under differing cultural conditions.
2. Availability of applicants to participate in student recruitment, orientation, and re-entry in the academic year prior to and the semester that follows the study abroad program.
3. Expertise in program content, geographic, and cultural knowledge of host site(s), or the potential for this expertise to develop.
4. The appropriateness and strength of course proposed to be taught by applicants.
5. Professional development considerations, including the potential for strengthening the on-campus curriculum and programs as a result of the study abroad experience.
6. Potential for strengthening international programs at Gustavus Adolphus through continued involvement and support across the campus.

The department’s, department chair’s and the Provost’s support of a faculty applicant to be faculty director are important. For the professional welfare of faculty leading a field-supervised program, departments are encouraged to consider the significant professional benefits that program participation can have for individual faculty, for the academic programs of the department, and for the students, faculty, and curriculum of the college as a whole.

2.3.4. Application Timeline

Interested faculty are encouraged, as a first step, to talk with the Director of CICE at least a month before the application deadline about their interest in applying, and request information about the positions and application forms. Applicants should submit the complete application to the Director of CICE by the stated deadline.

2.3.5. Course Guidelines

The course proposed by a faculty director should meet the academic standards expected of all on- or off-campus courses but take into consideration any constraints the study away environment may have on students’ academic work. In particular, access to library resources will be very restricted, students will have fewer large blocks of uninterrupted time for reading and research, and their motivation will be divided between “academic” and “experiential” components of learning. On the other hand, the faculty director can expect exceptionally high enthusiasm and a determination to learn and to get as much as possible from the program. Although students’ time is often fragmented, there is time for reading and writing. In addition, there is a unique sense of an “expanded classroom,” in which virtually everything the student encounters can become relevant to the concerns of courses.

Although general college policy discourages requiring work of students prior to the beginning of a course, a certain amount of preparation is essential for students intending to participate in a study abroad program. They spend time filling out applications, being interviewed, attending orientation sessions, meeting with their group, and meeting individually with their faculty directors. In addition, they can be
expected to do preliminary study (familiarizing themselves with the history, geography, and cultures of the countries to be visited) before departure. It should be assumed, however, that in the summer months before a program begins, most students will be committed primarily to earning money to cover their expenses.

In designing their own course, faculty directors are asked to consider the following specific recommendations:

1. Courses should be designed to capitalize on resources and opportunities special to the program and, if appropriate, to suit the transient nature of the stay in each location. It is best to seek advice from former faculty directors on this matter, preferably early in the planning process.

2. If research projects are required, they should be compatible with the computer and library facilities that will be available to students abroad. In the absence of adequate computer and library resources, field research may be the only practical alternative.

3. Because students’ time will be fragmented and because they will undergo a continuous barrage of new information and experiences, some traditional methods of evaluation, such as a single, large research paper or one major final examination, may not be effective. Alternatives, such as journals, notebooks, and shorter, more frequent examinations or papers should be considered.

2.3.6. **Student Selection Criteria**

The selection of student participants for off-campus study programs is handled in two or three phases. First, the Study Abroad Advisor in the CICE screens all applicants for minimum Gustavus requirements for participation in an off-campus study program. The second step is to send the Gustavus approved application to the faculty director of the off campus program or course for approval. The third step is to send the application to the provider if other than Gustavus Adolphus College who makes final decisions regarding student participation in direct-enroll programs at host institutions.

These criteria are approved by the IDPC and may be used by Gustavus faculty who are involved in approving students:

1. Reason for choosing an off-campus study program. Motivation for applying.
   a. Academic reasons
   b. Non-academic reasons

2. Grade Point Average

3. One faculty recommendation and approval signature from faculty advisor.

4. Review of student’s history of compliance with college policies. (This occurs in two ways: First, student self-disclosure on the application form and second, by sending a list of applicants to the Registrar’s office and the Dean of Students office to identify any students who may be on academic or disciplinary probation).

5. All other things being equal:
   a. Seniors and juniors have priority over sophomores;
   b. Regularly enrolled students will have priority over graduated students;
   c. Gustavus Adolphus students will have priority over non-Gustavus Adolphus students

6. Personal qualities/Interpersonal skills:
   a. Maturity
   b. Independence
   c. Adaptability
   d. Ability to interact with a group
   e. Willingness to initiate cross cultural opportunities
   f. Ability to function in stressful situations

7. Program specific needs.
III. January Interim Off-Campus Study: Teaching Policies and Procedures

January Interim Off-Campus Study differs from the regular semester in two principal ways: its brief length, approximately four weeks, and the immersion of students and faculty in a highly focused academic pursuit for that time period. Because of these differences, the mission of January Interim is to provide ways for faculty and students to take advantage of this term’s unique qualities in developing courses and other learning opportunities that enrich and expand upon the College’s regular semester curricular offerings. The Interim experience calls for balancing educational tradition with innovation, study within a general framework that is likely to be interdisciplinary and culturally focused in perspective, and preparation of students to lead lives of leadership and service. The Off-Campus Study January Interim provides opportunities for courses that are innovative, experimental, and/or interdisciplinary. (All January Interim regulations are printed in the Gustavus Academic Catalog.)

3.0. Policies for Student Participation

3.0.1. First year students are strongly advised to enroll in a January course. This may be an on-campus course or a Gustavus or consortium approved study-travel course. First-year students may not enroll in career explorations or independent studies.

3.0.1. Students on academic or disciplinary probation are not permitted to enroll in career explorations or other off-campus courses. This means that students on probation in the spring may not pre-register for a January travel course, and students on probation in the fall will not be registered for off-campus courses for the following January, even if they were pre-registered in the spring or summer.

3.1. Policies on Credit and Grading

3.1.1. In courses with a grading option, students will select their option and formally notify the instructor before the third day of the Interim (the add/drop deadline).

3.1.2. January Interim courses normally may not count for major or general education requirements.

3.1.3. No January Interim course (even if pre-approved for general education or a departmental major) can count toward the 32 regular semester courses required for graduation.

3.1.4. Please consult the January online course catalog published in the Fall semester for more detailed information.

3.2. Developing a January Interim Off-Campus Study Course Proposal

Off-campus study domestic and international January Interim courses are central to the Gustavus Adolphus global mission. Such courses are designed to capitalize on opportunities unique to the locations where they are taught and to integrate classroom instruction and experiential learning activities into a well-conceived whole. When appropriate for academic and other reasons, affiliations with local academic institutions are encouraged.

Proposals for an off-campus January Interim courses must demonstrate the suitability of the course to the college curriculum. Furthermore, they must provide a rationale for conducting the course off-campus by explaining the significance of the location(s) to the overall educational experience. The proposal shall provide a clear picture of the careful integration of course content and on-site living and learning.
opportunities. Proposals are reviewed first by the Director of CICE, then by IDPC. IDPC may request additional information about the course during the review process or request revisions prior to approval.

The January Interim Instructor may teach only the approved course during the program. He/she may not modify the focus or level of the approved course. Because of the intensive nature of January Interim off-campus study courses, faculty members teaching these courses must obtain approval from the Director of the Center for International and Cultural Education to supervise independent study/independent research or internship/career exploration projects during the January Interim.

New proposals are due in the Center for International and Cultural Education early in October of the academic year prior to the year of the proposed course (the specific date is published on the Curriculum Committee website). A January Interim course that has not been offered during the last four years is considered to be a new course. Instructors adapting an on-campus course to an off-campus January Interim must submit a new course proposal with a course number different from that of the on-campus course.

Once the course has been taught for the first time, the faculty member must complete a Repeat Off-Campus Course form for each subsequent repeat of the course. This form is available on the Curriculum Committee website and is due by February 15 for the following January Interim.

3.2.1. Expectations of the Proposal

3.2.1.1. General Guidelines
   a. Each course shall have a well defined focus, whether disciplinary or interdisciplinary.
   b. Pre-requisites shall be appropriate to course goals.
   c. Instructors should address how courses fit into departmental or interdisciplinary programs and how they relate to existing programs in the same geographic area. Faculty members are encouraged to speak to area studies programs and their department chair in advance of submitting a proposal.
   d. Instructors shall be mindful also of the intended audience(s), whether majors, non-majors, or both.
   e. The January Interim proposal should provide an accurate and complete summary of all activities associated with the course, including any non-traditional or experiential activities.

3.2.1.2. Academic Guidelines
   a. Courses shall have academic integrity and coherence. The relationship between course content and the course location(s) should be articulated clearly. Instructors should give careful thought to the integration of course readings, lectures, site visits, and appropriate methods of evaluation.
   b. Courses shall normally combine experiential learning with more traditional academic learning.
   c. The type and amount of work required of students shall be appropriate to the focus and level of the course and compatible with living and traveling conditions. The academic expectations of the course should be comparable to on-campus courses.
   d. Students need to know in advance how they are to procure assigned reading materials (by purchase before departure, purchase on site, or the use of libraries). When students are expected to carry out research projects, faculty should ensure that libraries or other research facilities are available and adequate. If English is not the language of the location of the course, careful thought should be given to how students will carry out their course work and interact with local populations.
The time devoted to classroom or course-related-activities shall be at least as much as for on-campus January Interim courses, and normally significantly more. Instructors should submit a preliminary daily schedule that outlines how mornings, afternoon and evenings will be spent. As a general guide, instructors normally schedule at least two of the blocks (i.e. morning, afternoon or evening) most days for meetings or other group activities to take advantage of the off-campus site. While there is value in allowing students some unscheduled time during a course, this must be balanced with a structure that insures that students remain engaged in course-related activities during the majority of their schedule. Means of evaluation shall be clearly stated, realistic, adequate and appropriate for the course.

3.2.1.3. Itinerary

a. In preparing the itinerary, instructors should balance the academic integrity of the course, the logistics and cost of travel. Instructors are encouraged to consider carefully the number of sites they propose to visit, their geographical proximity to each other, and the time that will be spent traveling between them.
b. Instructors must make a good case for the amount of travel they propose.
c. Travel logistics are generally handled by the CICE in collaboration with the course instructor.
d. It is expected that the duration of an off-campus January Interim (not including travel days) will be consistent with the length of the on-campus January Interim.

3.2.1.4. Course title and draft catalog statement

a. The course title shall reflect the disciplinary or interdisciplinary focus of the course as well as the place in which it is taught.
b. The draft catalog statement shall describe the main theme or focus of the course, and identify its main elements (such as readings, lectures, site visits, independent research and how students will be evaluated), in addition to the itinerary.

3.2.1.5. Course enrollment

a. A suggestion for a minimum and maximum number of participants should be prepared and accompanied with a rationale for those numbers. Generally speaking, off-campus January Interims courses taught by a single instructor enroll a minimum of 10 students and a team-taught course has a minimum enrollment of 20 students.

3.2.2. Proposal Review Procedure

To propose a new off-campus January Interim course, instructors need to complete a new course proposal available from the Curriculum Committee website. Proposals (including an estimated program budget) are due at the CICE office early in October of the academic year prior to the year proposed for the course (14 months in advance of the actual January Interim). The CICE staff is happy to work with instructors throughout the development of a new course proposal but must be involved with the development of a proposed budget.

Following review by CICE, a new course proposal goes to IDPC for consideration. If approved, the course then goes on to Curriculum Committee and from there to the full faculty, per the usual course approval process. IDPC may request additional information about the course during the review process or request revisions prior to approval.

A member of the faculty must have a back-up plan for their on-campus teaching if due to low enrollment the off-campus course is cancelled.
Once the course has been taught for the first time, the faculty member must complete a Repeat Off-Campus Course form for each subsequent repeat of the course. This form is available on the Curriculum Committee website and is due by February 15 for the following January Interim.

3.3. Faculty Eligibility and Teaching Load

Any faculty member, with the approval of the department chair, may propose an off-campus January Interim course to be taught during the second year or a subsequent year on the Gustavus Adolphus faculty. January Interim course instructors shall be familiar with the country(ies) included in the itinerary. Proposals that include a co-instructor who is not an active or retired Gustavus faculty member will require that the Office of the Provost approves listing the individual as a co-instructor. These arrangements should be discussed with the Director of CICE prior to submission of the proposal. Approval will be based on the individual’s site-specific expertise as well as their ability to be full participants in planning and implementing the course and assessing student learning.

Normally, January Interim courses are taught by an individual faculty member. A team-taught course may be possible contingent upon:

1. Approval of department(s) and Provost with regard to teaching loads. Consideration should be given to on-campus guidelines regarding minimum student enrollment for team-taught courses.
2. Additional instructional costs not being added to the program costs for course instructors.

3.4. Mentoring Program

To provide opportunities for Gustavus Adolphus College faculty to gain experience in leading off-campus programs, January Interims taught by a single faculty member may include a second faculty member (mentee) who would accompany the January Interim group and serve as assistant to the faculty instructor (mentor).

The following guidelines apply:

1. The mentee must not be scheduled to teach during the January Interim. Serving as a mentee does not count as teaching a course, so the mentee will normally have a 3-0-3 teaching load.
2. A faculty member who wishes to be considered for the mentoring program must make his/her request (in writing) to the Director of CICE.
3. The request should include the signature of the mentee’s Department Chair signifying approval of the mentee’s involvement in the Mentoring Program
4. The faculty instructor (mentor) must have taught at least one off-campus program prior to the start of the mentoring program.
5. All direct program costs (including travel, accommodations, 2 meals per day) for the mentee will be covered by the program development fund of CICE.
6. A faculty mentee is expected to devote his or her entire effort to the program. Generally, family members may not accompany a mentee.

3.5. Health and Safety Policies

In the interest of the health and safety of participants in off-campus January Interim courses, these conditions shall be observed:

• January Interim courses shall only be offered in countries with which the United States has official relations and for which no Department of State Travel Warning has been issued.
• CICE will provide cell phones to instructors of each course. In locations where cell phones do not work, instructors will determine the best means to contact CICE in the event of an emergency or other incident. Regardless of the location(s) of a January Term course, instructors are encouraged to be prepared to respond to health and safety problems, whether emergency or routine in nature, and CICE should be contacted immediately in such an event.
• All January Interim courses must comply with Gustavus Adolphus College Off-Campus Study policies and procedures, including the alcohol policy.
• All home-stays shall be arranged in accordance with CICE best practice guidelines (see page X of this document).
• The CICE will gather the following information (in collaboration with the instructor) prior to departure:
  o Transportation:
    ▪ Land Transportation (provider, logistics)
    ▪ Air Transportation (provider, logistics)
  o Access to Medical Facilities:
    ▪ Number of English speaking physician(s)
    ▪ Proximity to location of student group
    ▪ Payment options at medical facilities (insurance?)
    ▪ Access to pharmacy (cash? insurance?)
  o On site contact information: telephone, fax, email (24 hours, 7 days/week)
  o Proximity to US Embassy or Consular Office
  o Specifics regarding use of cell phone at site
  o Capacity of host to accommodate students with disabilities or special needs
• Many students make arrangements to remain on site and/or travel rather than return directly to the United States at the end of a course or program. Gustavus responsibility for students on off-campus programs ends at the time the group flight departs to return to the United States or at the scheduled end of a domestic program. Students assume full responsibility at that time.

The CICE has ultimate responsibility for health and safety on off-campus study, and may change logistics or make other appropriate decisions for each course depending on the level of risk deemed acceptable for each program and/or country and in consultation with IDPC and appropriate members of the Gustavus Adolphus College Administration.

3.6. Budget Policies

All off-campus study January Interim Experience proposals will include a budget estimate in consultation with the staff in the Center for International and Cultural Education. Please keep the following guidelines in mind:

• Instructors shall develop budgets in cooperation with CICE.
• Program costs per student should be held to a minimum, but the instructors expenses are built into the fee charged to students.
• Instructor's salary and benefits are met through the operating budget of the college. Participating students pay the actual costs for the individual program including a per-student, pro-rated amount to cover the expenses of the faculty member leading the program.
• Program budgets are to be submitted with the new (or repeat) course proposal. Budgets for off-campus January Interim courses that have been taught before shall be updated by the faculty, in cooperation with the staff of CICE, during the month of February.
• It is expected that off-campus January Interims will operate within the estimated cost range stated in the promotional materials published in March-April.
• Final costs are established in late Fall.
• Post-course refunds to students will be processed according to the following policy: If the fund balance (amount remaining at Gustavus and the amount returned by the instructor) at the end of a January Interim is $75 or greater per student, the full amount will be refunded to each student (e.g. $75 plus what remains). If the fund balance (amount remaining at Gustavus and the amount returned by the instructor) at the end of the January interim is less than $75 per student, the amount will be directed to CICE to cover deficits in other January Interim budgets and to support January Interim program development. This policy encourages January Interim instructors to return unused funds to campus rather than handing them out on site; it reduces the expectation of students of a hand-out at the end of January courses; and it eliminates the need for CICE to process small amounts of money.

3.7. Student Selection Criteria

Each course instructor shall establish selection criteria for his/her own off-campus January Interim off-campus course and describe them in application materials.

The selection of student participants for off-campus study programs is then handled in two phases. First, CICE screens all applicants for minimum Gustavus requirements for participation in an off-campus study program. The second step is to send the Gustavus approved applications to the faculty director of the off campus course for approval.

These criteria are approved by the IDPC and may be used by Gustavus faculty who are involved in approving students for January Interim programs:

1. Reason for choosing an off-campus study program. Motivation for applying.
   a. Academic reasons
   b. Non-academic reasons
2. Grade Point Average
3. Review of student’s history of compliance with college policies. (This occurs in two ways: First, student self-disclosure on the application form and second, by sending a list of applicants to the Registrar’s office and the Dean of Students office to identify any students who may be on academic or disciplinary probation).
4. All other things being equal:
   a. Seniors and juniors have priority over sophomores;
   b. Regularly enrolled students will have priority over graduated students;
   c. Gustavus Adolphus students will have priority over non-Gustavus Adolphus students.
5. Personal qualities/Interpersonal skills:
   a. Maturity
   b. Independence
   c. Adaptability
   d. Ability to interact with a group
   e. Willingness to initiate cross cultural opportunities
   f. Ability to function in stressful situations
6. Program specific needs.

3.8. Final Report

At the conclusion of the January Interim, CICE will ask students to complete an electronic evaluation concerning organizational and logistical aspects of the course. CICE uses the results in reviewing subsequent requests to repeat the January Interim course.

In addition to the CICE questionnaire, January Interim instructors must submit the following:
• A final financial report to the Finance Manager of CICE within one week of return.
• A narrative report to the Director of CICE by March 1.

Faculty are strongly encouraged to have students evaluate the academic component of the course. This may be done by utilizing the online student feedback system. Information about course content and the impact of the January Interim experience on students’ program of study and cross-cultural learning and understanding contributes to the ongoing Gustavus Adolphus assessment program and can be included in the narrative report.

3.9. Non-student participants accompanying off-campus January Interims

• Persons who are not registered for the January Interim course are prohibited from participating unless approval is obtained from the Director of CICE.
• Faculty spouses are permitted to accompany the faculty member but will pay their own expenses unless they are serving as a back-up for the course. These arrangements must be discussed with the Director of CICE at the time of the faculty application for the program.
• Faculty members wishing to include dependent children on Gustavus-led programs are required to include this information in their application to lead the program. Approval for dependent children to accompany the program must be made by the Director of CICE. Faculty leaders must pay the travel expenses for dependent children. Special attention should be given to addressing the issues of child-care during the program and the cost to the faculty member of accompanying family members.

3.10. Backup Policy

On all Gustavus Adolphus College faculty-led off-campus January Interims, CICE will guarantee the presence of support personnel. The backup person is necessary in the event that an emergency situation requires the faculty member to attend to the emergency and at the same time provide supervision for those in the group not affected by the emergency. The choice of personnel will be made by the Director of CICE in consultation with the faculty leader and the IDPC. The variables involved in determining appropriate support for an individual January Interim program include but are not limited to the following:

• Presence of on-site support personnel, usually a provider at the host site.
• Possibility of a faculty mentee assigned to a particular January Interim.
• Possibility of an accompanying person (spouse, retired faculty member, colleague).
• Potential impact on the program fee.
• Expertise of proposed back-up person with location or content of course.

The CICE reserves the right to make all final decisions concerning appointments of off-campus January Interim support personnel and will do so after appropriate consultation with the faculty leader, IDPC, and the Provost’s Office.

In each case, the costs for support personnel will be covered by CICE program development funds, increased program fee, or other funding sources. Responsibilities for support personnel will be articulated in a written statement at the time of the appointment.

The following expenses will be covered for approved back up persons:
• Transportation
• Two meals/day
• Accommodation
IV. Independent Study, Internships and Career Exploration

Students applying for an international or domestic Internship or Career Exploration must complete the form supplied by the Career Center Office. This form must then be submitted to the Center for International and Cultural Education to complete additional information prior to final approval by the Career Center Office.

Students applying for an international Independent study must complete the Registrar’s form for this purpose including the signature of the faculty supervisor. This form must then be submitted to the Center for International and Cultural Education to complete additional information prior to final approval by the Registrar’s Office.
Appendix A
Staff, Center for International and Cultural Education

Carolyn O’Grady, Director
507-933-7545
cogrady@gustavus.edu

Linda Shaw, Assistant Director and Coordinator of January Interim Off-Campus Study
507-933-7545
lshaw@gustavus.edu

Jill Fischer, Study Abroad Advisor
507-933-7546
jfische4@gustavus.edu

Jeff Anderson, International Student Services Coordinator
507-933-7493
jeffa@gustavus.edu

Nancy Plamann, Finance Manager
507-933-7149
nplamann@gustavus.edu

[The following moved from body of Manual.]
The Director of the Center for International and Cultural Education shall have responsibility for day-to-day administration of off-campus programs, including the development and administration of budgets, and shall act on behalf of IDPC and the faculty as a whole in implementing academic policies for off-campus study.

The International and Domestic Programs Committee (IDPC) shall oversee academic policies and procedures pertaining to off-campus courses and programs.

The Provost of the College shall make final decisions about faculty eligibility, review procedures, budgets and other administrative functions related to off-campus programs. CICE may review these matters and make recommendations to the Provost. Student eligibility is determined on the basis of information provided by the Registrar and the Dean of Students’ Office. Lists of accepted students on any off campus program are routinely shared with the counseling center and the Academic Advising Center. In order to uphold confidentiality, these offices deal directly with students concerning issues involved with their participation in the program.

There will be times when decisions within the charge of IDPC need to be made when it is not possible for the committee to convene. (During the summer and breaks between terms, for example) In these instances, the Director of CICE shall make those decisions on a consultative basis with relevant and available faculty and with members of the IDPC who are available.
Appendix B
International and Domestic Programs Committee (IDPC)
Roles and Responsibilities
(From Faculty Handbook as of November 10, 2009)

1.2.6 International and Domestic Programs Committee

A. Functions

1. To work with administrative offices and other faculty committees to support the College's mission of fostering an international perspective within the Gustavus community.

2. To review and make recommendations as appropriate regarding off-campus study issues such as geographic representation, disciplinary and interdisciplinary representation, budgeting, liability and transportation.

3. To review and recommend policies for the IDPC Program Manual for Gustavus Adolphus College.

4. To consider proposals for off-campus domestic and international programs and courses. Particular attention will be paid to their conformance to the IDPC Program Manual. Upon approval of the IDPC, such courses, when proposed for January Interim Experience, will be submitted directly to the Curriculum Committee. When proposed for the semester, such courses will be submitted to the Course Approval Subcommittee. To consider and approve repeat off-campus January Term course proposals.

5. To review and make recommendations in support of the mission of the Office of International Education including: evaluation and assessment of existing off-campus study courses and programs offered both by Gustavus and other institutions; study of the feasibility and initiation of new off-campus study courses and programs of the College; promotion of off-campus study among students and faculty; advising and assistance regarding recruitment, admission and support of international students; recruitment of visiting international scholars in cooperation with academic departments and programs.

6. To consider and recommend field directors for Gustavus term programs such as the Term in Germany and Term in India.

7. To hear appeals of decisions made by the Office of International Education.

B. Membership

1. Nine faculty members elected for three-year terms, five elected by divisions and three elected at-large, with staggered terms, plus one faculty member appointed by and from the Curriculum Committee.

2. Two students selected by the Student Senate. It is strongly recommended that at least one student have previous experience on a Gustavus off-campus study program, and, ideally, that each student be willing to serve a two-year term.

3. Non-voting ex officio: Provost or designee, Director of January Term, Director of International Education, Director of Multicultural Programs, Chair of the Department of Education or designee, Chair of the Department of Nursing or designee.
Appendix C
Student Forms

1. For information on current off-campus study student policies and procedures, see the CICE website at http://gustavus.edu/academics/cice/studyabroad/.

2. Off-Campus Study Agreement Form

3. Release, Waiver, and Medical Authorization

4. Health Self Disclosure Form

5. Additional Liability Forms for travel to a country under a travel warning.
OFF-CAMPUS STUDY AGREEMENT FORM
Center for International and Cultural Education
Gustavus Adolphus College

Name of Program: ________________________________________________________

Term: Fall Semester: _____ January _____ Spring Semester _____ Full Year _____

My signature below indicates that I, __________________________________________
(Please Print Name)

1. Accept the offer of participation in the off-campus program which I name above;
2. Understand that I must abide by the payment, cancellation and refund policies as outlined in the Semester and Year-Long Study Policies (available to me on the CICE website and my StudioAbroad post-decision area), and pay a program commitment deposit as directed by the CICE, in the timeframe given;
3. Agree to inform the Study Abroad Advisor in the Center for International and Cultural Education in writing should I need to cancel participation in the program to which I have been accepted;
4. Understand that Gustavus Adolphus College and its Center for International and Cultural Education cannot guarantee a risk free environment or accept responsibility for accidents or illnesses on an off-campus program;
5. Recognize the need for the following rules, agree to abide by these and any additional rules and regulations as determined by my faculty director, program leader, program provider and / or any other program or Gustavus authority, and realize that I could be sent home for violating them and know that a decision to terminate my participation in the program is final and at my own expense:
   a. I will not buy, sell or use drugs at any time (except for prescription drugs used according to the prescription)
   b. I will not engage in abusive use of alcohol.
   c. I will not engage in disruptive behavior
   d. I will participate in all classes and scheduled activities, unless I am ill
   e. I will abide by dress and cultural codes suitable in cultures visited
   f. I will avoid demonstrations, especially in politically volatile countries
   g. I will obey the laws of the location of my off-campus program.
6. Agree to participate in any orientation meetings scheduled for my program;
7. Agree to complete and return to the Center for International and Cultural Education all documents required by them to make arrangements for my program;
8. Understand that final approval for program participation is contingent upon my being in good academic and disciplinary standing at the College, and upon my abiding by rules, regulations and policies, submitting all program materials, and participating in and completing all required trainings and orientations;
9. Understand that it is my responsibility to notify the Gustavus Center for International and Cultural Education, in writing, to any changes to my standing at the College or of any incidents that may lead to a change in my standing with the College.

________________________________________________________________________
Student’s Signature                                             Student ID Number   Date

I understand that my son or daughter has read and agreed to the above.

________________________________________________________________________
Signature of parent or guardian                                           Date

Please make a copy for your records and return the original of this form to the Center for International and Cultural Education.  
Rev. 02-05-10
RELEASE, WAIVER AND MEDICAL AUTHORIZATION
GUSTAVUS ADOLPHUS COLLEGE OFF-CAMPUS PROGRAMS
This is a release – read it very carefully.

ID # ____________ NAME: _____________________________ DATE ________________

PROGRAM OR COURSE ________________________________________________________

SEMESTER 1 _____ SEMESTER II _____ FULL YEAR _____ JANUARY TERM ______

I, __________________________________ (Student’s name) will be participating in a cross-cultural
off-campus program or course offered through Gustavus Adolphus College. Although Gustavus
Adolphus College is sponsoring this course, I understand that neither the College nor any of the Course
Instructors or travel arrangers will be supervising me all the time. I will have the opportunity and the
right to independently leave the group periodically, subject to the instructor’s requirements for
participation in and attendance at classes and other activities, which are a required part of the course or
program. Therefore, I will be responsible for my own safety and cannot hold the College or any of the
Course Instructors or travel arrangers liable for any injuries to my person or property or any other losses
as a result of my participation in the course or program. I understand that unless I am financially
independent, my parent or guardian must also sign this Authorization.

I, therefore, agree that:

1. SUBMISSION TO PROGRAM RULES AND REGULATIONS: The program director has the
   authority to establish rules necessary for the operation of the program. I will comply with all
   rules and regulations established by the program director. Should the director decide that I must
   be separated from the program because of violation of such rules, for disruptive behavior, or for
   conduct, which could bring the program into disrepute, I understand that the decision will be
   final. I further agree that I will: a) not buy, sell, or use either illegal drugs or any prescription
   drugs for which I do not have a specific prescription at any time; and b) not engage in abusive
   use of alcohol; and c) participate in all orientation sessions, classes and scheduled activities
   unless ill; and d) abide by all local laws and dress and cultural codes suitable in the countries
   visited.

2. LIABILITY FOR COSTS AND FEES/NON-REFUNDABLE: I am responsible for any and all
   fees and costs, including, but not limited to, costs associated with travel (e.g. airfare) and
   accommodations associated with this program. I understand that if I cancel my involvement in
   this program, I will be responsible for all costs and fees that are determined to be non-refundable
   to the college.

3. LIABILITY FOR ACTS OF OTHERS: I release Gustavus Adolphus College, any member
   college, any employee, servant, agent, directors thereof, from any liability for injury to myself or
   any damage to or loss of my possessions caused by acts or omissions of any hotels, carriers,
   fellow students, restaurants, educational organizations, persons, groups, or organizations,
   including, but not limited to, Gustavus Adolphus College, its officers, employees, directors,
   agents, or servants in connection with, resulting in, or arising from my participation in this
   program.

4. VOLUNTARY TERMINATION FROM PROGRAM: If I decide to leave the program before
   completing my course of study, I will provide the program director with advance written notice
   of my intention to leave the program. I understand that, if I leave the program prior to its
   completion, Gustavus Adolphus College and the program director have no liability to provide or
   arrange for transportation, housing, dining, or other services to me in connection with my early
departure. I understand that I will continue to be responsible for all unrecoverable expenditures made on my behalf for this program.

5. TERMINATION OF PROGRAM: Gustavus Adolphus College may, at its discretion, determine that circumstances within a foreign country require the cancellation of the program within that country. Gustavus Adolphus College will provide me with as much advance notice as possible of its intention to cancel the program in which I will participate. I also understand that a foreign government may prematurely terminate the program. In that event, Gustavus Adolphus College will provide me with assistance in arranging transportation back to the United States, at my expense. I understand that Gustavus Adolphus College bears no liability for any losses or claims incurred by me in connection with the termination of the program. If I decide to remain in the foreign country after receiving notice of the intent of Gustavus Adolphus College to terminate the program, I bear complete responsibility and liability for my own care and safety.

6. REFUND POLICY: In the event of war or US State Department travel warnings, the College may be forced to cancel programs or courses. In this case students would have no financial responsibility for cancellation penalties and course payments. If a student elects to cancel participation in a course or program that has not been cancelled by the College, the student is responsible for all costs of the course, less recoverable costs, if any. If a situation arises during the course, the College will handle the same on a case-by-case basis following the Gustavus Crisis Management Plan as much as possible.

7. MEDICAL AUTHORIZATION: I hereby authorize the program director to procure all necessary medical assistance while I participate in this program and to authorize any competent medical person to do all things reasonably necessary, including the administration of anesthetics and surgery to treat any injury or illness which occurs during my participation in the program, if I am unable to direct my self care. I understand that I will be financially responsible for any medical treatment I receive.

8. HEALTH INSURANCE: I or my parent/guardian has sufficient health, accident, disability, hospitalization and personal property insurance to cover him/her during his/her participation in the program, including international coverage. None of the fees paid for the program are used to pay for such insurance unless specified. Gustavus Adolphus College has no obligation to provide such insurance.

This waiver and release will be governed by the laws of the State of Minnesota

I have read the foregoing release and agreement and I accept the conditions stated therein.

Date ___________________________ Signature of Participant ___________________________ Printed Name ___________________________

Health Insurance Provider ___________________________ Policy # ___________________________

I have read this entire agreement and agree with the terms on behalf of myself, and my dependent child.

Date ___________________________ *Signature of Parent ___________________________ Printed Name ___________________________

*Must be signed by parent unless student is financially independent

rev. Feb 2010
Gustavus Adolphus College – Center for International and Cultural Education

MEDICAL/PHYSICAL REPORT FORM

TO THE STUDENT: It is important that pages 1 and 2 of this medical/physical form is filled out honestly and in detail BY THE STUDENT. Healthcare in international and domestic sites in the United States vary, and information you may deem irrelevant or unnecessary here may be important or pertinent to any medical care you may receive. A copy of this physical examination form will sent with the faculty leader or to the on-site staff, and will be kept on file in the Gustavus Center for International and Cultural Education. This is for your protection so that the appropriate person has necessary medical information in the event of an emergency. We recommend that you keep of copy of this completed form for your records.

NOTE: You MUST review the entire form with your healthcare provider. Your healthcare provider must sign page 2 and 4.

This form must be completed and returned to: Center for International and Cultural Education
Gustavus Adolphus College
St. Peter, MN  56082

REPORT OF MEDICAL HISTORY
(COMPLETE prior to your appointment / examination with your healthcare provider). PRINT legibly.

Last Name                                             First Name
Middle
Off-Campus Program__________________________ Term ______ Year

Home Address (number and street)                         City
State Zip                                   Date of Birth

Name, Relationship, and Address of Parent/Guardian
Home Telephone #

Parent/Guardian Business Address
Business Telephone #

Family History:

<table>
<thead>
<tr>
<th></th>
<th>Age</th>
<th>State of Health</th>
<th>Occupation</th>
<th>Age of Death</th>
<th>Cause of Death</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mother</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brother</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sister</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have any of your relatives had:

Yes No Relationship

Tuberculosis

Diabetes

Kidney Disease

Heart Disease

Arthritis

Stomach Disease

Asthma, Hay Fever

Epilepsy, Convulsions

Personal History (Please answer all questions. Comment on positive answers on additional sheet.)

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th></th>
<th>Yes</th>
<th>No</th>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scarlet Fever</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German Measles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicken Pox</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malaria</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convulsions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sinusitis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye Trouble</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ear/Nose/Throat Trouble</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surgery:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appendectomy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tonsillectomy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hernia Repair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German Measles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicken Pox</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malaria</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convulsions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sinusitis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye Trouble</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ear/Nose/Throat Trouble</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surgery:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appendectomy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tonsillectomy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hernia Repair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pain/Pressure in Chest
Chronic Cough
Palpitations(Heart)
High or Low Blood Pressure
Rheumatic Fever
Heart Murmur
Disease or Injury of Joints
“Trick” Knee, Shoulder, etc.
Back Problems
Tumor/Cancer/Cyst
Jaundice
Stomach/Intestinal Trouble
Anemia
Recurrent diarrhea
Rupture Hernia
Recent Gain or Loss of Weight
Dizziness/Fainting
Weakness, Paralysis
Venereal Disease
Albumin/Sugar in Urine
FEMALES ONLY
Frequent Urination
Severe Cramps
Excessive Flow

Z:\IntEd\Study Abroad\Master Forms and Letters\CICE Approval Packet masters\Medical - Physical Report Form FINAL 2-18-10.doc
TO THE STUDENT: It is important that you answer honestly and in detail. If you withhold medical information that may be relevant to healthcare you receive (should you need it) you put yourself at risk. The information you provide is completely confidential and will not affect your acceptance to the program unless it is of such a nature that it would prevent your successful and meaningful participation in the program. Remember, any and all information you provide will only help you if something should happen that requires professional care.

Circle Response:

Has your physical activity been restricted during the past five years? (if so, please give the dates, nature of the limitation, any treatment you have received, and if and how it still affects you)  
Yes  No

Have you had difficulty with schools, studies or teachers? (If so, please explain the nature of the difficulty, i.e. incomplete assignments, personal conflicts, and indicate dates)  
Yes  No

Have you received treatment or counseling for a nervous condition, personality or character disorder, or emotional problem? (If so, please give the dates, nature of condition/disorder/problem, any treatment received, and if and how it still affects you)  
Yes  No

Have you had any illness, injury or been hospitalized other than already noted? (If so, please gives dates and reason for hospitalization)  
Yes  No

Have you been consulted or been treated by a clinic, healthcare providers/physicians, healers or other practitioners within the past five years, other than routine checkups? (If so, please give dates, type of treatment: clinic, healer, physician, etc., and reason for treatment)  
Yes  No

Have you been rejected for or discharged from military services because of physical, emotional, or other reasons? (If so, please indicate rejection/discharge, date, and reason for rejection/discharge)  
Yes  No

Do you have any questions in regard to your health, family history, or other matters, which you would like to discuss now with a member of the medical profession?  
Yes  No

In the space below, Please explain any positive answers you may have had on the front portion of this medical form, including dates and treatment received.

Please list and explain any other medical information not given on other portions of this form.

__________________________________________  ______________________________
Student’s Name (Print)                      Healthcare Provider’s Name (Print)

__________________________________________  ______________________________
Student’s Signature                          Date                              Healthcare Provider Signature (acknowledging review)
REPORT OF HEALTH EVALUATION

TO THE EXAMINING HEALTHCARE PROVIDER: Please review the student’s medical history on pages 1 and 2, and complete the following form. An applicant will not be rejected due to either a physical or emotional condition unless it is of such a serious nature as to prevent successful participation. Information regarding this student’s health will be invaluable to the relevant program staff in anticipating and dealing with health problems that may arise while on-site. Please add any details not covered below. Your reply will be kept strictly confidential. Kindly return this form appropriate deadline. HIV Testing is only necessary if the test is needed for entry into a specific country. Check with the student to see if this is the case.

Last Name       First Name       Middle

Sex     M___ F___

Program       Host Country / City     Term / Year student will be off-campus

BP       /         Height_________ inches       Weight_________ lbs.       BMI_________

Corrected vision       Overweight______________       Underweight_____________

Right 20/       Left 20/_       Tuberculin skin test*: Positive_______Negative_______

*Students on the Semester in India Program are encouraged to have a follow-up TB test upon return to U.S.

IMMUNIZATIONS

Completed:     Yes     No     Date of last Immunization

**Required:**
Tetanus/Pertussis
Measles/Mumps/Rubella

**Recommended:**
Polio
Typhoid
Hepatitis A
Hepatitis B
Others: (as deemed appropriate for travel to destination country)

HIV Test Results
(if required by country of destination)

Are there any abnormalities of the following systems? Describe Fully. Attach extra sheet if needed.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.Head, Ears, Nose, or Throat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.Respiratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.Cardiovascular</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.Gastrointestinal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.Hernia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.Eyes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.Genitouriary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.Musculoskeletal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.Metabolic/Endocrine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.Skin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.Neurological</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.Psychiatric/Mental Health</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please respond to the following questions and prompts:

Recommendations for physical activity: Unlimited_______ Limited_______ Explain:

Continued on reverse
To your knowledge are there any predisposing medical, surgical, or emotional factors which may under stress present a need for immediate therapy while abroad? If so, please list.
Yes______ No_____ Comments:

Is the applicant allergic to any form of medication? If so, please list medication(s) using the drug name. Yes_____ No_____

Do you recommend this student for Off-Campus Study / Student Teaching? Yes_____ No_____ (If not, please explain)

Plan of Care / Follow Up:

Healthcare Provider’s Signature______________________________________________________ Date________________

Please Print: Healthcare Provider’s Full Name_______________________________________________________________

Healthcare Provider’s Address _____________________________________________________________________
_____________________________________________________________________

Healthcare Provider’s Telephone___________________________________________________________________________

JSF rev. February 18, 2010
RELEASE AND ASSUMPTION OF RISK
for Off-Campus Study in a Country
Under a U.S. State Department Travel Warning

In consideration of being permitted to participate as a student in an off campus study program approved by Gustavus Adolphus College, but in a country under a U.S. State Department Travel Warning, I do hereby release Gustavus Adolphus College from liability and assume the risk as follows:

1. I understand that participation in the study abroad program involves risk not found in study at Gustavus Adolphus College. These risks include those involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; diseases endemic to foreign locations; different standards of medical care and services; and weather conditions. I have made my own investigation of these risks, am willing to, and do hereby accept these and any other risks that may be encountered by me by virtue of my participation in the program.

2. I expressly agree to indemnify, hold harmless and release Gustavus Adolphus College, its Board of Trustees, its agents, affiliates, officers, and employees from and against any and all present or future claims, losses, or liability for damage to or loss of property, personal illness, injury, or death which I may suffer or for which I may be liable to any person, during my participation in the program (including periods in transit to or from any country where the program is being conducted).

3. I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems which preclude or restrict my participation in the program. I certify that I have medical insurance sufficient to meet any and all needs for payment of medical costs, including coverage for emergency medical evacuation and repatriation of remains while I am a participant in the program.

4. I recognize that Gustavus Adolphus College is not obligated to attend to any of my medical or medication needs while in the program. However, I understand that an emergency could occur which might necessitate the provision of medical care, hospitalization, or surgery. Accordingly, in the event of injury or illness to me, I hereby authorize Gustavus Adolphus College, by and through its authorized representative(s) or agent(s) in charge of said program, to secure any necessary treatment including the administration of an anesthetic and surgery. I understand that such treatment shall be solely at my expense, and I agree to reimburse Gustavus Adolphus College for any expense which it might incur on account of such injury or treatment thereof.

5. I understand that as an American citizen in a foreign country, I will be subject to the laws of that country. I agree to conduct myself in a manner that will comply with the regulations of the program as administered by the Program Director. I understand that the Program Director has the authority to discontinue my participation in the program if, in the judgment of the Program Director, my conduct is unacceptable.

6. I further understand that I am solely responsible for any and all costs arising out of my voluntary or involuntary withdrawal from the program prior to its completion, including withdrawal caused by illness or disciplinary action by representative(s) of Gustavus Adolphus College.
7. I certify that I have travel insurance, or have signed a waiver declining to purchase travel insurance.

8. I have read and understand the above provisions and agree to be bound thereby.

________________________________ _______________________________
Student Participant (Please Print) Signature

________________________________
Date

***Please return form to the Center for International and Cultural Education ***
Additional Form Required for Parent Signature
for Off-Campus Study in a Country Under a State Department Travel Warning
(Iceland)

By my signature below I acknowledge that I have read the following documents executed by my son or
daughter: (1) Off Campus Study RELEASE AND ASSUMPTION OF RISK and (2) Additional Form
Required for Off-Campus Study in a Country Under a State Department Travel Warning (text repeated
below). I understand the conditions that are set forth which will govern his or her participation in the off-
campus study program as a student registered at Gustavus Adolphus College.

Student Waiver (signed copy attached and copy of text below)

For travel to Iceland:
I hereby acknowledge:

- that I have read the U.S. Department of State Travel Warning for Iceland, the West Bank, and Gaza
- and that I have read the State Department Consular Information Sheet for Iceland (available at

In spite of the U.S. Department of State Travel Warning, I have made the decision to participate
in an off-campus study program to Iceland as a registered Gustavus Adolphus College student. I
realize that the security situation may change while I am enrolled.

I understand that I am solely responsible for my safety. I agree to exercise my best judgment and
to follow the advice of the faculty trip leaders for the off-campus study program, but I recognize that in
spite of such advice, neither Gustavus Adolphus College nor the faculty trip leaders can guarantee my
safety. I understand that disregard of security-related advice of the faculty trip leaders constitutes grounds
for dismissal from the program.

Further, I recognize that should I decide to come home before the end of the program because of
security concerns, there is no guarantee that I will receive credit or a refund of fees paid for the study
abroad program.

Gustavus Adolphus College reserves the right to withdraw students from Iceland if a
change in the local situation threatens the safety of the students or prevents them from completing their
academic program. Under such circumstances Gustavus Adolphus College will make every effort to
minimize academic and financial loss to students.

Student Signature __________________________________________

Parent Signature __________________________________________ Date __________

Parent Name Printed __________________________________________
Additional Form Required for Off-Campus Study in a Country
Under a State Department Travel Warning
(Israel)

For travel to Israel:
I hereby acknowledge:

- that I have read the U.S. Department of State Travel Warning for Israel, the West Bank, and Gaza issued (available at http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_922.html)
- and that I have read the State Department Consular Information Sheet for Israel (available at http://www.travel.state.gov/travel/cis_pa_tw/cis/cis_1064.html).

In spite of the U.S. Department of State Travel Warning, I have made the decision to participate in an off-campus study program to Israel or Kenya as a registered Gustavus Adolphus College student. I realize that the security situation may change while I am enrolled.

I understand that I am solely responsible for my safety. I agree to exercise my best judgment and to follow the advice of the faculty trip leaders for the off-campus study program, but I recognize that in spite of such advice, neither Gustavus Adolphus College nor the faculty trip leaders can guarantee my safety. I understand that disregard of security-related advice of the faculty trip leaders constitutes grounds for dismissal from the program.

Further, I recognize that should I decide to come home before the end of the program because of security concerns, there is no guarantee that I will receive credit or a refund of fees paid for the study abroad program.

Gustavus Adolphus College reserves the right to withdraw students from Israel or Kenya if a change in the local situation threatens the safety of the students or prevents them from completing their academic program. Under such circumstances Gustavus Adolphus College will make every effort to minimize academic and financial loss to students.

Student Signature__________________________________ Date ______________

Student Name Printed ___________________________________

Witness of Signature ____________________ Date ______________

Name of Witness Printed ____________________

Center for International and Cultural Education
507-933-7545
Appendix D
Health and Safety Information and Forms

1. Crisis Management Plan: Short version for faculty
2. Crisis Management Plan: Long version
3. Statement on Safety: Domestic
4. Statement on Safety: International
5. Faculty Safety Protocol (see Appendix E)
6. Incident Report Form (see Appendix E)
7. Policies on Accompanying Persons (see Appendix E)
Emergency Management Plan
Information for Faculty
Off-Campus Study Programs

Technological change and political turmoil have altered the administration of off-campus study programs in a manner that early program developers could not have conceived. One must distinguish between real and perceived emergencies. Real emergencies include natural disasters, outbreaks of violence, arrest, injuries, and similar events that pose an immediate threat to students and staff. Perceived emergencies, often viewed more seriously by those at home than those in the overseas program, result from events that are not immediately threatening to the health and safety of students and staff.

Both types of emergencies require a response from the home institution, and that response will be most effective if it is grounded in a well-reasoned master plan. Although no plan will apply to every situation, a common set of factors must be examined in every case. These have been organized below in the form of a checklist that can be used to guide response by Gustavus Adolphus College to emergencies facing a study abroad program.

Note: Gustavus will not allow students to begin a January Interim travel course at a site that is designated by the U.S. State Department as under a travel warning. Students who have been granted approval to study for a semester or year off-campus will be allowed to study in a country under a U.S. Department of State travel warning only in rare exceptions (and additional application procedures apply).

Before a crisis occurs abroad, the Center for International and Cultural Education will:
1. File the names of the study abroad travelers, itineraries, and emergency contact information with the U.S. State Department.
2. Provide faculty leaders of off-campus study programs with contact information at the College in case of emergency.
3. Conduct a training session for all faculty members leading groups of students on off-campus study programs.
4. Regularly review our list of campus, local community, and state agencies and individuals who would be helpful in an emergency.
5. Utilize a set of procedures to review and approve off-campus study experiences.
6. Provide each student with emergency insurance coverage, currently through EIIA and HTH Worldwide.

Conditions Requiring Crisis Management

The off-campus study faculty leader or host provider shall contact the Director of International and Cultural Education under the following circumstances involving a Gustavus Adolphus participant:
A. Serious illness, injury or death.
B. Emotional or psychological stress that appears to require removal of the participant from the situation or professional attention.
C. A participant being the victim of a crime-theft, assault, rape, harassment, etc. or being accused of committing any crime.
D. Any situation that causes serious concern for the safety of participants, i.e., a political uprising or a natural disaster.

Immediate Responsibilities of the Faculty Director, Host provider or Student (in case of incapacity of faculty member):
A. Contacts the appropriate local authorities (i.e., police, US Embassy, medical personnel) to begin the local action necessary to handle the situation.
B. Removes the participant(s) from danger
C. Contacts the Director of International and Cultural Education

The Director of International and Cultural Education is the primary contact for/to parents and with on-site officials. A College official designated by the President (currently the Vice President for Marketing and Communication) will act as the official spokesperson to media sources.

The on-site faculty member assumes responsibility for ensuring that:

a. Students are gathered and told of the emergency.
b. Students are reminded of behaviors that draw attention to themselves and agree to avoid those behaviors and are asked to report any suspicious persons and packages.
c. If authorized by the crisis management team, students will be given the opportunity to return to the campus or their homes immediately with no financial penalty and with the assurance that an effort would be made to salvage the semester to the extent feasible.
d. If directed by the crisis management team, the faculty member takes added security precautions at the classroom site (including the removal of all U.S. program identification).
e. If directed by the crisis management team, the faculty member maintains daily contact with the Center for International and Cultural Education and provides students with daily bulletins, if appropriate. The faculty also provides counseling and positive feedback to students.

Emergency Phone Numbers
We recommend contacting these offices in this order:

1. Center for International and Cultural Education .................. phone: 507-933-7545
   (Office Hours: M-F, 8am-4:45PM Central Daylight Time)............. fax: 507-933-7900

2. CICE after hours mobile phone ........................................ 507-304-2710

3. Director, Carolyn O’Grady ............................................. office: 507-933-7545
   home: 507-931-4794
   mobile: 507-304-2710
   email: cogrady@gustavus.edu

4. Assistant Director, Linda Shaw ....................................... office: 507-933-7545
   home: 507-726-2880
   mobile: 507-380-4193
   email: lshaw@gustavus.edu

5. Study Abroad Advisor, Jill Fischer ................................. office: 507-933-7546
   home: 507-344-1064
   mobile: 507-384-7119
   email: jfische4@gustavus.edu

6. Interim Provost David Fienen ....................................... office: 507-933-7541
   home: 507-934-5621
   mobile: 507-420-9521
   email: dfienen@gustavus.edu

7. Interim Dean of Students Jeff Stocco ............................. office: 507-933-7526
   home: 507-354-3224
8. After hours, on-call Dean of Students .................................. mobile: 507-933-7281

**Insurance Information**

**EIIA/AIG**
All Gustavus students and accompanying faculty members are covered under Gustavus Adolphus College insurance with American International Group (AIG). Product is administered by Educational and Institutional Insurance Administrators (EIIA), policy #WR10003936 (policy number may change each year). This insurance provides secondary coverage for international emergencies and accidents as well as other benefits. Pre-existing conditions are not covered.  
Inside U.S.: 1-800-401-2678  
Collect from anywhere else: 01-713-260-5508  
Fax number: 01-713-974-3422

**HTH Worldwide**
Students and accompanying faculty members on Gustavus-run semester or short-term international programs, and other semester and year-long students who choose to add this coverage, are covered under Gustavus Adolphus College insurance with HTH Worldwide, policy # HM-3103-A-09. This insurance will serve as primary health insurance in the host country and will provide medical benefits for injury and sickness and includes coverage for pre-existing conditions and prescription drugs.  
Inside U.S.: 1-888-243-2358  
Emergency assistance (if calling from outside the U.S.): 01-877-424-4325  
Website: HTHstudents.com and HTHparents.com (student login required)

**Emergency/Crisis Management Team**
Carolyn O’Grady, Director, Center for International and Cultural Education  
Linda Shaw, Assistant Director, CICE  
Jill Fischer, Study Abroad Advisor, CICE  
Jeff Stocco, Interim Dean of Students (stocco@gustavus.edu)  
Ken Westphal, Vice President for Finance and Treasurer (kwestpha@gustavus.edu)  
Gwendolyn Freed, Vice President for Marketing and Communications (gfreed@gustavus.edu)  
David Fienen, Interim Provost (dfienen@gustavus.edu)  
Ray Thrower, Director, Campus Safety (rthrower@gustavus.edu)
Crisis Management Plan
Gustavus Adolphus College Off-Campus Study Programs
approved March 14, 2008

Index

| Conditions requiring crisis management | 2 |
| Immediate responsibilities of the Faculty Director | 2 |
| Responsibilities of the Director of International and Cultural Education | 2 |
| Ill or injured student or faculty member | 2 |
| Death of student or faculty member | 3 |
| Student or faculty member with emotional or psychological problems | 3 |
| Student or faculty member is victim of a crime | 3 |
| Real or perceived dangerous situation, e.g. natural disaster, terrorism, etc | 3 |
| Action Plan checklist | 4 |
| Responsibilities of on-site Faculty Director | 5 |
| Emergency phone numbers | 5 |
| Insurance information | 6 |
| Emergency/crisis management team | 6 |

Technological change and political turmoil have altered the administration of off-campus study programs in a manner that early program developers could not have conceived. One must distinguish between real and perceived emergencies. Real emergencies include natural disasters, outbreaks of violence, arrest, injuries, and similar events that pose an immediate threat to students and staff. Perceived emergencies, often viewed more seriously by those at home than those in the overseas program, result from events that are not immediately threatening to the health and safety of students and staff.

Both types of emergencies require a response from the home institution, and that response will be most effective if it is grounded in a well-reasoned master plan. Although no plan will apply to every situation, a common set of factors must be examined in every case. These have been organized below in the form of a checklist that can be used to guide response by Gustavus Adolphus College to emergencies facing a study abroad program.

Note: Gustavus will not allow students to begin a January Interim travel course at a site that is designated by the U.S. State Department as under a travel warning. Students who have been granted approval to study for a semester or year off-campus will be allowed to study in a country under a U.S. Department of State travel warning only in rare exceptions (and additional application procedures apply).

Before a crisis occurs abroad, the Center for International and Cultural Education will:

1. File the names of the study abroad travelers, itineraries, and emergency contact information with the U.S. State Department.
2. Provide faculty leaders of off-campus study programs with contact information at the College in case of emergency.
3. Conduct a training session for all faculty members leading groups of students on off-campus study programs.
4. Regularly review our list of campus, local community, and state agencies and individuals who would be helpful in an emergency.
5. Utilize a set of procedures to review and approve off-campus study experiences.
6. Provide each student with emergency insurance coverage, currently through EIIA and HTH Worldwide.

**Conditions Requiring Crisis Management**

The off-campus **study faculty leader or host provider shall contact the Director** of International and Cultural Education under the following circumstances involving a Gustavus Adolphus participant:

A. Serious illness, injury or death.
B. Emotional or psychological stress that appears to require removal of the participant from the situation or professional attention.
C. A participant being the victim of a crime-theft, assault, rape, harassment, etc. or being accused of committing any crime.
D. Any situation that causes serious concern for the safety of participants, i.e., a political uprising or a natural disaster.

**Immediate Responsibilities of the Faculty Director, Host provider or Student** (in case of incapacity of faculty member):

A. Contacts the appropriate local authorities (i.e., police, US Embassy, medical personnel) to begin the local action necessary to handle the situation.
B. Removes the participant(s) from danger
C. Contacts the Director of International and Cultural Education

The Director of International and Cultural Education is the primary contact for/to parents and with on-site officials. A College official designated by the President (currently the Vice President for Marketing and Communication) will act as the official spokesperson to media sources.

**Responsibilities of the Director of International and Cultural Education**

Upon receiving a call from an off-campus study program faculty (or student) or host provider concerning a serious injury, death or emergency:

1. Begin a log of all calls and activities pertaining to the incident
2. Get the following information from the on-site faculty (or official person):
   a. Name of caller.
   b. Identify individuals involved in the situation.
   c. Brief description of accident, illness or emergency.
   d. Location of caller-address, city, country.
   e. Location of accident or emergency; proximity to Gustavus students.
   f. Phone and fax number where caller can be reached.
   g. Verify that calls have been placed to emergency response services, and will be placed to US Embassy/Consulate if situation warrants.
   h. Information, if any, that has been released to the media.
3. If appropriate, instruct caller to call again after emergency response team and/or law enforcement have arrived.
4. The Director should immediately notify the following in appropriate order of needed response: Dean of Students, Provost, Vice President for Marketing and Communication, President, Director of Counseling Center, Chaplain.
5. Proceed with appropriate steps as suggested below:

**Ill or injured student or faculty member**
Contact EIIA
Contact parents of student or the family of faculty member to apprise them of the situation
Contact the Dean of Students, Provost, President’s office.
Brief official College spokesperson.
Provide for necessary medical care or emergency evacuation.
Contact finance office to make funds available to cover emergency expenses, if necessary. Such expenses are the responsibility of student/parents or the faculty member, but Gustavus will advance funds as needed to assure a timely resolution of the situation.
Consult with College legal counsel as appropriate.

**Death of student or faculty member:**
- Contact EIIA.
- Contact parents of student or family of faculty member.
- Contact the Provost.
- Contact the Dean of Students
- Contact the President and the College Chaplain.
- Contact Counseling Center to begin appropriate counseling for other members of the group.
- Brief the official College spokesperson.
- Consult with College legal counsel as appropriate.

**Student or faculty member with emotional or psychological problems:**
- Ensure that college Counselors are in touch with student(s), faculty to evaluate the situation and make necessary recommendations.
- Contact parents of student or family of faculty member.
- Contact the Provost and/or Dean of Students.

**Student or faculty member is the victim of a crime-theft, assault, rape, harassment, etc. or has been accused of committing a crime:**
- Contact the Provost.
- Contact the Dean of Students.
- Brief the College’s official spokesperson.
- If the incident is between two students of the groups, the Dean of Students has primary responsibility and College policy will apply.
- If the incident is between a Gustavus student and the Gustavus faculty, either the Provost or the Dean of Students will have primary responsibility and College policy will apply.
- If the incident is between a member of the group and an outside party, action taken will depend on legal requirements in the host country and the wishes of the group member.
- Consult with College legal counsel as appropriate.
- Contact local on-site authorities if necessary, for appropriate action.
- Contact parents of student and/or emergency contact as designated by student.

**A real or perceived situation arises that causes serious concern, i.e. a natural disaster, an act of terrorism, or an act of war/political retaliation:**
- Ask host contacts and on-site personnel for detailed answers to the following:
  - What was the target of unrest, if event was political?
  - What is the intensity of the emergency or political unrest?
- 4 -

- Are there military or emergency personnel at the site of the emergency?
- What is the advice of the nearest US Embassy/Consulate?
- What impact, if any, did emergency have on availability of food, water, and medical supplies?
- How able are our students/faculty to travel?
- Is continuation of classes in the best interest of students’ health and safety?

The Director of International and Cultural Education completes the following as indicated by the emergency situation:

☐ Contact US State Department (if incident is abroad)
  - State Department Switchboard: 202-647-4000 (Ask for the Country Desk)
  - Overseas Emergency: 202-647-5225
  - Consular Affairs: 202-647-3600
  - After Hours Duty Officer: 202-647-1512

☐ Call a meeting of the Crisis Management Team, including:

- Dean of Students
- Provost
- Director and Assistant Director of International and Cultural Education
- Vice President for Finance
- Director of Campus Safety
- Vice President for Marketing and Communication
- Director of Student Health Services
- College’s legal counsel, if appropriate

In developing an action plan in response to the specific situation, the group must consider:

- Any immediate measures needed to preserve the health and safety of students and staff;
- The appropriate course of action (dealing with initial student reaction, reiterating appropriate student behaviors, developing a written course of action, and having students acknowledge in writing receipt of such information);
- Developing and assisting with an evacuation plan, if necessary (considering the safety of various modes and routes of travel, the costs of evacuation and the method of meeting those costs, the possibility of reducing the level of threat by dispersing students in small groups to reconvene later in another locale, and available in-country resources) based on advice from US State Department and local program faculty (evacuation, move to Embassy compound, remaining on-site and maintaining low profile, or quarantine);
- Designating an individual to assume responsibility for the situation at the home institution (one person, with backup);
- Developing a communication document to be utilized by all individuals involved (consistency is crucial); remember the privacy of students/staff involved;
- Preparing a list of individuals to be alerted once the entire plan is in place (to include the President, Board of Trustees; Gustavus faculty, staff, and students; parents and family of students abroad);
- Developing a daily communication plan which factors in the people to include, organizations to notify and effective methods of communication to utilize (i.e., website);
- Providing the College’s designated official spokesperson with a daily bulletin until the crisis is over;
- Assessing the impact of the event once ended and documenting all actions taken in a written report;
Developing a response to parents, including notification to all parents and a coordinated response to subsequent telephone calls;

Submitting an action plan to the President of the College for a final decision.

The approved action plan is transmitted to the faculty member.

Responsibilities of the On-Site Faculty Leader

a. Students are gathered and told of the emergency.

b. Students are reminded of behaviors that draw attention to themselves and agree to avoid those behaviors and are asked to report any suspicious persons and packages.

c. If authorized by the crisis management team, students will be given the opportunity to return to the campus or their homes immediately with no financial penalty and with the assurance that an effort would be made to salvage the semester to the extent feasible.

d. If directed by the crisis management team, the faculty member takes added security precautions at the classroom site (including the removal of all U.S. program identification).

e. If directed by the crisis management team, the faculty member maintains daily contact with the Center for International and Cultural Education and provides students with daily bulletins, if appropriate. The faculty also provides counseling and positive feedback to students.

Emergency Phone Numbers

We recommend contacting these offices in this order:

1. Center for International and Cultural Education............... phone: 507-933-7545
   (Office Hours: M-F, 8am-4:45PM Central Daylight Time)......... fax: 507-933-7900

2. CICE after hours mobile phone.......................................................... 507-304-2710

3. Director, Carolyn O'Grady.......................................................... office: 507-933-7545
   home: 507-931-4794
   mobile: 507-304-2710
   email: cogrady@gustavus.edu

4. Assistant Director, Linda Shaw.................................................. office: 507-933-7545
   home: 507-726-2880
   mobile: 507-380-4193
   email: lshaw@gustavus.edu

5. Study Abroad Advisor, Jill Fischer ........................................... office: 507-933-7546
   home: 507-344-1064
   mobile: 507-384-7119
   email: jfsche4@gustavus.edu

6. Interim Provost David Fienen .................................................. office: 507-933-7541
   home: 507-934-5621
   mobile: 507-420-9521
   email: dfienen@gustavus.edu

7. Interim Dean of Students Jeff Stocco ................................. office: 507-933-7526
   home: 507-354-3224
   mobile: 507-720-9072
   email: stocco@gustavus.edu

8. After hours, on-call Dean of Students ................................. mobile: 507-933-7281
Insurance Information

EIIA/AIG
All Gustavus students and accompanying faculty members are covered under Gustavus Adolphus College insurance with American International Group (AIG). Product is administered by Educational and Institutional Insurance Administrators (EIIA), policy #WR10003936 (policy number may change each year). This insurance provides secondary coverage for international emergencies and accidents as well as other benefits. Pre-existing conditions are covered up to a maximum of $1500.
Inside U.S.: 1-800-401-2678
Collect from anywhere else: 01-713-260-5508
Fax number: 01-713-974-3422

HTH Worldwide
Students and accompanying faculty members on Gustavus-run semester or short-term international programs, and other semester and year-long students who choose to add this coverage, are covered under Gustavus Adolphus College insurance with HTH Worldwide, policy # HM-3103-A-09. This insurance will serve as primary health insurance in the host country and will provide medical benefits for injury and sickness and includes coverage for pre-existing conditions and prescription drugs.
Inside U.S.: 1-888-243-2358
Emergency assistance (if calling from outside the U.S.): 01-877-424-4325
Website: HTHstudents.com and HTHparents.com (student login required)

Emergency/Crisis Management Team

Carolyn O’Grady, CICE Director ...........................................Work ..........507-933-7545
Home...............507-931-4794
Mobile ...............507-304-2710
Email..............cogrady@gustavus.edu
Linda Shaw, CICE Assistant Director ........................................Work ..........507-933-7545
Home...............507-726-2880
Mobile ...............507-380-4193
Email..............lshaw@gustavus.edu
Jeff Stocco, Interim Dean of Students ........................................Work ..........507-933-7526
Home...............507-354-3224
Mobile ...............507-720-9072
Email..............stocco@gustavus.edu
Ken Westphal, Vice President for Finance ................................Work ..............507-933-7499
Home...............507-931-1992
Mobile ...............507-382-6796
Email..............kwestpha@gustavus.edu
Gwendolyn Freed, Vice President for Marketing and Communication ........................................Work ..............507-933-6355
Home...............952-836-0901
Mobile ...............507-382-2631
Email..............gfreed@gustavus.edu
David Fienen, Interim Provost ...........................................Work ..........507-933-7541
Home...............507-934-5621
Mobile ...............507-420-9521
Email..............dfienen@gustavus.edu
Ray Thrower, Director of Campus Safety ................................Work ..........507-933-8809
Home...............507-550-4017
Jill Fischer, CICE Study Abroad Advisor

Work: ..............507-933-7546
Home: ..............507-344-1064
Mobile: ..............507-384-7119
Email: ..............jfische4@gustavus.edu
STATEMENT ON SAFETY: Domestic
GUSTAVUS ADOLPHUS OFF-CAMPUS PROGRAMS
Adopted from National Statements of NAFSA (Study Abroad Association) and the IIE (The Institute for International Education)

Gustavus Adolphus College has gained experience in all aspects of operating off-campus programs. Students study in various parts of the United States and the world for one month to one semester. In planning these programs, the concern for safety of our students and faculty is given careful attention. We know there are risks involved in travel. It is therefore important to prepare for both the known and unknown circumstances. The goal is to “manage risk” to the greatest extent possible.

The following are policies and procedures followed by Gustavus Adolphus College and its employees in assessing risks and assuring safety of our students and faculty on off-campus programs. We have also included common sense tips to help you avoid safety-related problems and promote a positive off-campus study experience.

1. An Orientation program is offered for students and faculty to assist in preparation for the off-campus experience. This provides practical health and safety information about the area where the student will study. Personal safety is increased when a student is sensitive to the differences between acceptable and unacceptable behavior, including the areas of traffic and public transportation (subways, trains, buses, cars). Danger most often lies in the area of accidents or personal confrontations.

2. Students on programs without an accompanying Gustavus faculty member are under the supervision of an on-site coordinator, who will assess students’ safety and notify the Center for International and Cultural Education of crises or concerns.

3. In case of a crisis, re-arrangements of travel plans may be necessary and steps would be taken to act accordingly. Informed on-campus personnel and on-site advisers would be included in the decision-making.

4. Information is provided below for participants and their parent/guardians/families regarding when and where Gustavus Adolphus College and employees responsibility ends and the range of aspects of participants’ off-campus experiences that are beyond our control begin. In particular Gustavus Adolphus College:
   a. Cannot guarantee or assure the safety/security of participants or eliminate all risks from off-campus environments.
   b. Cannot monitor or control all the daily personal decisions, choices and activities of individual participants.
   c. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
   d. Cannot assume responsibility for actions or events that are not part of the program or for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
   e. Cannot assure that cultural values and norms will apply in the host environment.
   f. Cannot assure that participants will be free of illness or injury during the off-campus experience.
   g. Cannot assume responsibility for acts and events that are beyond our control.
   h. Cannot ensure local adherence to political correctness and sensitivity, relationships between the sexes, or relations among racial, cultural and ethnic groups.

A realistic assessment by both students and parents of safety risks associated with the off-campus study program is strongly advised. Safety is everyone’s responsibility. Parents, students and the Center for International and Cultural Education all have a role to play in minimizing potential dangers.
STUDENT RESPONSIBILITY FOR SAFETY

We believe that participants have a major impact on their own health and safety through the decisions they make before and during the off-campus program by their choices and behaviors. Participants on Gustavus sponsored programs must:

1. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
2. Read all and carefully consider materials issued or recommended by Gustavus which relate to safety, health, legal, environmental, political, cultural and religious conditions at your program site, prior to departure.
3. Consider personal emotional, physical and mental health, safety and security needs when accepting a place in a program.
4. Make available to Gustavus accurate and complete physical and mental health information and any other personal data which is necessary in planning for a safe and healthy off-campus experience.
5. Obtain and maintain appropriate insurance policies and abide by any conditions imposed by the carriers.
6. Inform parents, guardians and any others who may need to know, about participation in the off-campus program. Provide them with emergency contact information and keep them informed on an ongoing basis.
7. Be aware of local conditions that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals, before, during and after the program.
8. Behave in a manner which is respectful of the rights and well-being of others and encourage others to behave in a similar manner.
9. Keep on-site coordinator and friends informed of where you will be if you leave the program site for any length of time.
10. Understand and comply with the terms of participation, codes of conduct and emergency procedures of the program.
11. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
12. Accept the consequences of your own decisions and actions.

PARENT/GUARDIAN RESPONSIBILITY FOR SAFETY

Parents/guardians/families play an important role in the health and safety of participants by helping them make decisions and influencing their behavior overseas. It is important for parents/guardians to:

1. Be informed about and involved in the decision of the participant to enroll in a particular program.
2. Obtain and carefully evaluate health, safety and security information related to the program.
3. Engage your daughter/son in a discussion of safety and behavior issues, insurance needs and emergency procedures related to the program and the specific site location.
4. Be responsive to requests from Gustavus for information needed regarding your daughter/son.
5. Keep in touch with your son/daughter while they are off-campus.
6. Be aware that the participant rather than the program may most appropriately provide some information.

GENERAL SAFETY
The excitement of travel and the newness of a different environment can make it easy to become careless or distracted. The following suggestions offer no guarantee of safety and are mostly common sense. The idea is to be aware of where you are and what is going on around you at all times.

1. Safety begins with packing. Dress conservatively to blend in.
2. Always travel light. You can move more quickly and will be more likely to have a free hand. You will also be less tired and less likely to set your luggage down, leaving it unattended.
3. Never leave your baggage unattended; it contains everything you own for your program. A thief knows this and will take advantage of even a few seconds of your inattention. This is true no matter where you are—in a hotel, at a train or bus station, in the train or bus, at a restaurant or resting in a park.
4. In preparing for your time off-campus, talk with students who previously participated in your program or are from your program site. Their insights will prove very helpful.
5. Carry the minimum amount of valuables necessary. Protect your valuable documents by putting them in several places rather than a wallet. Carry these in a safe manner to prevent theft.
6. Do not use illegal drugs.
7. Think and act confidently and self assured. Be purposeful when you move about and do not look like a victim. Avoid flashy dress, jewelry, luggage, or conspicuous behavior which would draw attention to you.
8. Avoid demonstrations, especially in politically volatile areas. What appears peaceful can suddenly become a dangerous situation, and you could be caught in the middle. Read the local newspaper and learn about the issues of the area.
9. Travel with a companion at night and stay in populated, well-trafficked areas. Do not travel to areas which the program host has labeled as “unsafe.” Use common sense if confronted with a dangerous situation. At times it may be best to attract attention by screaming or running. Yet, if confronted by superior or armed force, it may be best to not fight attackers, but give up valuables. Your personal safety is far more important than any property. In some areas it may be important to have a male companion in the group.
10. Try to avoid arriving in unknown areas at night. If you must arrive at night make sure you have already made sleeping arrangements.
11. Plan where you are going in advance and be aware of your surroundings. This is not paranoia—it’s good common sense. You know what feels comfortable and what doesn’t. If your instincts tell you a situation is uncomfortable, trust them and move along. If you become lost, ask directions from individuals in authority (police, store owners, etc.)
12. Taking photos of police or military installations is usually prohibited - your camera can be confiscated.
13. Do not swim at an unfamiliar beach unless you are positive it is safe. Watch the waves and the other swimmers. There can be some dangerous undertows. Beaches can also be contaminated, which only the locals might know. If no one is in the water, think twice.
14. Stay healthy by eating well and getting sufficient rest. If you become ill, take care of yourself by getting the proper care. Don’t be afraid to visit a doctor or hospital.
15. Watch for anyone following you or loitering and observing your comings and goings. Keep a mental note of safe places, such as hotels, hospitals, police stations, etc.

**RESIDENCE SAFETY**

1. Keep your hotel/residence doors locked when you are there and when you leave.
2. Do not open your door to people you don’t know and don’t give your room number to persons you don’t know well. Meet visitors in the lobby. Let someone know when you expect to return, especially if you will be out late at night.
3. Know your exit options (stairways and exit doors).
4. If you are alone, do not get on an elevator if there is a suspicious-looking person inside.
5. Keep valuables in a safe place. When in doubt, carry money and valuables with you.
6. Close curtains after dark and lock ground floor windows.

TRANSPORTATION SAFETY
1. Learn the traffic signals and patterns when you arrive in a new area, even if you are not driving.
2. If you are riding with a driver you feel is putting you at risk, ask to get out at the nearest safe place.
3. Lock taxi doors if possible, especially at night in unfamiliar cities.

AIRPORT SAFETY
1. Arrive early, check in with your airline as soon as possible and proceed immediately through security clearance. Usually, all shops and services available in the non-secure area will also be available once you have passed through the security check.
2. Consult the airlines for specific rules regarding what is allowed in luggage due to new safety regulations.
3. Put your name and address inside and outside each piece of luggage. Bright or fluorescent string or tape around your luggage will make it easier to find. Make sure you receive a claim check for EACH piece of luggage you check.
4. Do not make jokes about terrorism or hijacking. You may find that you are the object of unwanted attention. Respond to all questions asked by security personnel seriously and honestly.
5. NEVER carry packages or letters for strangers or agree to watch a stranger’s luggage.
6. Do not carry on your person, or in your hand-luggage, anything that could be regarded as a weapon.
7. On the plane, check under your seat and in overhead baggage compartments. Report anything suspicious to flight personnel.
8. Machines that sell flight insurance can be a waste of time and money. They sell policies that pay family or friends in the event of a plane crash. Check with your family’s insurance agent; you and your belongings are probably already covered.

WATCH OUT FOR THIEVES
1. Pickpockets usually do not work alone. Be aware of distractions by strangers, as the “lift” often follows.
2. If any of your possessions are lost or stolen, report the loss immediately to the police and other appropriate authorities. Keep a copy of the police report for insurance claims. Traveler’s Checks must be reported within 24 hours.
3. It is important to be aware that some people make a living of preying upon honest people. Follow your instincts with casual friendships—they are not always what they seem to be.
4. If someone tries to take your purse, backpack, or other property by force, let them have it. Your personal safety is far more important than any property.
5. A camera is the most often lost or stolen item on an off-campus program. Be especially careful not to leave the camera in a taxi, hotel room, or on a bus. Carry your camera inconspicuously.

Again, following these safety precautions will not GUARANTEE your safety, but they reduce your chances of problems.
STATEMENT ON SAFETY: International
GUSTAVUS ADOLPHUS OFF-CAMPUS PROGRAMS
Adopted from National Statements of NAFSA (Study Abroad Association)
and the IIE (Institute for International Education)

Gustavus Adolphus College has gained experience in all aspects of operating off-campus programs. Students study in various parts of the United States and the world for one month to one semester. In planning these programs, the concern for safety of our students and faculty is given careful attention. We know there are risks involved in travel. It is therefore important to prepare for both the known and unknown circumstances. The goal is to “manage risk” to the greatest extent possible. The following are policies and procedures followed by The Center for International and Cultural Education in assessing risks and assuring safety of our students and faculty on off-campus programs. We have also included common sense tips to help you avoid safety-related problems and promote a positive off-campus study experience.

It is important to have a comparative perspective of the United States and the world. The United States is known around the world as a comparatively dangerous country. Our street crime statistics back up this view. No country has as many guns or gun-related injuries and deaths. U.S. drug and alcohol abuse is among the highest in the world. Although international visitors come in great numbers to visit the United States, many arrive concerned about what they think they will find. Yet, the perception is often that life at home is safer than life “over there.” U.S. media coverage of the rest of the world focuses on overseas political upheavals, violent strife, and natural disasters, rather than on positive political and social developments or on the richness and human warmth of life as it is actually lived. Students who study abroad often comment on how “normal” life seems abroad, in spite of cultural differences. This discovery comes when you can look past the stereotypes and misperceptions and see people and cultures with your own eyes.

The following are policies and procedures followed by Gustavus Adolphus College and its employees in assessing risks and assuring safety of students and faculty on off-campus programs. We have also included common sense tips to help avoid safety-related problems and promote a positive study abroad experience.

1. An orientation program is offered for students and faculty to assist in preparation for the off-campus experience. This provides practical information about other cultures and countries. It teaches attitudes and skills which aid in understanding and interacting. Personal safety is increased when a student is sensitive to the difference between acceptable and unacceptable behavior in a different culture, including the areas of traffic and public transportation (trains, buses, cars). Danger more often lies in personal confrontations or accidents than in international political instability.

2. Faculty leading Gustavus programs are required to attend a series of orientation sessions led by staff of the Center for International and Cultural Education designed to assist faculty members in dealing with health and safety issues which might arise on off-campus programs. They are requested to call, e-mail or fax the International Education Office immediately should there be concern for the group’s safety. All Gustavus students are registered with the appropriate US Embassy/Consulate when studying abroad.

3. Students on programs without a Gustavus faculty member are under the supervision of an on-site coordinator, who will assess students’ safety and notify us of crises or concerns. Gustavus Adolphus College has strong relationships with many respected institutions and individuals in the United States and abroad.
4. In case of a crisis, re-arrangements of travel plans may be necessary and steps would be taken to act accordingly. Informed on-campus personnel, State Department personnel, and on-site advisers would be included in the decision-making. The Center for International and Cultural Education has access to immediate international information over the Web. Each student and parent receives a copy of the crisis management plan and an emergency card.

5. Information is provided below for participants and their parent/guardians/families regarding when and where Gustavus Adolphus College and employees responsibility ends and the range of aspects of participants’ off-campus experiences that are beyond our control begin. In particular Gustavus Adolphus College:
   a. Cannot guarantee or assure the safety/and or security of participants or eliminate all risks from the study abroad environments.
   b. Cannot monitor or control all the daily personal decisions, choices and activities of individual participants.
   c. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
   d. Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
   e. Cannot assume responsibility for the actions or events that are not part of the program or for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
   f. Cannot assure that home-country cultural values and norms will apply in the host country.
   g. Cannot assure that participants will be free of illness or injury during the abroad program.
   h. Cannot assume responsibility for acts and events beyond our control.
   i. Cannot ensure local adherence to US norms of due process, individual rights, political correctness and sensitivity, relationships between the sexes, or relations among racial, cultural and ethnic groups.

A realistic assessment by both students and parents of safety risks associated with any area of the world is strongly advised. Safety is everyone’s responsibility. Parents, students and the Center for International and Cultural Education all have a role to play in minimizing potential dangers.

**STUDENT RESPONSIBILITY FOR SAFETY**

We believe that participants have a major impact on their own health and safety through the decisions they make before and during the abroad program by their choices and behaviors. Participants on Gustavus sponsored programs must:

1. Assume responsibility for all the elements necessary for personal preparation for the program and participate fully in orientations.
2. Read all materials issued or recommended by Gustavus which relate to safety, health, legal, environmental, political, cultural and religious conditions in host countries, and prior to departure.
3. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural and political situations.
4. Consider personal emotional, physical and mental health and safety needs when accepting a place in a program.
5. Make available to Gustavus accurate and complete physical and mental health information and any other personal data which is necessary in planning for a safe and healthy study abroad experience.
6. Report any emergencies or concerns FIRST to faculty directors or on-site coordinators.
7. Obtain and maintain appropriate insurance policies and abide by any conditions imposed by the carriers.
8. Inform parents/guardians/families and any others who may need to know, about participation in the study abroad program. Provide them with emergency contact information and keep them informed on an ongoing basis.
9. Understand and comply with the terms of participation, codes of conduct and emergency procedures of the program.
10. Learn the culture and laws of the country in which you will study. Comply with local codes of conduct and obey host-country laws. Americans are NOT immune to local law.
11. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals, before and/or during the program.
12. Behave in a manner which is respectful of the rights and well-being of others and encourage others to behave in a similar manner.
13. Accept the consequences of your own decisions and actions.
14. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
15. Become familiar with the procedures for obtaining emergency health and legal system services in the host country.
16. When traveling to countries beyond your program site for more than a week, register upon arrival at the US consulate or embassy having jurisdiction over the location.
17. Inform the Resident Director, host family or foreign university official where you are studying as to how to contact you in an emergency. If you travel, even if only overnight, leave your itinerary.
18. Know and obey local laws. Laws and systems of justice are not universal. Do not assume that because something is legal in the US, it is legal abroad.

PARENT/GUARDIAN RESPONSIBILITY FOR SAFETY

Parents/guardians/families play an important role in the health and safety of participants by helping them make decisions and influencing their behavior overseas. It is important for parents/guardians to:
1. Be informed about and involved in the decision of the participant to enroll in a particular program.
2. Obtain and carefully evaluate health, safety and security information related to the program, as provided by Gustavus and when necessary from the Center for Disease Control, the U.S. State Department and other sources.
3. Engage your daughter/son in a thorough discussion of safety and behavior issues, insurance needs and emergency procedures as related to the program.
4. Be responsive to requests from Gustavus for information needed regarding your daughter/son.
5. Keep in touch with your son/daughter via letters while they are abroad.
6. Be aware that the participant rather than the program may most appropriately provide some information.

GENERAL SAFETY

The excitement of travel and the newness of the environment can make it easy to become careless or distracted. The following suggestions offer no guarantee of safety and are mostly common sense. The idea is to be aware of where you are and what is going on around you at all times.
1. In preparing for your time abroad, talk with students from the places you intend to study. Their insights will prove very helpful.
2. Safety begins with packing. Dress conservatively. Short skirts and tank tops may encourage unwanted attention. Avoid the appearance of affluence.
3. Always travel light. This enables you to move quickly. You will be less tired and less likely to set your bags down. Never leave your baggage unattended; it contains everything you own. A thief knows this and will take advantage of even a few seconds of your inattention. This holds true no
matter where you are—in a hotel, at the train station, in the train or bus, at a restaurant or resting in a park.

4. Protect your valuable documents. Carry them in a money belt or neck wallet at all times. Wear them under your clothing.

5. Do not agree to meet a person whom you do not know in a secluded place. Be aware that sometimes people from other cultures tend to mistake the friendliness of Americans for romantic interest.

6. Do not use illegal drugs. This has been said many times before. You are subject to the laws of the country in which you are traveling. Hundreds of American travelers end up in foreign jails each year as a result of carrying, using or being suspected of using drugs. There is little the American embassy can do on your behalf in these cases and the laws in many countries are more severe than at home. It just isn’t worth the risk.

7. Think and act confidently and self assured. Be purposeful when you move about and do not look like a victim. Avoid flashy dress, jewelry, luggage, or conspicuous behavior which would draw attention to you.

8. Do not participate in demonstrations, especially in politically volatile countries. Read the local newspaper and learn about potential civil unrest. What appears peaceful can suddenly become a dangerous situation, and you could be caught in the middle.

9. Travel with a companion at night and stay in populated, well-trafficked areas. Do not travel to areas of a city or country which the program host has labeled as “unsafe.” Use common sense if confronted with a dangerous situation. At times it may be best to attract attention by screaming or running. Yet, if confronted by superior or armed force, it may be best to not fight attackers, but give up valuables. Your personal safety is far more important than any property. In some countries it will be important to have a male companion in the group.

10. Try to avoid arriving in unknown towns at night. If you must arrive at night, make sure you have reserved accommodations.

11. Plan where you are going in advance and be aware of your surroundings. This is not paranoia—it’s good common sense. You know what feels comfortable and what doesn’t. If your instincts tell you a situation is uncomfortable, trust them and move along. If you become lost, ask directions from individuals in authority (police, merchants, etc.).

12. Use banks and authorized money exchanges. Do not exchange on the black market or on the streets. Learn currency prior to arrival in a country to keep from being a target as you use money.

13. Taking photos of police or military installations is usually prohibited—your camera can be confiscated. Watch for the sign of a camera with a line through it, which means “Don’t take pictures.”

14. Do not swim at an unfamiliar beach unless you are positive it is safe. Watch the waves and the other swimmers. There can dangerous undertows even at marked beaches. Beaches can also be contaminated, which only the locals might be aware of. If no one is in the water, think twice.

15. Stay healthy by eating well and getting sufficient rest. If you become ill, take care of yourself by getting the proper care. Don’t be afraid to visit a doctor or hospital because you don’t speak the local language. Usually there is someone who speaks English.

16. Watch for anyone following you or loitering and observing your comings and goings. Keep a mental note of safe places, such as hotels, hospitals, police stations, etc.

**RESIDENCE SAFETY**

1. Keep your hotel/residence doors locked when you are there and when you leave.

2. Do not open your door to people you don’t know and don’t give your room number to persons you don’t know well. Meet visitors in the lobby. Let someone know when you expect to return, especially if you will be out late at night.

3. Know your exit options (stairways and exit doors)
4. Keep valuables in a safe place - this may be different for each place you stay. When in doubt, carry money and valuables with you.
5. In many countries it is customary that people will offer their apartments for rent at the train station by holding up “Room for Rent” signs. This is not always a safe option.
6. Close curtains after dark and lock ground floor windows.
7. If you are alone, do not get on an elevator if there is a suspicious looking person inside.

TRANSPORTATION SAFETY
1. Learn the traffic signals, patterns and signs when you arrive in a country (or before if possible), even if you are not driving.
2. Many countries drive on the opposite side of the road than the U.S. Be aware of our natural reaction to look to the left and then right. This is reversed in the countries which drive on the other side.
3. If you are riding with a driver you feel is putting you at risk, ask to get out at the nearest safe place.
4. Bus accidents do happen. Be aware of the road conditions when and make appropriate decisions.
5. Take only taxis clearly identified with official markings and when you get in note the cab number. Beware of unmarked cabs. Lock taxi doors if possible, especially at night in strange cities. Settle on a price before leaving and pay while in the taxi. Don’t share personal information with the taxi driver.
6. Well organized, systematic robbery of passengers on trains along popular tourist routes is a serious problem. It is most common at night and especially on overnight trains. If you see your way being blocked by a stranger and another person is very close to you from behind, move away.
7. Where possible, lock your compartment, especially at night. If it cannot be locked securely, take turns sleeping. If you must sleep unprotected, tie down your luggage, put your valuables in your hidden money belt and sleep on top of your belongings.
8. Do not accept food or drink from strangers. Criminals have been known to drug food or drink offered to passengers.
9. As stated in the Policies and Procedures for Gustavus Adolphus off-campus programs: There is risk involved in operating any motor vehicle. It is strongly recommended that students do not operate a motor vehicle in another country.

AIRPORT SAFETY
1. Arrive early and check in with your airline as soon as possible and proceed immediately through security clearance. All shops and services available in the non-secure area will also be available once you have passed through the security check.
2. Consult the airlines for specific rules regarding what is allowed in luggage due to new safety regulations.
3. Put your name and address inside and outside each piece of luggage; bright or fluorescent string or tape around your luggage will make it easier to find. Make sure you receive a claim check for EACH piece of luggage you check. Make certain the airport listed on the claim check is your destination.
4. Do not make jokes about terrorism of hijacking, or you may find that you are the object of unwanted attention. Respond to all questions asked by security personnel seriously and honestly. Be aware of what you discuss with strangers or what may be overheard by others about your travel plans.
5. NEVER carry packages or letters for strangers or agree to watch a stranger’s luggage. Be watchful for suspicious abandoned packages and briefcases. Report them to airport security and leave the area.
6. Do not carry on your person, or in your hand-luggage, anything that could be regarded as a weapon. Matches and lighters are forbidden in baggage. Metal objects in your suitcase may activate security devices, causing delays in the arrival of your luggage.

7. On the plane, check under your seat and in overhead baggage compartments. Report anything suspicious to flight personnel.

8. Machines that sell flight insurance can be a waste of time and money. They sell policies that pay family or friends in the event of a plane crash. Check with your family’s insurance agent; you and your belongings are probably already covered.

9. When landing in airports abroad, don’t be surprised if you see military guards and police carrying guns or automatic weapons. They are there to protect you.

SAFETY IN CITIES
1. When possible, avoid places frequented by large numbers of Americans, especially military personnel. This would include fast food restaurants and other American chain stores.

2. Many students dress in a way that immediately identifies them as American. It’s important to realize that this can bring you unwanted attention. College or fraternity sweatshirts, baseball caps, and white athletic shoes worn for non-athletic events will highlight the fact that you are American. You may decide to wear a college sweatshirt with hopes that other Americans will introduce themselves—but you can always meet Americans in America.

WATCH OUT FOR THIEVES
1. Beggars may approach you with children. They may offer to carry your bags. Some beggars are in genuine need but others make as much as several hundred dollars a day. Giving money is a personal decision, but use common sense. If you are hassled or uncomfortable in a situation, speak angrily in a language that neither of you understand. This will break communication, an essential element in their asking for money.

2. Pickpockets usually do not work alone. Be aware of distractions by strangers, as the “lift” often follows.

3. Sometimes children in at train stations or in cities will wave cardboard signs to confuse you, and then swarm around you to relieve you of your possessions. Yell at them and swing whatever is in your hand to scare them away. They use their age to hide their intentions of thievery.

4. If any of your possessions are lost or stolen, report the loss immediately to the police and other appropriate authorities. Keep a copy of the police report for insurance claims and an explanation. Traveler’s check loss must be reported within 24 hours.

5. It is important to be aware that some people make a living of preying upon honest people. Follow your instincts with casual friendships—they are not always what they seem to be.

6. If someone tries to take your purse, backpack, or other property by force, let them have it. Your personal safety is far more important than any property.

7. A camera is the most often lost or stolen item on off-campus programs. Be especially careful to not leave the camera in a taxi, hotel room, or on a bus. Carry your camera inconspicuously.

Again, following these safety precautions will not GUARANTEE your safety, but they reduce your chances of problems.
Appendix E
Faculty Forms

1. Faculty Safety Protocol
2. Incident Report Form
3. Liability Forms – Accompanying Persons
4. Application and Guidelines – Program Development Funds
5. Faculty Director Application
6. Guidelines for January Interim Reports
Faculty Safety Protocol for January International Travel Courses

The purpose of this protocol is to improve safety for faculty/staff who are involved in credit-bearing Gustavus international travel courses and other international travel activities that fall under the Division of Academic Affairs.

1. **In-Country Providers.** Faculty/Staff leaders are required to use a provider approved by the College. Exceptions must be approved by the Interim Term Office (Dean) and Center for International and Cultural Education. (A provider is defined as an organization that provides travel services and can assist in the event of an emergency and/or evacuation.)

2. **Emergency Contact.**
   a. Leaders must provide the Center for International and Cultural Education with a daily itinerary. If leaders utilize an on-site provider, the CICE must be given their contact number(s) and the providers must be familiar with the daily itinerary and location of the Gustavus group (i.e., institutions, hotels, and travel agencies).
   b. Leaders are required to submit a communication plan and to carry a cell-phone. The Center for International and Cultural Education will provide cell phones and leaders are expected to check daily for incoming messages.
   c. All international travel courses must be led by a faculty leader and a back-up person approved by the Center for International and Cultural Education (if there is no co-instructor). The back-up person may be an individual who works for an on-site provider.
   d. **It is the responsibility of leaders to report all serious events that affect the health and safety of the leader(s) and students within 24 hours or as soon as reasonably possible.** These include, but are not limited to, natural disasters, outbreaks of violence/crime (theft, assault, rape, harassment, arrest, etc.). Please see the Crisis Management Plan for full details.
   e. Deviations from the course itinerary that affect the college's ability to contact the class should be reported to the Center for International and Cultural Education.

3. **Pre-departure Meeting.** Pre-departure meetings between the faculty/staff leader and the Center for International and Cultural Education are mandatory. In the event that the faculty/staff leader is unable to attend the pre-departure meeting, the CICE will schedule an alternative meeting.

4. **Failure to Comply.** As a leader, I agree to abide by the policies defined here regarding safe travel. I understand that failure to do so may, pending review, prevent me from offering and/or participating in any international travel courses at Gustavus subsequently.

Signature ________________________________ Date __________________

Course Title ________________________________
Gustavus Adolphus College Off-Campus Study

Program Incident Report

Please fill out this form as completely as possible. This form will serve as the college’s record of what transpired. Attach extra sheets as necessary and any documentary evidence. Fax a copy of the report to the Center for International and Cultural Education (at (507) 933-7900 as soon as possible. Submit the original report and all supporting materials to the CICE within two weeks following the end of the program.

<table>
<thead>
<tr>
<th>Date of incident</th>
<th>Location of incident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time of incident</th>
<th>Were you present?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of participant involved (please use a separate form for each participant):

____________________________________________________________________________________

Name(s) of other individuals involved:

____________________________________________________________________________________

Brief description of what happened:

____________________________________________________________________________________

____________________________________________________________________________________

If you did not witness the incident, who provided this description? (Please list all names.)

____________________________________________________________________________________

____________________________________________________________________________________

If you were not present, when were you informed?

____________________________________________________________________________________

What actions did you take?

____________________________________________________________________________________

____________________________________________________________________________________

If the participant was transported to a hospital or clinic, please provide the name of the facility, its address and phone and fax numbers:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

List the names and phone numbers of physicians who examined or treated the participant.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
List the exact names and prescription numbers of any medications prescribed to the participant. (Please keep all packaging and inserts).

________________________________________

________________________________________

Was the participant conscious and, in your opinion, capable of making informed judgements about his/her medical treatment? __________________________

________________________________________

If the participant was not capable of making medical decisions, who made any decisions? __________________________

________________________________________

What, if any, follow-up care was recommended? __________________________

________________________________________

Were the police or legal authorities notified of the incident or present at the scene? __________________________

List the names and phone numbers of responsible legal authorities present or involved in the resolution of the incident. __________________________

________________________________________

If the incident occurred outside the U.S., was the embassy notified? __________________________

If so, by whom? __________________________

List the names and phone numbers of consular officials involved in handling this incident:

________________________________________

________________________________________

________________________________________

List the dates and times of contact with Gustavus College staff:

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Signature  Title  Date
Gustavus Adolphus College
Accompanying Persons on Off-Campus Programs
Policies and Guidelines

I. Introduction

Gustavus Adolphus College has supported the inclusion of accompanying persons on sponsored, credit-granting off-campus programs, including spouses/partners, children, and College employees who do not have a formal role in the program. To ensure safety for all, and the best academic experience for students, we need to clearly articulate policies and guidelines.

Off-campus study is, first and foremost, academic in nature and should never be designed to accommodate the needs of ancillary individuals who are not part of the academic and intercultural experience and who should not interfere with the function of the off-campus program in any way.

Since each course differs in time spent at a location, amount of travel, and daily schedule, and families differ greatly, from number and ages of children to individual personalities and their ability to adjust to travel, faculty directors must carefully consider whether it is appropriate for accompanying persons to join the program.

II. Policies for Accompanying Persons

A. General Policies

1. Faculty directors of off-campus study programs must seek approval from the Director of the Center for International and Cultural Education for inclusion of accompanying, non-instructional persons on the program.
2. Faculty directors must provide a written statement at least ninety days before departure to the Center for International and Cultural Education, outlining their plans to invite accompanying persons, including names, ages, relationship, and dates on the program. The statement must include a description of steps taken to ensure how these persons will not disrupt the students' learning experience (both academic and intercultural).
3. Financial Obligation and Arrangements
   a. All travel and onsite expenses for accompanying persons must be paid by the faculty director. Arrangements pre-departure will be made with the CICE finance manager.
   b. Program funds may not be used to pay for accompanying persons (unless one of those persons is designated as the official course back-up person). This information must be made transparent for all those involved in the program, especially the students, so there is no misunderstanding that student program fees are in any way subsidizing non-participants.
   c. Accompanying persons may share the faculty director’s accommodation, provided that the cost is based on the room, and not per person. Additional rooms and per person cost is the responsibility of the accompanying person.
   d. Arrangements are not primarily made to accommodate the needs of accompanying persons. All arrangements are made with the understanding that
this is an academic program designed to meet the needs of the students and the faculty director.
e. Accompanying persons are not permitted to share accommodations with students.

4. Program directors are responsible for obtaining passports and visas for all accompanying persons.

5. All accompanying persons must have adequate health insurance (medical expenses and evacuation and repatriation) during off-campus travel, including overseas insurance coverage and process for reimbursement. Additional liability insurance for accompanying persons should be considered. Any accompanying person(s) who becomes ill or requires medical evacuation (and is not the designated back-up or co-instructor) is responsible for these costs. Such an event will be managed insofar as it is feasible so that it does not negatively impact the student experience.

6. Students must be informed of any accompanying persons at the earliest pre-departure orientation meeting. Expectations of involvement and interaction should be clear to all participants.

B. Additional Policies for Spouses/Partners

1. A spouse/partner who has not been designated the official back-up person may accompany the faculty director for the duration of the program or a significant portion of the program as long as it does not interfere with the director’s duties to the course and students.

2. Spouses/partners who are not the official back-up person should understand that their primary role on the off-campus program is that of spouse/partner and/or caretaker of any dependent children also accompanying the director.

3. For liability purposes, it is important that spouses, whether designated as the official back-up person or not, do not assume responsibilities related to the academic program (e.g. taking roll, monitoring tests, managing program funds, grading, etc.).

4. Spouses/partners must sign the Liability, Release, Waiver, Discharge and Covenant Not to Sue for Non-Student Adults Accompanying Gustavus Faculty.

C. Additional Policies for Dependents

1. The faculty director’s children or legal dependents under the age of 18 may accompany the faculty member for the duration of the program or for a significant portion of the program as long as it does not interfere with the director’s duties to the program and students.

2. For children under 16 years old, a second adult is required to exclusively care for the child(ren). Other faculty members involved with the program should not be asked to serve as a caretaker. A spouse/partner who is the back-up for the course (with responsibility to the enrolled students) should not also be responsible for child care.

3. Hiring participating students for child care purposes is not acceptable. Doing so creates a dual relationship between professor and student, with potential for conflict of interest.

4. Grandchildren, nephews, and nieces who are not a faculty director’s legal dependents are not considered dependents, but rather extended family. They are not permitted to accompany the program unless they are enrolled as students in the program.

5. Parents/guardians must sign the Liability, Release, Waiver, Discharge and Covenant Not to Sue for Non-Student Minors Accompanying Gustavus Faculty.
III. Suggested Guidelines for Accompanying Persons

Before you invite accompanying persons on your short-term program, as well as when you prepare for the program's departure, please consider these guidelines.

General Guidelines

- Accompanying persons should be adequately prepared for the program, just like your students. What can they expect regarding travel? What cultural resources are available? How will they prepare for a different language?
- If you have organized a group check-in at the airport, accompanying persons should check in separately - either before or after your group. This allows program directors to focus on students' questions and excitement, as well as to meet their parents.

Suggestions/Questions Regarding Accompanying Children

- How does your child deal with routine and transitions? How will travel affect children in regard to their routine and what obstacles need to be considered? What portions of the routine from home can be transported, maintained, and/or adapted for travel?
- What kind of foods or dietary changes need to be addressed? What will you do with a picky eater?
- How will you handle the potential disruption of the child's routine, especially on days when the course moves (e.g. travel days)? How will you handle unexpected behavior from your child, especially if the child is near the student group?
- Spouses/partners should be prepared to be a single parent for a significant portion of the course, especially if you maintain a shared-parenting model at home. Depending on the course, directors may be busy in the evenings with student dinners, reflection or debriefing meetings or events.
LIABILITY RELEASE, WAIVER, DISCHARGE
AND COVENANT NOT TO SUE
For Non-Student Adults Accompanying Faculty Members

This is a legally binding Release executed by ___________________________(Full legal name of non-student adult) whose address is _________________ to Gustavus Adolphus College, 800 W. College Avenue, St. Peter, MN.

1.0 I, the undersigned, request that I be permitted to accompany ___________________________(name of faculty member) (the “Faculty Member”), who is participating as a faculty director, in the Off-Campus Program (“Program”) during __________________ (month/year). I understand and hereby acknowledge that my ability to accompany the Faculty Member on the Program is wholly voluntary, and that if I do not sign this document, and agree to its terms, I will not be permitted to accompany the Faculty Member on the Program.

2.0 In consideration of being permitted to accompany the Faculty Member on the Program, I release, waive, forever discharge, and covenant not to sue the College, the Host Institution, its governing boards, officers, agents, employees, and students (“Releasees”), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature which I may have or which may hereafter accrue, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the College or otherwise, while I am in, on, upon, or in transit to or from the premises where the Program occurs or is being conducted.

3.0 I have signed this “Release, Waiver, Discharge and Covenant Not to Sue” in full recognition and appreciation of the dangers, hazards, and risks of such activities, which dangers include but are not limited to serious or even mortal injuries and property damage as well as criminal prosecution for my actions. These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances and local medical and weather conditions. I understand that these and other risks are further described in the U.S. Department of State Consular Information Sheet and Travel Warning for the country or countries to which I will be traveling. I have accessed the applicable Information Sheet(s) and Travel Warning(s) at http://travel.state.gov/travel/. I further understand that domestic travel also involves risks that in some circumstances are similar to those presented by international travel. I understand that my housing may be located in an area that is dangerous to my personal health and safety. I understand that there are unascertainable risks of a pandemic and that I may be subject to quarantine while traveling internationally or within the United States. I further attest that I have fully considered the aforementioned risks and hazards, and agree that I have individually assumed the risks involved with this Program.

4.0 I understand and agree that Releasees do not have medical personnel available at the location of the Program. I understand and agree that Releasees are granted permission to authorize emergency medical treatment if necessary and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

5.0 It is my express intent that this release and hold harmless agreement shall bind the members of my family and spouse, if I am alive, and my family, estate, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a “Release, Waiver, Discharge and Covenant Not to Sue” the above-named Releasees. I further agree to save and hold harmless, indemnify,
and defend Releasees from any claim by me, or any other person or entity, arising out of my accompanying the Faculty Member on the Program.

6.0 In signing this Release, I acknowledge and represent that I have fully informed myself of the contents of this Release of liability and hold harmless agreement by reading it before I sign it, and that I have reviewed it, and understand what it means and that I sign this document as my free act and deed. No oral representations, statements, or inducements, apart from the foregoing written statement, have been made. I further state that there are no health-related reasons or problems which preclude or restrict my accompanying the Faculty Member on this Program, and that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me.

7.0 I further agree that this Release shall be construed in accordance with the laws of the State of Minnesota. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release, the validity of the remaining portions shall not be affected thereby.

I further state that I am fully competent to sign this Agreement and that I execute this Agreement for full, adequate, and complete consideration fully intending to be bound by the same.

IN WITNESS WHEREOF, I have executed this Release this ____ day of ____________, 200__.

THIS IS A RELEASE OF LEGAL RIGHTS. READ BEFORE SIGNING.

ADULT PARTICIPANT

________________________________________
(Name)

________________________________________
(relationship to Faculty Member)

________________________________________
(Signature)
A request for funding a site visit from Gustavus to an off-campus site can be made for one or more of the following reasons:

A. To begin steps to pilot a new program;
B. To get faculty, staff, and/or administrators to a site to become familiar with the operation/individuals/institutions in hopes of building a stronger connection between the campus and the off-campus site for purposes of program support, student recruitment;
C. To check on the progress of students/program at a particular site either as a part of an established periodic assessment program or as the result of a perceived need to examine a program in greater detail;
D. To strengthen the ties between the campus and the off-campus individuals/programs/institutions.

Please complete the following form by answering in the space provided or by attaching your answers on a separate sheet. Return to the Director, Center for International and Cultural Education.

Name:

Name of off-campus program to be visited:

Your relationship to this program:  
______ Program Director  
______ Instructor  
______ Developer  
______ Other

Site(s) to be visited and purpose for visit. Please include how this fits into the long range plan of the program:

Proposed time period for the visit:

Promoting the integration of off-campus studies with the on-campus effort to achieve a global perspective should be a consideration for all proposals. Applicants for funds who are considering a new program should explain how the new program would expand or complement existing on or off campus programs. Describe any consultations you have had with colleagues in the relevant discipline(s) and foreign language departments and with area specialists.
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$__________</td>
</tr>
<tr>
<td>(Hotel, ground transportation,</td>
<td></td>
</tr>
<tr>
<td>incidentals)</td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$__________</td>
</tr>
<tr>
<td>Other funding being used</td>
<td></td>
</tr>
<tr>
<td>TOTAL REQUESTED</td>
<td>$__________</td>
</tr>
</tbody>
</table>

Comments/recommendation of Department or Interdisciplinary Program Chair:

Applicant for Funds

Program Director/Advisor (For semester or year programs only)

Department or Interdisciplinary Program Chair

Director of Center for International and Cultural Education

PLEASE NOTE: Applicants who have been given approval for a site visit will be asked to submit upon return a brief report to the Director of the Center for International and Cultural Education, including costs incurred and issues discussed which relate to the off-campus program.
APPLICATION FOR
FACULTY DIRECTOR
Gustavus Adolphus College faculty directed Programs

Information requested below should be submitted to the Director of International & Cultural Education:

• Name of the faculty director applicant
• Program for which you are applying
• Year(s) for which you are applying

GENERAL INFORMATION
1. Why are you interested in the program and the specific geographic areas?
2. What are your relevant qualifications and background for the position?
3. Why would this particular year be a good one for you to lead the program? Would it be possible for you to take a program at another time?
4. Will you be available for recruitment, orientation, and re-entry the academic year preceding the program and the semester following the program? If no, explain.
5. What arrangements will your department make to replace you during your period of absence from the College?

ACADEMIC CONSIDERATIONS
1. What is the course you propose to teach and how will it coordinate with the other courses in the program?
2. What resources are currently available to you, or that you hope to explore for the development of your course?
3. What are the advantages of teaching your course in the host country(ies)?
4. How would your course help students understand the cultures visited as well as their own American culture?

PROFESSIONAL DEVELOPMENT CONSIDERATIONS
1. In what ways will this program serve as professional development for you? How do you expect this program to enhance your courses or research when you return to campus?
2. How will your participation strengthen the on-campus curriculum and programs, as well as the international studies programs themselves?
3. How do you envision your on-going participation in the area of international education?

QUESTIONS/TOPICS TO CONSIDER IN PREPARING FOR THE INTERVIEW:
The following questions need not be addressed in the written application but should be given some thought. They may be raised in the interview.

LEADERSHIP CONSIDERATIONS:
Describe your leadership style.
Describe your style of inter-personal communication.
PROGRAM DETAILS AND LOGISTICS:
What is your previous experience and/or aptitude for handling travel arrangements and other logistical details?
How prepared are you to meet with officials and representatives of universities, religious organizations and other institutions?

RELATIONSHIP WITH STUDENTS:
What qualities would you look for when interviewing students?
What expectations would you have of students, before, during, and following the program?

What is your current involvement with students on or off campus (teacher, adviser, etc.)?
Show how these involvements have benefited you and will help you to establish and maintain rapport with students in an intensive learning/experiential program over the five months.

What might you anticipate as potential problem areas with a group of students on this sort of program? Briefly, how would you handle such problems?

PERSONAL CONSIDERATIONS:
How do you handle stress?
If you will be taking children along, how do you anticipate they will fit into activities of the program? How will you arrange for their schooling, if this is a concern?
Guidelines for Required Faculty Narrative

January Interim Reports

Please bear in mind that reports of off-campus Interim courses not only document educational experiences, but also provide CICE and IDPC with important information for program assessment.

1. **SELECTION PROCEDURES AND COMPOSITION OF GROUP:**
   - Please give the course number and title, instructor.
   - Please provide a copy of the syllabus and the itinerary.
   - Please provide information regarding number and breakdown of students (by majors, gender and year in college).
   - Comment on the composition of the Interim group. Was the composition the result of deliberate planning and recruitment and selection techniques carried out by you, or was it a matter of chance? To what extent was it a “good mix”? Would you have wished for a different composition? Which one? Why?

2. **ORIENTATION/PREPARATION:**
   What either helped or was counter productive in terms of:
   - CICE-organized orientation sessions for Interim instructors
   - CICE-organized orientation sessions for students
   - Your own instructor-led orientation sessions for your students (How many sessions? What topics covered?)
   - Work with CICE liaison?

3. **ACADEMIC ISSUES:**
   - What worked well on your Interim? (Pedagogical issues, level of rigor/challenge, particularly good assignments, and quality of learning demonstrated)
   - What could be done to improve this area the next time this Interim is offered?
   - What didn’t work or worked less well than you had anticipated?
   - What was the ratio of scheduled to free time? Did that work? If possible, include a detailed description of a particular day that demonstrates this balance.

4. **CROSS-CULTURAL LEARNING:**
   - Please provide examples of successful initiatives in cross-cultural learning.

5. **LOGISTICS ISSUES:**
   - Comment on each of the major stops in the itinerary:
     - Accommodation
     - Meals
     - Transportation
     - Host Agent(s)
     - Guide(s) *(It helps future programs to note names of guides)*
   - What worked well with this particular itinerary?
   - What advice would you have to the next instructor about changes in the itinerary?
   - Was there anything problematic about this itinerary (i.e., “we arrived on a Sunday and had no way to access any local currency”)?
   - Were laundry facilities accessible?

6. **Conclusions:**
   - The best aspects/elements of the Interim experience.
   - The least successful aspects/elements of the Interim experience.
   - Words to the wise: advice for future leaders (and students) on this particular Interim.

Narrative reports are due to the Director of International and Cultural Education on March 1. If your January Interim course is offered for the first time in January and is being re-submitted for the next January, you must submit both the budget and the narrative report by February 15.