



UNK STUDY ABROAD

PROGRAM DIRECTOR
HANDBOOK

UNIVERSITY OF NEBRASKA KEARNEY

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INTRODUCTION

This *Handbook* is for faculty directors of UNK semester abroad programs, but leaders of short-term programs will also find it useful. It is an important planning tool that contains policies, procedures, and tips related to program administration and should be taken abroad for reference. The *Handbook* will be updated annually and we welcome your suggestions for improvement.

The Role of the Study Abroad Office

The UNK Study Abroad Office (SAO) seeks to partner with academic departments to provide UNK students with the best study abroad experience possible. Its goal is to facilitate a global learning experience that is at once intellectually rich and academically rigorous – while minimizing risk and striving to align costs with current resources.

SAO is the study abroad support unit of the Office of International Education. It assists study abroad Program Directors in preparing and managing their Program budgets and provides information on SAO policies and best practices via publications, meetings, and special workshops. SAO coordinates support from UNK in the event of student emergencies abroad and assists Program Directors in promoting their Programs among students. SAO also coordinates the development of risk management procedures, including those found in the *Student* and *Program Director Handbooks* and in the documents and waivers that the students sign during the application process.

The Role of the Program Director

Program Directors are required to teach one UNK course on the Program they direct, and are responsible for designing and implementing the academic and experiential learning aspects of their program. They work with SAO and their academic department to assure that all Program courses are properly approved and help to promote their Program among students at UNK, typically in their classes and in those of colleagues. In some cases, Program Directors may choose to implement a portion of their Program course before or after the Program.

Program Directors coordinate the daily aspects of the academic and experiential learning program abroad, enforcing UNK academic and risk management policies during the Program. Directors also assume the role of academic advisor, cultural guide, and student affairs counselor. At the end of the Program, they are responsible for reconciling their travel stipends, soliciting student evaluations, and preparing a final report.

Local Faculty

'Local faculty' are highly qualified instructors – typically university professors with doctorates – residing near the study abroad site who are hired by UNK to teach UNK courses abroad. Local faculty are responsible for preparing syllabi for their courses for approval by the Chair of the relevant UNK department. Local faculty work with the Program Director to implement an integrated learning experience for students 'in and outside of the classroom', where so much of the learning occurs during study abroad programs. Local faculty may be asked by the Program Director to assist with certain Program coordination and student support duties, and must be aware of Program safety and security policies and be prepared to assist in emergencies.

IMPORTANT CONTACT INFORMATION

In case of an emergency, see the Emergency Response Plan information on page 15 and Appendix A of this Handbook, and contact the following individuals/agencies, in the following order, beginning with the UNK Study Abroad Office:

Study Abroad Office

Tim Burkink

Phone: 1-308-865-8207

Email: burkinktj@unk.edu

Office of International Education

Tim Burkink, Director

Phone: 1-308-865-8207

Email: unkstudyabroad@unk.edu

UNK Police

The UNK Police Department can assist in contacting the appropriate University Administrators in order to respond to emergencies.

Phone: (308) 865-8517

Fax: (308) 865-8993

Email: UNKpd@unk.edu

After Business Hours: (308) 627-4811

Office of the Vice Chancellor for Academic and Student Affairs

Tami Plugge, Administrative Associate

Phone: 1-308-865-8885

Email: pluggetl@unk.edu

PRE-PROGRAM PREPARATION

A. BUDGETING AND FINANCIAL PLANNING

Budget Preparation and Deadlines

The SAO Coordinator will meet with you to go over your preliminary Program budget and discuss how to best utilize it to meet your programmatic goals.

SAO begins preparing the Program budget during the September preceding the academic year of your Program (for example, if your Program occurs in the 2011-12 academic year, the budget for your Program will be prepared in September 2010). Before finalizing the Program budget, the SAO may have to contact vendors and partners to estimate changes in the cost of the Program and confer with you and past Program Directors. In order to 'lock in' costs in US dollars, UNK may purchase currency exchange contracts whereby the host country's currency can be exchanged for US dollars at the beginning of the program in order to pay expenses at same prices (in US dollars) that prevailed on the date the Program budget was 'locked in'. This procedure protects the financial viability of the program in case the value of the US dollar drops significantly before the beginning of the Program.

Program Directors will have a final budget meeting with SAO two or three months before the start date of the Program. At this meeting you will receive a copy of the actual Program budget, which will include the current exchange rate and the number of expected participants. This will help participants estimate the amount of US dollars they will need to cover their personal expenses on-site. If needed, you will also be provided with a list of students and local faculty, and be briefed on local faculty agreements, housing contracts, etc. Please allow at least one hour for this budget meeting.

Line Item Transfers

Any changes in budgeted allocations must receive authorization in advance from the SAO Coordinator, i.e., Program Directors may not spend more than the approved amount in each category of the budget. This also means that an under-spent category cannot be used to cover an over-spent category – without permission from SAO.

Vendors and Partners

Wherever possible, SAO will set-up direct billing and payment arrangements with international entities and instructors.

In cases where direct payment by the Program Director is necessary, the expense must be pre-approved by the SAO Coordinator and the Program Director must get a receipt from the on-site vendor or partner that includes a detailed description (translated if necessary) of services rendered.

In order to ensure that the Program is paying a fair price for services, Program Directors may occasionally be asked to assist in looking at the pricing and services of alternative vendors.

Home Stay Arrangements:

In the case of Programs using home stay, the Program Director will work with SAO and the appropriate in-country housing coordinator to help ensure that housing arrangements include:

- Orienting student to the neighborhood during their first days in the country, e.g., showing them the location of local shops and grocery stores, and how to take local transportation
- A list of what the host family provides in terms of room and board, laundry, meals, etc.

- Teaching students the basic norms of night-time security such as taking taxis, walking streets alone, neighborhood safety, etc.
- Respecting student privacy, dietary customs and religious beliefs
- Maintaining communication with Program Director to avoid problems
- Insuring that the home complies with safety standards, including working smoke detectors and fire exits that can be easily opened from the inside
- Outline of payment policy, schedule and amount
- Showing student fire escape procedure and exit routes
- SAO's housing agent must verify in writing that all host homes have agreed to these terms and that the agent has personally inspected each home used in the Program to ensure compliance

Student Home Stay obligations include but are not limited to:

- Abiding by homeowner's rules for use of phone, internet, electronic appliances, etc.
- Notifying the Home Stay family in advance if the student plans to spend the night outside the home
- Using consumer items in the home with moderation and only as needed
- Abiding by emergency, safety and health procedures as established in the UNK Home Stay agreement.

Overseas Bank Accounts and Personal Credit Cards

The University cannot assume responsibility for personal international bank accounts. If you have such an account, please be sure that the name of the University of Nebraska does not appear on the account or on checks. Every attempt will be made to transfer funds that are needed on-site through a reliable third party near the study abroad location, so that the Program Director does not have to carry large quantities of cash from the U.S. to the Program.

If it is necessary to establish a personal bank account overseas for the purpose of holding/disbursing your personal Program advance, you must estimate the 'bank charges' likely to be required for that account (transfer and transaction charges, etc.) and build these costs into your personal budget. Bank charges which accrue that are not pre-approved in the budget must be paid by the Program Director. This includes credit card exchange and transaction fees.

Program Directors' Transportation, Lodging and Program Related Expenses

UNK will pay for your round-trip fare to the Program site via your travel allowance. Generally speaking, SAO calculates the travel portion of the Program Director's travel allowance to approximate the lowest internet rate for coach fare.

Program Directors should consider arriving a few days early to deal with Program start-up details and to get settled at the Program site. It is also a good practice to plan to depart a couple of days after the end of the Program in order to tie-up loose ends such as organizing your receipts, budget forms and budget report.

UNK will provide housing for the Program Director equal to what, by local standards, would be a double occupancy apartment or flat. SAO bases this calculation on the location, cost, and availability of the apartment. Dependents may reside with the Program Director but any additional costs for a larger residence for this purpose must be borne by the Program Director. While traveling on Program-related excursions, the Program Director will be housed in accommodations comparable to those of the students.

Any additional travel or lodging cost due to deviation from the Program's official international travel itinerary and schedule established by SAO must be at the Program Director's personal expense.

UNK will not fund non-Program related transportation on or off site for students, Program Directors or Program staff. Normal, non-Program related daily errands, meals, entertainment and personal transportation needs are the responsibility of the Program Director. SAO will not pay for Program Directors' meals on-site or on excursions unless such meals are associated directly with a Program activity or Program group meals that are covered by the budget. *No alcohol may be purchased with Program funds for any purpose.*

Conflict of Interest Policy

Program Directors and their relatives may not have a direct or indirect personal financial interest in any of the organizations, businesses, institutions or transactions related to the SAO programs they direct or advise, unless such a relationship is fully disclosed in writing to, and approved by, the UNK Finance Office. Failure to abide by this policy can result in separation from the Program and/or other action.

B. PUBLICITY AND RECRUITMENT

Although Study Abroad Office is responsible for the general advertising of semester Programs, this will only create a general foundation for recruiting students. To help assure that recruitment goals are met, the Program Director must also participate in the marketing effort, beginning several months before students would normally begin registering for your study abroad semester (SAO will inform you in advance of this 'Publicity Launch Date'). To assist in this effort, please:

- Provide SAO with photos and text that you think should be included in the Program brochure to help promote the program.
- If you develop your own Program web site, make sure that the information you provide, particularly in regard to costs, deadlines, etc., is consistent with SAO information sheets, this *Handbook*, and the SAO web site. Here you may wish to include continuously updated FAQs on issues specifically related to your country and Program. This should answer questions both students and parents may ask, including specific questions about the Program itinerary. Please provide SAO with the link for your website so we can review it and support your effort
- Promote the Program in classes. Share information with colleagues and GAs so they can help recruit.
- Involve students who have previously participated in this Program or similar programs, especially at information meetings. Prospective students are very interested in hearing another student's perspective; the testimony of past participants is one of the most effective marketing tools at your disposal!
- Hold one or two public informational meetings before the Program application deadline. SAO will help advertise these meetings.
- Participate in study abroad information sessions organized by SAO to publicize your program.
- Be available to assist and advise interested students who have questions about the Program or about the academic implications.

- Maintain lists of prospective students including names, e-mail and postal addresses, and telephone numbers. Communicate with them periodically to determine if any perceived barriers to the student's participation in the Program can be eliminated. E-mail them with important information about upcoming meetings or interesting details about your Program.

C. PROGRAMMATIC ISSUES

Course Load

UNK semester abroad students must carry a full-time load of at least 12 credits.

Preliminary Class Rosters

Program Directors and the Study Abroad Coordinator should have access to these rosters via the UNK website, as they would with courses offered on the UNK campus. Contact SAO if you need special help obtaining a class roster before departure.

Blackboard

Please ensure the Study Abroad Coordinator has Instructor rights to view and download student blogs as needed.

Excursions and class activities

All UNK funded excursions and class activities must have academic relevance to a credit course. Please ensure that such experiences have learning goals linked to the curriculum as well as an assessment component. Other excursions may be arranged on a non-mandatory basis, but it is imperative that Program Directors not endorse, encourage or facilitate any student activities that may involve a high degree of risk.

E. FROM ACCEPTANCE TO DEPARTURE

Contact with Accepted Students

Please maintain regular contact with students whom you have accepted into the Program. This ongoing communication is vital to keeping students engaged and excited about participating in your Program and will ultimately reduce the number of students who cancel just prior to departure. Please make sure to copy SAO on your correspondence with the group. Students often misplace important information and they (or their parents) contact us. We need to have all the information that has been given to the students

Acquiring Passports and Visas

Passports

The following student deadlines also apply to Program Directors:

Because of delays in the issuing of US passports, SAO will request that students apply for passports at the same time that they apply for their SAO Program, and for visas (if required) immediately after the Acceptance Notification date (if possible). Program Directors should also remind all students of this important task in their first contact with the students. The US passport application and instructions are available on-line at www.state.gov under Travel and can be printed from the website.

Photos are required for passport applications and may also be needed for visa applications.

Visas for U.S. Citizens

If your Program requires a visa, SAO will give both you and your students' specific information on how to apply. See http://travel.state.gov/visa/americans/americans_1252.html

If you are planning to travel to countries other than the site of your Program, check visa requirements with the consulates of those countries and get the necessary visas before you depart.

Visas for Non-U.S. Citizens

Non-US citizens participating in SAO may have different visa requirements than U.S. citizens. Non-US citizens should consult the nearest consulate of the country of their citizenship and the nearest consulate of the country where they plan to study. They must also check on the

visa requirements for each country in which they plan to travel on the way to or from your SAO site: it is possible they will also need a visa for each of those countries.

It is important to initiate this process immediately in order to assemble documents and allow time for sometimes lengthy procedures. In addition, your UNK semester abroad students who are not US citizens should notify the SAO of their plans to study abroad. They may need paper work from that office to make sure that you will be able to return to U.S. after completing their summer abroad program. U.S. permanent residents should also check with the U.S. Citizenship and Immigration Services concerning regulations for reentry into the U.S.

Dual Nationality

Different countries have different laws concerning citizenship. Some countries may claim you as a citizen of their country if you were born there, if one of your parents is a citizen of that country, if you are married to a citizen of that country, etc. If any of these apply in your circumstances, be sure to clarify your status with that country's embassy or consulate before you enter that country.

US Citizens staying in a country less than three months will usually not need a visa. However, the Program Director should check the embassy web site of their country for any changes in policy and communicate this to the students. Persons visiting China are required to have a visa for any length of stay. It is the responsibility of the student to be familiar with the visa requirements of the countries they will be visiting and to apply for the necessary visas according to the published deadlines.

If it is determined that a visa is needed for your country, the students must send their passport to the consulate along with the visa application form, and the visa is then stamped directly into the passport. Visas, when required, should in all cases be obtained before departure for the Program site.

Pre-Departure Orientation

After students have been notified of acceptance into the SAO Program, faculty Program Directors are required to conduct at least two pre-departure Program orientation sessions. It is also recommended that Program Directors conduct another orientation session shortly after arrival to review important safety and programmatic details. All UNK SAO students are required to attend all the orientation sessions and to do any assigned work required in preparation for their semester abroad.

Your student orientation sessions can include assigned readings, oral or written reports/assignments, language and culture courses, or whatever you feel is appropriate to prepare students to be successful participants in your semester abroad program. Orientation meetings are normally about two to three hours long and may be scheduled on a week night or on a Saturday or Sunday afternoon. It is the Program Director's responsibility to notify students, but SAO can help book rooms if needed. Ideas for orientation content can be found in Appendix D.

Safety Issues: Program Directors should review the safety and risk management resources available through the SAFETI Clearinghouse project at: <http://www.globaled.us/safeti/>. The Program Director should work with students at a pre-departure orientation meeting to develop a site-specific emergency response plan. This should be based on the SAO Emergency Incident Response Plan (Appendix A). Emergency Action Plan forms are available at <http://www.studentsabroad.com/planning.html>). Some key information, such as personal cell phone

numbers may be filled in after arrival. **Please share a copy of these completed forms with the Study Abroad Office within 3 days of your arrival at the study abroad site. The SAO may, in consultation with you, further revise this plan.**

Orientation sessions should include a discussion of the following issues:

Academic responsibilities

- stress the academic aspect of the Program
- clearly present expectations regarding class attendance, tardiness, homework, etc.

Student conduct

- explain that participants are subject to the laws of the host country and to the policies of the host university, so that if they are detained for crimes in a foreign country, neither the US Embassy nor UNK has the power to release them.
- UNK students abroad are still bound by all UNK policies and codes of conduct
- discuss the importance of respect and sensitivity, both towards the host culture and towards other members of the Program

Travel information and logistics

- discuss passports and visas
- specify the initial meeting point in the host country and how and when to get there

Safety guidelines

- provide students with emergency contact numbers for the Program Director, local staff, local faculty, and the host-country equivalent of 911
- discuss other safety measures as discussed in the introduction to this section of the *Handbook*

Money

- cash
- traveler's checks
- credit cards
- ATM

Health care and immunizations

- for possible recommended immunizations check <http://www.cdc.gov>
- discuss back-up plans for keeping and acquiring prescription medications

Practical information

- cultural differences
- etiquette
- special concerns of travelers who are women, whose race is different from that of the majority population of the study abroad site, or who are Gay, Lesbian, Bisexual or Transgender (SAO has brochures that address these issues)

Home stay (where applicable)

- rules and regulations of staying with a family (these will be provided by SAO if needed)

Site specific Program information

Insurance: UNK requires its students to have health insurance while studying abroad and that they carry their insurance ID cards with them. They have also been asked to take claim forms with them.

Safety Advice: Students are advised of typical health and safety issues in the *Student Handbook* for semester abroad, which also reviews disciplinary consequences for alcohol and drug related infractions, and other behavior that may endanger themselves or others. You should read this section of *Student Handbook* and, in your pre-trip Orientation Sessions refer to key aspects, and remind students to review it again before departure.

SAO will provide all participants with a contact sheet listing key program ‘safety personnel’ and how to contact them. Please update this contact information upon arrival and ask students to carry it at all times.

ON-SITE ISSUES

Safety and Risk Management

Group Communication on Site

Program Directors, and UNK faculty participating in the Program must acquire an ‘in country’ cell phone or SIM card immediately upon arrival. We strongly recommend, but do not require, students to buy or rent a cell phone (at their own expense) in the host country.

The Program Director and students must carry a list of all available participants’ local cell phone numbers and Program emergency phone numbers on their person at all times while on the Program. The Director is responsible for creating and distributing these lists upon arrival in the host country.

Student Travel and Guest Policies

Students who travel outside of the local Program site/city/country on their own during the Program, must submit an itinerary/contact form to the Program Director before leaving (see *Student Travel Form* - Appendix G).

Visits to the Program by friends and relatives is strongly discouraged (see *Visitor & Local Travel Policy* - Appendix I).

Program Director Authority and Responsibility

As a UNK Program Director, you are the UNK representative at your Program site.

- In emergency situations when immediate action is required to save a life or ensure someone’s safety, act. SAO will provide support and advice after the fact.
- Pre-approval is required, however, to change budgeted expenditures and any significant aspect of Program courses, excursions, or calendar.
- For non-emergencies, such as the following, **first try to negotiate a solution within existing UNK/SAO policies.**
 - Student policy and behavior violations
 - Problems dealing with local partners
 - Housing problems

- If this fails, please email a detailed description of the problem to SAO as soon as possible.

Safety and Emergency Response Plans

Review and become familiar with the SAO Emergency Response Plan (Appendix A). Also utilize the site-specific emergency action plan that you discussed with students in your pre-departure and on-site meetings.

If it learns of developments that may pose a risk to Program participants, SAO will contact you and suggest other appropriate measures. In the event of a political or other major crisis in the area of your Program, try to get regular updates from the nearest US Embassy or consulate and convey relevant precautions and suggestions to students. Consult the internet and other news sources regularly to stay abreast of potentially important events and developments in your country and area.

Brief students on the desirability of blending in with the local culture and keeping a low profile. Advise them to avoid crowds and protests, restaurants, and discos/night clubs where Americans, especially U.S. military personnel, are known to frequent. Students should keep up with local news through newspapers, radio, and television. Students need to be cautioned as to when to divulge personal information to strangers including information about themselves, the Program and their fellow students. **See Appendix E for a more comprehensive discussion on reducing risk while abroad.**

Unless traveling with the entire group, Program Directors should remain at the site of the Program. In case of a necessary absence, Program Directors must inform SAO of the reason for the absence and how they can be contacted. During the absence, the Program Director must designate a person in charge (other faculty, teaching assistant, local coordinator) and inform the students how to get in touch with that person.

Drug, Alcohol, & Sexual Misconduct Policies

Before leaving for the program, all students sign a statement agreeing with these policies

Drugs and Alcohol

UNK has a zero-tolerance policy regarding the possession, use, manufacture, production, sale, exchange or distribution of illegal drugs by students participating in UNK study abroad programs. Alcohol misuse and abuse will not be tolerated on UNK study abroad programs. Violation of local laws and/or UNK regulations or policies related to these substances may result in (i) immediate dismissal from the Program; (ii) academic withdrawal from the University for the semester in progress; and (iii) disciplinary action upon return to campus.

This message should be emphasized during your pre-departure orientation. In addition, responsible use of alcohol should also be discussed at the on-site orientation.

This policy also applies Program Directors and Assistant Directors. While you are not ultimately responsible for an individual student's intoxication, you can be liable if shown to encourage consumption. Participation in and/or accompanying students to social events that involve excessive consumption of alcohol implies that drunkenness is acceptable and sends a contradictory message regarding responsible drinking.

Alcohol and drug misuse is defined as:

“Any use that is harmful or potentially harmful to one’s self or others”

Alcohol and drug abuse is:

“The planned, systematic misuse of drugs or alcohol”

Alcohol and drug misuse is present when the effects of consumption cause a student to:

- Miss any scheduled event
- Become ill
- Be disrespectful of others sharing the same housing
- Congregate in loud groups that disturbs others
- Engage in inappropriate behavior towards others or in destructive behavior toward property
- Not abide by the laws of the country in which he or she is staying;
- Engage in behavior that causes embarrassment to the other members of the group, the faculty member(s) or the in-country host(s)
- Facilitate/encourage or ignore a fellow student who is misusing or abusing alcohol
- Transport quantities of alcohol or drugs to the Program site with the intent of sharing the alcohol with members of the group.

Program Directors may choose to report the above behaviors for judicial action through the UNK Dean of Students. If a formal complaint is filed by the Program Director, the student will be contacted once he/she returns to campus and the judicial process will begin. If found responsible for violating University policy, the complaint and its resolution will become a formal part of the student's UNK record and could be available to both internal and external offices on a need-to-know basis.

General guidelines for responsible alcohol use:

Alcohol misuse and abuse will not be tolerated on UNK study abroad programs

- Students are encouraged to use good judgment if consuming alcohol at private homes or other accommodations during non-Program hours.
- Students are encouraged to discuss issues related to alcohol abuse by other members of their group with the Program Director.
- Peers should look out for each other and keep each other safe.
- If a student becomes incapacitated due to alcohol overuse, or if he/she is in need of medical attention, others are strongly encouraged to contact a local emergency medical service and the Program Director immediately, in order to protect the health and well-being of the affected student.
 - The individual needing medical attention will not receive disciplinary sanction in these circumstances, but rather will be referred for assistance to address issues of chemical use/abuse.
 - Peers are encouraged to make the responsible choice to notify Program or emergency personnel quickly.
 - The person (or persons) making the call will not be subject to disciplinary action

Sexual Misconduct

UNK is committed to providing an institutional environment where all persons may pursue their studies, careers, duties and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. UNK will not tolerate any form of sexual misconduct.

Sexual activities should be explicitly agreed upon by all parties involved in the act. Verbal communication of non-consent, nonverbal acts of resistance or mental impairment of the victim will constitute lack of consent. Sexual assault includes sexual penetration or sexual contact by intentional touching another's intimate parts or the clothing covering these parts.

If you believe a sexual offense has occurred, assist victims in seeking medical help. They should be advised not to destroy any physical evidence and assisted in reporting the incident to the Study Abroad Coordinator and to the UNK and local police departments.

Police reports do not obligate prosecution but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported the easier it is to collect valuable evidence. Victims have the option of keeping their report of sexual assault in complete confidence, protecting their right to anonymity, when making a report through the University Counseling and Health Care. The Program Director, assisted by the Study Abroad Coordinator, shall help students make direct contact with Counseling and Health Care.

University judicial action, criminal prosecution and civil suits are all options available to victims of sexual assault. To begin the university judicial process, the campus authority or victim should contact the Dean of Students or the Human Resources office. During campus judicial proceedings, both the victim and accused may be present and may have a counselor, attorney and/or an advisor present to provide support and advice. Both the victim and accused will be informed of the results of the proceeding. Sanctions for sexual misconduct may range up to and including expulsion and or termination. Whenever a victim reports an alleged sexual misconduct students enrolled at UNK may be eligible for assistance in changing their academic and/or living arrangements after an alleged sexual assault or any other crime of violence. If the victim requests changes and such changes are reasonably available, they will be accommodated.

Victim Services - Note that because of time zone differences, victims will have only limited opportunity to contact the following offices by phone:

Other services are available to assist victims through their situation. Some of these organizations are the SAFE Center, Victim Witness, UNK Counseling & Health Care, UNK Women's Center and Family Advocacy Network (FAN).

The Safe Center -provides a place for individuals to escape domestic violence situations. They provide support groups and assist victims throughout the court process. SAFE Center can be reached at (308) 237-2599.

Victim Witness -is given your information once legal proceedings have begun. They will contact you and explain all the steps of the legal process and support you along the way

The Family Advocacy Network -(FAN) provides a safe environment for the survivor while meeting their medical, psychological and safety needs. FAN brings together all necessary parties needed to meet these needs for the survivor's. They have trained staff to assist in all aspects of the assault and are equipped with trained medical personnel and equipment.

The Women's Center -is staffed by a graduate assistant and licensed mental health practitioners, nurse practitioners, registered nurses, a personal counseling graduate assistant, and a women's studies work study. All are trained to respond to victims of sexual assault using strict confidential guidelines. Phone: (308) 865-8279, (308) 865-8248. **After business hours call Police and Parking Services** at (308) 627-4811. They will contact the on-call counselor and promptly return your call. Hours: Vary Monday through Friday—please call! Know that we welcome you.

The full text of UNK drug, alcohol, and sexual misconduct policies is available at:

http://www.unk.edu/administration/vcbf_policies.aspx?id=9670

Drop/Add

Students who maintain a course load below the minimum required for the Program will be dropped from the Program. Program Directors should require students to audit and attend Program-required courses, even if they decide to no longer take a course for credit.

Occasionally, students ask to change a class after arrival on site. Please, e-mail SAO immediately about any deviations from original SAO registrations caused by drop/add. Be aware that if you permit one student to drop a class, you may have several more participants requesting to drop a class after they realize someone is carrying 'easier classes' or has fewer credits with more free time. For this reason all students are required to request to drop a class through the Program Director and the Program Director has to e-mail in the drop request. Please consider the ramifications before you permit a student to drop a course. Students who drop a class without this authorization (which they can easily do using the UNK on-line registration system) can be dropped from the Program.

Local Faculty

SAO, in collaboration with a UNK Department Chair, must pre-approve the syllabi of courses offered by local instructors. Program Directors are expected to help local faculty teaching UNK courses understand the need to communicate expectations related to attendance, papers, and exams to the students at the beginning of their course. Please offer to review their grading decisions with them, so that final grades will not be, on average, much more lenient or strict than when taking similar courses taken at UNK-Kearney.

Advancing Funds to Students

Program funds other than budgeted Program allowances should not be advanced to students except for emergencies. Students and their parents are expected to plan for their personal budget and banking needs (for information on how Program participants can transfer personal funds from the U.S., see Appendix F).

Renting and Driving Vehicles

Official Use

Program Directors, faculty and staff should not rent and drive vehicles to take students on excursions. Only insured bus companies with professional drivers should be used for programmatic related travel.

Personal Use

The decision on whether to drive automobiles in a foreign country should only be made after careful deliberation. All risks associated with travel in the U.S. are present, as well as difficulties involving cars, roads, laws and traffic, all of which will be subject to different rules than those found in the United States.

Staying in Contact with the Study Abroad Office

As soon as all students have arrived at the Program site, please phone or e-mail us and let us know that everyone arrived safely.

Please e-mail the Study Abroad Office once every week, if only to report that 'all is OK'. However, in case of problems, questions, serious illness, earthquakes, accidents, or other emergencies, please contact us by phone at the office at any time (see page 4).

If there is a 'crisis event' that could impact the safety of the group, inform SAO immediately so we can provide needed advice and inform the parents if needed.

If you are traveling with the group locally, we may not be able to contact you. So you must take the initiative to contact us if there is a crisis situation.

Since students sometimes complain to their parents about perceived problems with Program services, please refer to such issues in your weekly reports. When parents contact us about student complaints, we will ask you to investigate.

Typical Duties of the Program Director On-Site

- Keeping a list of all student cell phone numbers (if applicable) – and the numbers of their parents' or other emergency contacts in the students' home country – and requiring students to carry the Program Director's and Program emergency phone numbers with them at all times.
- Communicating regularly with Study Abroad Office and notifying the office immediately of any incident (serious illness, injury, behavioral problem, etc.).
- Planning and supervising Program-related activities and excursions.
- Maintaining required Program records such as a file of receipts for Program expenses
- Reviewing the weekly expense log to assure that the Program is staying within budget
- Meeting with students regularly to discuss both academic and non-academic issues. Program Directors have reported highly successful sessions specifically arranged to discuss and share impressions, cross-cultural adjustment, personal activities, inappropriate behavior, etc. These sessions can also help to build group cohesiveness and alleviate possible cliques and divisions.
- Arranging group meals locally and on excursions.
- Advising students on planning safe and enjoyable free time activities on site.

The above list is not exhaustive. It represents some of the duties that Program Directors have performed in the past. You may develop additional practices that are appropriate for your Program. In some cases, certain tasks will be the responsibility of vendors or partner institutions on site. **It is your responsibility, however, to insure that these duties are being properly discharged and within the Program budget.**

POST-PROGRAM TASKS

Course Evaluation and Program Evaluation Survey

Course Evaluation Forms will be given to you in your pre-departure packet. Make sure to distribute them to the students in the last week of the Program. Have a student participant collect the evaluation forms and give them to you in a sealed envelope – unless you are the one teaching the class, in which case another faculty member or administrator should handle the forms. Please have the forms mailed by courier service to SAO – ideally the same or next day – but no later than a week after they are filled out.

SAO will also provide you with a *Student Program Evaluation Survey*. This must also be completed by all students during the last week of the Program. Please have a student collect and place the surveys in a sealed envelope and ensure that it is mailed to the Study Abroad Office the same or following day if possible, but no longer than one week after being filled out.

Grade Reporting

Faculty should submit their grades on-line, as they would teaching classes on the UNK campus. The Program Director assist Local Faculty in submitting their grades. If, due to local circumstances, students have an extension to submit the papers after the end of the Program, please give them a specific deadline (for example, the end of September) and report their grade as incomplete according to normal UNK procedures.

Budget Reconciliation

Managing Receipts

The UNK Business Office requires that Program expenses be substantiated by receipts. This means that you must remember to request a receipt in places that do not automatically offer them. There are occasions when you may not be able to get a receipt, for instance for certain cab fares, buses, newspapers, periodicals, etc. In these cases, Program Directors should keep a written record of those expenses. In the case of admissions into museums, archaeological sites, theaters, etc., the ticket or ticket stub may be used as a receipt. Cash register tapes, check stubs, and entrance tickets can be used as receipts. All restaurant receipts must be itemized and translated.

Record keeping is the Program Director's responsibility. You will need to collect and keep your Program receipts and notes in a safe place, especially while on Program excursions, until you can record them into your budget report (be sure your receipts are separated by budget category—Office Expense, Excursions, Student Housing, etc.- this may be done with envelopes, a pocket folder, etc.). The more receipts collected and notes taken and the more often that you record your expenses, the easier the task will be. At the end of the Program, you must enter the receipt amounts into the provided SAO excel spreadsheet template.

SAO Budget Reconciliation

You are required to submit an end-of-program budget summary, completed SAO receipt reconciliation form and all receipts to the UNK Study Abroad Office within 10 days of the end of your Program either in person or by express courier service. SAO and the UNK Business Office will use this information to reconcile your Program budget and reimburse you for any out-of-pocket expenses.

Program Directors must meet with the SAO Coordinator to finalize this reconciliation and discuss their final accounting within 20 days after the end of their Program.

All receipts submitted for reimbursement should be taped (not stapled) to blank sheets of 8 ½" by 11" paper so that each receipt is visible. Please make a note on the receipt at the time of the transaction that describes in English each item, service or meal item purchased. Travelers should use the exchange rates at the time of travel. Your report must be accompanied by an Excel spread sheet listing all of the expenses (SAO will supply you with the blank Excel template).

Final Accounting Meeting

Program Directors must attend a Program debriefing/budget reconciliation meeting with the SAO Coordinator **within 20 days** after your Program ends. Here the Program budget report and expenditures will be reviewed. The Program Director is responsible and accountable for all expenditures from

Program funds. Any expenses not explicitly authorized in this handbook, in the Program budget, or in writing by the SAO Coordinator will be disallowed and reimbursement must be made to the Program.

Program Director's Final Report

To provide continuity and feedback, and make suggestions for future Program improvements, returning Program Directors are expected to submit an end-of-Program report to SAO within 20 days after the end of the Program. The insights and suggestions that you include in this report will influence the planning and quality of future programs. This is also an opportunity for you to share Program information with future Program Directors to update materials and procedures related to the Program. The report should NOT contain any confidential information since it may be shared with others interested in directing a Program and the next Program Director. *Issues you should address in your report are:*

Programmatic Information

- What you see as the main goals (academic and experiential) of the Program?
- How well were those goals achieved? Recommended changes?
- What events, circumstances, policies or procedures stymied or facilitated the accomplishment of these goals?
- What could be done differently (by vendors, partners, SAO, the Business Office, or the Program Director) to remedy these problems next year?
- What other things you would change about the Program to make it more successful next year?
- How could the budgeting process be changed to improve programmatic outcomes?
- What should the next Program Director know to be successful (challenges you encountered and how you addressed them)?
- What other pre-trip information should be included in a Program Directors' Handbook and pre-trip information sessions for Program Directors?
- What other pre-trip information should be included in a Students' Handbook and pre-trip student orientation sessions?
- Should this Program have different academic or programmatic goals? If so, what and why?
- How could we better integrate academic and experiential aspects of the Program?
- Are you interested in directing this Program again in the future? Why, why not?
- What did students like most/least about the Program?
- How would you improve the way you marketed and interviewed for the Program?
- Please provide a list of the most enthusiastic participants so the next Program Director and SAO can invite them to present at future program information meetings and orientation sessions.
- How could the Emergency Response Plan be improved?
- What were the biggest problems encountered by you and students?
- How could SAO support for the Program Director and students be improved?

APPENDICES

Appendix A: Emergency Response Plan

Please be familiar with this plan and be prepared to execute it whenever there is an incident or threat that seriously jeopardizes Program participants.

If, in your opinion, the safety of students requires immediate action: act. Then proceed to 'First Actions' in the appropriate section, below.

1. Missing Student

First Actions

If a student has been missing for more than 24 hours, the Program Director will immediately:

- Contact all Program participants and local partners – to inform them of the absence and to ask if they know the missing student's whereabouts.
 - This includes all Program students, teachers, and the representatives of any institutions that the Program works with: housing facility, local travel agents, university staff, internship site staff, and local friends.
- If the student is traveling, contact someone at their last known location.

If student cannot be located or is in serious trouble:

- Call and email the UNK immediately (see P. 2 for prioritized list of UNK emergency contacts).
- File a report with the local police that includes the student's age, gender, photo, physical description, travel itinerary, last known location, cell phone number, and Program Director contact information.

Assistance Resources

- SAO has digital photos of all student participants that can be shared with the Program Director for distribution to local authorities to assist in a search.
- Program directors can also access student health and medical information that has been 'signed for release' to assist local medical providers in treating sick or injured students.
- If the student is located in good health, send a final report to SAO. Otherwise, follow the instructions below:

2. Illness and Injury

First Actions

If a student seems to be seriously ill or injured, the Program Director will immediately try to:

- Determine the nature of the illness or injury through direct observation, questioning of witnesses and by conferring with local medical personnel.
- If the student's condition is serious:
 - Arrange transportation to the nearest appropriate hospital

- Go to the hospital to establish that proper arrangements have been made to care for the student and to get a diagnosis and recommended treatment statement from the doctor.
- Determine where the student keeps needed prescription medicines and bring them to the student, or if incapacitated, to the local doctor in charge.

Follow-up Actions

- Ask the student to contact his/her parent or guardian and insurance company. If they are unable to do so, get the student's or SAO's permission to do so on their behalf.
- Obtain a 'treatment report' from the medical facility
- Report all details of the case to SAO immediately (see incident report: Appendix H).
- If the afflicted student is nearby, the Program Director should visit regularly to provide support and assess the situation.
- If the student is being treated off site, the Program Director may delegate this task to a reliable person and, if advisable, assist the student in returning to the Program site.
- If a student needs to be evacuated to the US or other distant location for treatment, the Program Director shall arrange to do this soon as possible, consulting with SAO and local medical personnel as early as possible in the process. In this case, the Program Director should make arrangements with the airline and help the student make contact with the physician in that location.
- Inform local faculty and appropriate Program-related staff of the student's situation and ask that he/she be excused from class until further notice.

Assistance Resources

Program Directors can access student health and medical information that has been 'signed for release' to assist local medical providers in treating sick or injured students.

3. Deaths

First Actions

- Call and email the UNK Responders immediately (see P. 2, for prioritized list).
- Arrange for positive identification of the body.
- Notify local faculty and appropriate program-related staff.
- Notify other students in the Program.
- Inform the American Embassy.

Follow-up Actions

- Arrange to have the victim's personal property secured and transported back home as soon as possible.
- Speak with and offer consolation to concerned family members. Offer to meet them at the airport should they choose to visit and to arrange for local accommodation.
- Work with local authorities to ensure proper repatriation of the body. The insurance policy that is provided to each student by SAO covers repatriation.
- Work with SAO to determine the need for counseling for other Program participants and/or friends and acquaintances on-site.

4. Major Crisis Response

Definition of ‘Major Crisis’

‘A major accident, explosion, natural disaster, act of terrorism or other calamity that harms or seriously threatens the Program or its members’

First Actions

- Establish the location and safety status of all students.
- Check the US State Department website for regional travel warnings.
- Advise students to either stay where they are or move to a safer place, as appropriate.
- In the case of missing students, see the protocol for missing students above and contact the American Embassy for their recommendations for US study abroad students.
- If students are found to be injured or killed, follow the protocols above related to injury or death.
- Stay in contact with the US Embassy, local authorities and SAO for recommended next steps.
- Advise all students to call/email home to let their families know they are OK.

Communicating Crisis Information to Concerned Parties

It is important to communicate clear, concise, accurate and regular messages during times of crisis. The language used to communicate with concerned parties should be based on known facts and employ a balance of authority and calm. This is most easily done when the source of information is limited to one spokesperson.

The on-site spokesperson shall be the Program Director (in consultation with the SAO Coordinator).

The Director of International Education shall be the UNK spokesperson who issues all ‘crisis communications’ and bulletins to students, parents, Program staff and the media (in consultation with the SAO Coordinator, Program Director, Vice Chancellor for Academic and Student Affairs, and Vice Chancellor for Public Relations).

Special Response for Terrorist Activity

- Ask US Embassy and local authorities for the latest information and recommendations.
- Consult reliable internet and broadcast news media sources regularly for current information.
- Seek the advice of local faculty and partners on practical precautions to take in the city where the Program is located.
- Based on the above information, regularly update your security advice to students.
- Remind students of the requirement that they must carry the provided ‘emergency contact sheet’ with them at all times.
- SAO will set up an Information Hot Line, if needed, for friends and family back home to quell the spread of rumors and to provide accurate information.
- Exchange information with other study abroad programs in the crisis area.

Follow-up Actions

- Collaborate with SAO and local partners to provide on-site and post-trip counseling for students.
 - File a detailed incident report.

5. Arrest or Imprisonment**Background**

The SAO *Student Handbook* informs students that they are subject to local laws and have no recourse to US legal protections should they commit a crime outside the US.

First Actions

- Contact SAO to convey the known facts of the case. SAO will contact the parents if appropriate and give them your contact information.
- Help the student obtain legal representation with assistance of the American Embassy.
- If possible, visit, or have a representative visit, the student in custody in order to determine the status of their physical and mental health and to document their side of the story.
- Ask the advice of the US Embassy and local partners on the most effective way to deal with the local law enforcement and judicial system. If possible, connect these US Embassy and partner representatives with the student's legal counsel in the US.
- Comply with US Embassy and local authorities' requests for information.

Follow-up Actions

- Stay in contact with the incarcerated student as frequently as possible and convey any new information to SAO and the family.
- Collaborate with SAO and local partners to provide post-incarceration counseling for the student.
- Send a detailed incident report to SAO

6. Public Health Threats

In the event of unexpected outbreaks of disease or contamination of the environmental or of food/water that threatens the health of program participants:

First Actions

- Immediately seek to determine the nature of the threat and the precautions and procedures that should be adopted to protect the group.
- Inform students of nature of the threat and suggest precautions.
- In the event of student illness or death, follow the relevant protocols above.
- Send a detailed incident report to SAO.

Follow-up Actions

- Collaborate with SAO and local partners to create and implement prevention, diagnosis, and treatment protocols for Program participants.
- Send a detailed incident report to SAO

7. Travel Warnings and Program Cancellation

Stay Informed

- SAO regularly monitors the US State Department website <http://www.state.gov/travel> for travel warnings and advice and urges Program Directors and students to do the same.
- When the US State Department and other sources indicate that the Program site is no longer safe for students on US study abroad programs, the program may be closed by the Vice Chancellor of Academic and Student Affairs, in consultation with the Director of International Education.
- In the case of program closure, the Program Director will play an active role in facilitating an orderly evacuation of all students on the Program.
- If a situation develops that you feel warrants the closure of the program, please notify SAO immediately.
- Students should register with the U.S. Embassy before they leave for their semester abroad or as soon as they arrive on their Program site: www.state.gov/travelandbusiness go to Emergency Services and the first listing is REGISTRATION WITH EMBASSIES.

Appendix B: Student Interview Questions

Sample Questions

What are 4 or 5 differences between the US and the host country?

Why do you want to study abroad in this program?

If you found yourself in _____ (the host country) one day, and you could do anything you wanted on that day, what would you do?

How does this program fit into your academic plans? Your career plans?

Have you lived with a group of students before?

What did you consider the best and worst aspects of that arrangement?

How would you deal with a conflict related to drinking or noise in a group residence hall abroad?

How will you communicate and get your needs met in a city where almost no one speaks English?

If you are approached by a group of students from the native culture who ask you to justify US foreign policies that they feel are wrong, how would you respond?

If you could only consume foreign food and drink 3 times a day for one month, how would you feel?

Besides UNK, what is the longest time you have ever lived away from your home? Have had no contact with your family?

Do you drink a lot of alcohol? When you start drinking at a party or with friends, do you find it hard to stop? What do you think of other students who use alcohol or drugs?

If you were accepted to join this program, but none of your friends were, what would you do?

What kind of student behavior do you think should warrant dismissal from the program.

Name 3 things that you would most like to do on this Program.

Name 3 places that you would definitely like to visit during the program.

When people in your life do things that frustrate you, how do you deal with them?

Appendix C: Sample Criteria for Evaluating Applicants

Name _____ Major _____

[45 points possible]

_____ Class Standing when the Program begins (senior=4, junior=3, sophomore=2)

_____ GPA at this time (3.6 to 4.0=4) (3.0 to 3.5=3) (2.5-2.9=2)

Interview

_____ Familiarity with/interest in target culture (0-2 points)

_____ Connection with student's major (0-2 points)

_____ Self-starter/outgoing vs. afraid of new challenges/introverted (0-2 points)

_____ Willingness to cooperate (0-2 points)

_____ Open to other points of view (0-2 points)

_____ Interest in social/party vs. educational aspects of program (0-2 points)

_____ Possible substance abuse problem (-1 to -5)

_____ Interview total (12 possible)

_____ Recommendation from professor (0-4 points). Comments:

_____ Recommendation from Residential Advisor (0-4 points). Comments:

_____ Application essay (0-4 points). Comments:

_____ Foreign Language Proficiency (0-5 points). Comments:

_____ Total points

Appendix D: Sample Orientation Activities

Pair students up.

Program Director asks the students to fill in the answer to the following questions about the other person by just looking at them--students cannot speak to each other or ask the other person any questions.

Students then give their written responses to the person for whom they made their responses and they write in the correct answer. Students then each get to read the response the other person wrote and give their correct answer to each question. Many of the responses are reported to be quite accurate. Program Director may collect the papers.

1. What type of student? (High achiever, underachiever, bored, challenged, competitive)
2. Dominant or most influential parent?
3. Number of brothers and sisters and position among them.
4. Religion and the degree to which it influenced their life.
5. Type of music they enjoy.
6. Extracurricular activities in which they find the greatest pleasure.
7. Kind of house in which they were raised.
8. Kind of home they currently live in.
9. Raised in the country, city, or suburbs.
10. A person of many friends or a few close ones.
11. An outdoor person?
12. Do they enjoy sports--if so, what kind?
13. Organized or not?
14. How do they handle conflict?
15. How do they handle anger?

What is their best quality as a team member?

One possible reading related to cultural adjustment issues is the highly regarded Survival Kit for Overseas Living by L. Robert Kohls. If you wish to have participants buy the book, please notify the Bookstore.

Discussion of Program content. Courses offered, professors teaching courses, cooperation with a foreign academic institutions or universities.

Housing. Familiarize students with the housing options and roommate selection. You may want to have students complete a form to indicate their choice of housing and indicate their first, second, third, and fourth choices of roommates.

Group bonding. Some Program Directors do "ice breaking" exercises to assist students to become acquainted and comfortable with each other.

Academic ethos vs. tourism: These orientation sessions are crucial for establishing the group 'ethos' that will ultimately support or undermine your Program. A perennial problem for study abroad programs, even very short summer sessions, is the tendency for students to flee the target country and culture on weekends. Needless to say, this disrupts the academic and cultural focus of study abroad programs, especially programs of one semester or less in length. The orientations are a chance to promote 'in-country' alternatives to 'cross-border tourism'. Some Program Directors have minimized this problem by scheduling required classes on Mondays and Fridays and by requiring class-linked local excursions on weekends. Negative reaction to such measures can be reduced somewhat by reminding students that they are of course free to engage in cross-border travel as much as they like before and after the Program.

Testimonials from past participants can help drive home important points that students frequently ignore in printed and lecture formats. Both Program Directors and students from past Programs can be invited to attend a session to answer questions students may have concerning safety, housing, classes, excursions, what to bring and what not to bring, etc. It is crucial to establish that student speakers limit their comments to these areas and to not make statements that promote drinking/partying.

Geographic literacy exercises: Familiarize students with the geography of the target country. You can use a map and have students put in the larger cities, rivers, countries, etc.

Assign **web search exercises** that require students to find out Program-related or other information about the host country. There are various resources available on the Internet in both English and the languages of our Programs.

SAO will provide a refreshment budget for your orientation meetings. If you make the arrangements, please call us for the account number.

Appendix E: Strategies to Reduce Risk While Abroad

The following information and advice also appears in the student handbook. Program Directors are advised to discuss some of the highlights of this section during their orientation session, and to urge students to read it again before departing for the Program.

Based on anecdotal information, most of the incidents resulting in injury or death of students while participating in study abroad involve:

- Travel/traffic accidents
- Use and abuse of drugs or alcohol
- Sexual harassment and assault
- Crime/petty theft
- Mental health issues/stress
- Diseases and illnesses that exist in the host country

Precautions When Accepting Food and Drink: Be cautious about accepting drinks from a stranger, alcoholic or non-alcoholic. Be cautious about accepting food from a stranger.

Risk Upon Arrival: Travelers, especially those having just arrived abroad, are often targets of crime and at higher risk of harm, because they:

- Are unfamiliar with their surroundings
- Might not speak the local language well
- Are clearly recognizable as foreigners
- Have not yet learned the social norms or unwritten rules of conduct
- Are eager to get to know new people and the local culture
- Are naive to the intentions of people around them
- Are carrying all their valuables with them when they first step off the plane, train, or boat
- Keeping In Control: In addition to the circumstances involved with being new in a foreign country, which are often beyond one's immediate control, there are many situations that students can control. Some controllable factors that place students at greatest risk include:
 - Being out after midnight
 - Being alone at night in an isolated area
 - Being in a known high crime area
 - Sleeping in an unlocked place
 - Being out after a local curfew
 - Being under the influence of alcohol or drugs.
 -

Non-verbal Communication: Non-verbal communication (like body language and hand gestures) considered harmless in the U.S. may be offensive to people in other countries. The list of gestures considered rude in other countries can grow beyond the obvious.

Sexually Transmitted Diseases: Keep yourself free from sexually transmitted diseases by using protection (like condoms or abstinence). Also, remember that "no" may not always be interpreted as "no" in other countries. Inform yourself about the types of diseases prevalent in the area in which you are traveling.

International Sources of Information: Inform yourself as much as possible about your new environment, making use of as many different sources as possible - online, in the library, on television and radio news programs, and in the paper. Don't limit yourself to U.S. sources. Instead, contrast the U.S. information with that provided by other countries.

Understanding Locals: Beyond tuning into yourself, make it a point to try to understand what locals are communicating to you, how they feel about you and about U.S. citizens in general, how you are fitting with their values, and how well you understand them. Obviously a stronger grasp of the native language will help you with these things, but even knowing a few essential phrases can be immensely beneficial.

How to Dress: It is often best to dress conservatively – by local standards, so you can't be identified on sight as a tourist or a U.S. citizen.

Jewelry and Other Valuables: Be cautious with how you display valuables (does it look like you're flaunting wealth?). Leave your good jewelry at home, and keep money in a safe place like a money belt or hidden pouch under your clothes.

Becoming Aware of Your Surroundings: You should be aware of your surroundings, remembering to:

- Pay attention to what people around you are saying
- Find out which areas of the city are less safe than others
- Know which hours of night are considered more dangerous
- Stay and walk only in well lit areas
- Avoid being alone in unfamiliar neighborhoods
- Know where to get help (police station, fire station, phones, stores, etc.)
- Do not touch suspicious items like letters or packages mailed to you from someone you don't know
- Know what is "normal" and "not normal" to see on a daily basis in the areas you frequent
- Do not respond to explosions or gunfire by going to a window; seek cover away from windows and exterior walls

Effects of U.S. Foreign Policy: The foreign policy of the U.S. does not always sit well with citizens of foreign countries. In some cases, Americans living abroad can be targets of the frustrations of these individuals. Consider the nature of the political climate and relations between the U.S. and the countries you plan to visit.

Crimes Against U.S. Citizens: There are some steps you can take to avoid being targeted for politically motivated crime or anti-U.S. crime in general. Try to assimilate your style of dress and mannerisms as much as possible into the local norms. "Dressing like a U.S. citizen" (or any way conspicuously different from the native look) makes it easier to identify you as "the other" or an "outsider" and can make you a target.

Political Rallies: Avoid political rallies, which can increase tensions and emotions or breed angry mobs for which a U.S. citizen may serve as a scapegoat.

Political Conversations: Try not to engage in conversations about contentious political issues with host nationals and avoid retaliating against hostile or bigoted remarks about Americans.

Safety Tips for Students (provided in Student Handbook):

It is important that in the current international political climate students take the following precautions:

- Stay abreast of international political developments through reputable news sources in the broadcast media and the internet.
- Fill out and submit the Travel Form to the Program Director before traveling overnight away from the program site.
- Maintain a low profile. Avoid :
 - Demonstrations
 - Frequenting places where foreign tourists or US military personnel congregate
 - Public arguments and loud behavior
 - Wearing US flags or insignias
 - Immodest or inappropriate clothing (by local standards)

Appendix F: Transfer of Personal Funds from the U.S.

Do not loan students Program or personal funds to students unless it is a real emergency or make any payments on their behalf, unless you are confident of collecting the money before the Program ends. Once the students return, it is very difficult for SAO and Program Directors to collect.

The following information has been provided to students in the *SAO Student Handbook*.

If students run short of funds, possible courses of action include:

- having the family deposit funds into the home account so the student can access the funds through an ATM
- having the family send a foreign draft by express mail
- sending money through American Express, Western Union or Moneygram.

Students and Program Directors consider taking their personal money in a combination of credit and ATM (cash) card and some traveler's checks (for an emergency). Participants are advised to increase the cash withdrawal limit on their bank and credit cards - to cover possible emergencies - before leaving the US. Be sure to keep the receipts from foreign ATM machines in case of discrepancies. Local faculty and partner institutions should be able to assist in locating the closest/safest ATMs. Credit cards are convenient changing flight tickets, which may require a fee Arrangements need to be made to have someone pay the credit card account monthly.

NOTE: Obtain the international phone number for your credit and debit cards before leaving the US so you can reach them in case of billing problems or lost cards.

Wiring money abroad

American Express and Western Union provide fund wire-transfers that are secure, prompt and reliable for a fee. Wiring/Cabling money is the fastest, most secure way to send cash.

Emergency cash

In the case of a major emergency, the Program can lend students Program money. But the students or their parents must reimburse UNK as soon as possible. UNK will charge the parents/students any costs related to this transaction in addition to an administrative handling fee of \$25.00

Appendix G: Student Travel Form

Student Travel Form

All UNK Study Abroad students must fill-out this form completely and submit it to the Program Director before leaving for an overnight or extended trip that is not an official part of the Program.

Departure Date & Time:	Return Date:
------------------------	--------------

Name:
Address:
Cell phone number:

Destination(s):
Hotel(s) or places of lodging: Please include address(es) and phone number(s)
Company / travel agent used to arrange trip: If applicable
Mode of transport:
Flight number / ferry number, etc.

Traveling companions:
Before leaving, I will notify _____ (name) in the US. Their phone # _____

Appendix H: Incident Report

INCIDENT REPORT – UNK Study Abroad

INSTRUCTIONS: This form should be used by Program Directors to report any crimes or incidents reported by students or others that may seriously impact the Program. Email this form (preferred) to the Study Abroad Office at burkinktj@unk.edu. Confidential information should be mailed by express courier service, such as FedEx, to:

**Study Abroad Office, University of Nebraska Kearney
West Center, Rm 269W, 1917 W. 24th St.
Kearney, NE 68849-5220 USA**

Program: _____	Person Submitting Report: _____
Date Submitted: _____	Date/time of incident: _____

Alleged Victim's Name(s) (optional): _____
Circle: UNK Student | Other UNK Student | Other UNK Student | Other

Brief description of incident/crime (Circle): Dispute | Injury | Theft | Missing Person | Death

Exact location of incident: _____

Other SAO students involved (Circle)? Yes No Explain: _____	Were there witnesses (Circle)? Yes No Explain: _____
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Clinic/Hospital/Medical personnel consulted (Circle)? Yes No Explain: _____

Medical Treatment required (Circle)? Yes No Brief Description: _____

Host University or local authorities notified (Circle)? Yes No Explain: _____

Local police notified (Circle)? Yes No Explain: _____

If yes, was a report filed (Circle)? Yes No Report No. _____ Police phone # _____
Name of Investigator _____

Contributing Factors: (Weather, student's own behavior, political situation, etc.)

Additional Comments:

Appendix I: Policy for Visitors and Local Travel

Policy for Visitors and Local Travel

For University of Nebraska at Kearney (UNK) Study Abroad Programs

A primary goal of UNK study abroad programs is to provide the opportunity to learn from other cultures in ways that are not possible back home. This is best accomplished when students immerse themselves in the target culture and language.

Trips outside of the target culture and long periods socializing with relatives or American tourists during the program reduce the main benefit of living abroad.

Therefore, we require that all participants abide by these rules:

A. Guests

The Office of International Education advises those who are not registered participants in the study abroad program, such as friends and family, to visit or travel with program members before or after, but not during, the program. Students will not be excused from classes or required activities to visit with guests, and visitors will not be included in program-related classes or trips without Program Director approval.

Students may not share their study abroad living quarters with anyone who is not a student in the UNK study abroad program.

B. Local Travel

- Students may not travel outside of the host city and its environs (over 30 miles from the program site – unless defined otherwise by the Program Director) during ‘program days’. A ‘program day’ is one that has any required study-abroad related class, program, or activity.
- All weekdays (M,T,W,Th,F) are considered ‘program days’. Weekend days that include required trips and learning programs are also considered ‘program days’.
- You will have opportunities for independent travel, however. Please see your program calendar for a list of ‘open’ days and holidays.

Missing classes due to travel:

- Students who miss a class due to travel will receive a lower grade for that class; Failure to attend planned program-related trips and activities may result in disciplinary action.
- Students who do not gain Program Director pre-approval for independent travel outside the host city and its environs are subject to disciplinary action. This is

necessary to ensure communication between students and the Program Director during emergencies and must include time of departure, travel itinerary, and information on how the student can be reached during the trip.

C. Tourist Travel

- Students may visit other regions or countries during ‘non-program’ periods. The best time to do this is before your program begins, after the program ends, or during program-approved recesses, such as national holidays.
- Students must submit a written Travel Request form to the Program Director before leaving the host city and its environs (see UNK Student Study Abroad Handbook) – and have their request approved in writing – before leaving the Study Abroad city and its environs.

I have read and fully understand the terms of this document and, in consideration of participation in this program, agree to the provisions thereof.

Signed by student before departure from UNK

Full Name (print or type)

Signature

Date

Appendix J: Academic Course Policy

Academic Course Policy for University of Nebraska at Kearney (UNK) Semester Abroad Programs

A. Registration

1. The minimum undergraduate class load for UNK semester abroad programs shall be the equivalent of 12 credit hours per semester, including any audited and on-line courses. The Program Director must approve all courses that a student registers for, and student cannot drop a credit course without the permission of the Program Director. If a student elects to drop a credit course, the student may still be required to audit that course by the Program Director.
2. Students participating in UNK semester abroad programs must register for courses in the usual way. Before leaving for their study abroad program, students must secure departmental approval for any special requests, such as Independent Study, Directed Readings, permission to apply General Studies credit to non-GS courses, or upper division credit to lower division courses.

B. Attendance

1. Attendance is mandatory for all classes in which students are registered. Unexcused absences will result in a lower course grade and excessive absences can lead to suspension from the program.
2. Students must attend in all scheduled program activities, such as lectures, meetings, excursions, and receptions.

C. Drop/Add/Withdrawal [from UNK Registrar website, January 2010]

Drop, withdrawal, and audit deadlines must be met as required by UNK policy:

A student dropping a course after the first week of a semester and any time prior to the end of the 9th week of that semester will be awarded a "W". For courses of duration other than an entire semester, a student dropping a course after the first day of the class and any time prior to the end of the mid-point of the class duration (e.g., the end of the 4th week of an 8-week course) will be awarded a "W". THE "W" WILL APPEAR ON THE STUDENT'S GRADE REPORT AND TRANSCRIPT.

D. Grades and Grading Options

Grades earned at foreign universities or given by local instructors affiliated with UNK semester abroad programs are final and cannot be changed by testing or special assignments, unless the course is an Independent Study or Directed Reading previously arranged through a UNK professor.

E. Credit/No-Credit [from UNK Undergraduate Catalog, January 2010]

In addition to traditional grading ("A" - "F") a student may opt to be graded in registered courses by credit/no credit, or audit. Credit/No Credit and audit grading options must be declared at the time of early registration or open registration if early registration is not utilized. Tuition rates and related fees are identical for each of these grading options. Grading options cannot be changed after the first week of the fall and spring semesters or the first class day of a summer class. Each option is described as follows:

A student may elect one course each semester (a summer session is considered as a semester) for which he/she chooses to be graded on the basis of credit/no credit. A student must declare the grading option at the time of registration. The credit/no credit refers only to the final grade in the course as recorded by the Registrar. Nothing will change in the content of the course and the course examinations. When a student completes the course, he/she will receive a letter grade. If that grade is at least a "C" the student will receive the appropriate hours' credit. If the letter grade is "C-" or lower, the student will receive no credit for the course. In either case, the student's GPA will not be affected. This grading system is at the option of the student, but will operate with the following restrictions:

1. The option is available only to students who have completed 28 semester hours and are in good academic standing.
2. The student must have met all of the prerequisites required for enrollment in the course chosen.
3. The course chosen cannot be used to meet major, comprehensive major, minor, or endorsement area requirements.
4. The student may choose only one course per semester, unless it is an established function of the course, to be taken on a credit/no credit basis.
5. A maximum of 18 credit hours may be taken on a credit/no credit basis.
6. Students wishing to declare a course CREDIT/NO CREDIT must do so at the Office of Student Records and Registration by the end of the first week of the semester (Spring or Fall) or by the end of the first class day (Summer).
7. The CREDIT/NO CREDIT grading option cannot be changed after the first week of the semester.

The responsibility for assuring that the student satisfies the above restrictions lies with the student and his/her advisor. The actual granting or withholding of credit is the responsibility of the Registrar's Office.

F. Audit Grading [from UNK Undergraduate Catalog, January 2010]

1. Audit grading does not result in the accumulation of credit hours applicable to a program of study. No audited course may be subsequently granted credit unless it is repeated as a re-registered course under the traditional grading option.
2. Auditing is generally limited to one course per semester, but is not specifically limited to a cumulative total. Auditing may be opted without regard for the student's classification. Students who wish to audit a course must complete a request form at the Office of Student Records and Registration by the end of the first week of the semester (Fall or Spring).

I have read and fully understand the terms of this Agreement and, in consideration of participation in this program, agree to the provisions thereof, including all UNK payment and withdrawal/refund policies.

Signed by student before departure from UNK

Full Name (print or type)

Signature

Date

Appendix K: General Disciplinary Policies

General Disciplinary Policies for University of Nebraska at Kearney (UNK) Study Abroad Programs

1. The UNK Study Abroad Program Director (hereafter, the 'Program Director'), is responsible for encouraging student conduct that is consistent with the educational goals of UNK Study Abroad programs and for enforcing policies related to student behavior that are designed to:
 - a. facilitate the satisfactory functioning of the program
 - b. ensure the safety of student participants
 - c. protect the program's and the students' good standing as welcome guests in the eyes of the host society and governmental bodies.

2. The Program Director must inform the UNK Study Abroad Office (SAO) of any student behavior that may warrant disciplinary action. Students may be subject to immediate dismissal from the Program and/or from UNK if, in the judgment of the responsible UNK academic authorities, their actions are any of the following:
 - a. Disruptive to the educational aims of the Program
 - b. Harmful to the social and/or legal relationship which exists between the host country and the institutions and students of UNK
 - c. Harmful to the student herself/himself or to other students or staff
 - d. Inconsistent with the policies or mission of UNK and/or its partner institution in the host country.

3. The UNK Study Abroad Coordinator has overall responsibility for the hiring and managing agreements with on-site instructors, establishing and managing educational excursion programs and activities, arranging for and housing, planning and managing the program budget, and being knowledgeable of relevant international rules and regulations.

After the program begins, however, the Program Director is responsible for managing the day-to-day aspects of the program. If it becomes necessary for the Program director to suspend a student from the program due to policy infraction, this action is not subject to appeal to the campus judiciary system. However, if it is deemed appropriate by the Senior Vice Chancellor for Academic and Student Affairs (SVCASA), the SVCASA may request that UNK administrators and/or faculty members (other than the Program Director) conduct an independent review of the case and proffer another opinion. In such a case, both the affected student and the Program Director shall submit written statements describing the issue to the Director of International Education for use in related administrative investigations.

Information related to the case may be communicated to parents in so much as it complies with student privacy rights as put forth by relevant FERPA and HIPAA statutes.

4. Academic disciplinary actions related to student misconduct shall be determined in consultation with the Dean of the student's UNK college or school.

5. When a student’s behavior is determined to have done – or threatens to do – serious harm to the program or its members, the student in question can be suspended immediately and dis-enrolled from UNK. In this case, all incurred fees will become due and payable, and a ‘W’ will be entered on the official transcript for all unfinished courses. The student may seek re-entry to UNK through the usual admission procedures subject to approval by the Dean of the student’s UNK school or college.

6. In situations where there is clear evidence of serious student misconduct, the appropriate UNK dean may act immediately to impose appropriate sanctions. The SVCASA shall review any suspension of a UNK student participating in a UNK study abroad program. If this review determines that the suspension was in any way inappropriate, the SVCASA can modify the sanctions and/or offer redress on behalf of the student.

Students must abide by all provisions of the current *UNK Student Code of Conduct* (found in the *UNK Student Handbook*). These policies may be accessed and reviewed on the UNK website.

Signed by student before departure from UNK

Full Name (print or type)	Signature	Date
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Appendix L: Drug, Alcohol, & Sexual Misconduct Policies

2010-2011 Drug, Alcohol, & Sexual Misconduct Policies for University of Nebraska at Kearney (UNK) Study Abroad Programs

Drugs and Alcohol

UNK has a zero-tolerance policy regarding the possession, use, manufacture, production, sale, exchange or distribution of illegal drugs by students participating in UNK study abroad programs. Alcohol misuse and abuse will not be tolerated on UNK study abroad programs. Violation of local laws and/or UNK regulations or policies related to these substances may result in (i) immediate dismissal from the Program; (ii) academic withdrawal from the University for the semester in progress; and (iii) disciplinary action upon return to campus.

Alcohol and drug misuse is defined as:

“Any use that is harmful or potentially harmful to one’s self or others”

Alcohol and drug abuse is:

“The planned, systematic misuse of drugs or alcohol”

Alcohol and drug misuse is present when the effects of consumption cause a student to:

- Miss any scheduled event
- Become ill
- Be disrespectful of others sharing the same housing
- Congregate in loud groups that disturbs others
- Engage in inappropriate behavior towards others or in destructive behavior toward property
- Not abide by the laws of the country in which he or she is staying;
- Engage in behavior that causes embarrassment to the other members of the group, the faculty member(s) or the in-country host(s)
- Facilitate/encourage or ignore a fellow student who is misusing or abusing alcohol
- Transport quantities of alcohol or drugs to the Program site with the intent of sharing the alcohol with members of the group.

Program Directors may choose to report the above behaviors for judicial action through the UNK Dean of Students. If a formal complaint is filed by the Program Director, the student will be contacted once he/she returns to campus and the judicial process will begin. If found responsible for violating University policy, the complaint and its resolution will become a formal part of the student's UNK record and could be available to both internal and external offices on a need-to-know basis. ***A student can be suspended from the program and sent home while his/her case is being adjudicated.***

General guidelines for responsible alcohol use:

Alcohol misuse and abuse will not be tolerated on UNK study abroad programs

- Students are encouraged to use good judgment if consuming alcohol at private homes or other

- o accommodations during non-Program hours.
- Students are encouraged to discuss issues related to alcohol abuse by other members of their group with the Program Director.
- Peers should look out for each other and keep each other safe.
- If a student becomes incapacitated due to alcohol overuse, or if he/she is in need of medical attention, others are strongly encouraged to contact a local emergency medical service and the Program Director immediately, in order to protect the health and well-being of the affected student.
 - o The individual needing medical attention will not receive disciplinary sanction in these circumstances, but rather will be referred for assistance to address issues of chemical use/abuse.
 - o Peers are encouraged to make the responsible choice to notify Program or emergency personnel quickly.
 - o The person (or persons) making the call will not be subject to disciplinary action

Sexual Misconduct

UNK is committed to providing an institutional environment where all persons may pursue their studies, careers, duties and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. UNK will not tolerate any form of sexual misconduct.

Sexual activities should be explicitly agreed upon by all parties involved in the act. Verbal communication of non-consent, nonverbal acts of resistance or mental impairment of the victim will constitute lack of consent. Sexual assault includes sexual penetration or sexual contact by intentional touching another’s intimate parts or the clothing covering these parts.

Police reports so not obligate prosecution but it does make legal action possible if the decision to prosecute is made at a later date.

University judicial action, criminal prosecution and civil suits are all options available to victims of sexual assault. Sanctions for sexual misconduct may range up to and including expulsion and or termination.

I have read and fully understand the terms of these policies and, in consideration of participation in this program, agree to abide by the rules and provisions thereof.

Signed by student before departure from UNK

Full Name (print or type)

Signature

Date

Appendix M: Authorization to Release Protected Medical Information

**Authorization to Release Protected Medical Information
for University of Nebraska at Kearney (UNK) Study Abroad Programs**

I authorize the release of information contained in the *Health, Diet and Insurance Form* for access and review by such UNK representatives, health professionals, and insurance providers as UNK may deem appropriate. I understand that if this information is pertinent to my health and safety abroad, it may be discussed in a confidential manner with the UNK Office of Study Abroad coordinator and/or with my study abroad Program Director, and that I will be informed of this communication.

If my UNK study abroad Program Director, acting for the University of Nebraska-Kearney determines that it's in my best interest, whether or not the circumstances may constitute an emergency, the University of Nebraska-Kearney may notify my emergency contact(s) indicated in the *Health, Diet and Insurance Form*. I further authorize the University of Nebraska-Kearney or its representatives to secure such medical treatment as it determines is reasonable under the circumstances and to incur such medical expenses on my behalf as are reasonably indicated. I release, discharge, indemnify and agree to hold harmless the Board of Regents of the University of Nebraska, the University of Nebraska-Kearney, and their agents, employees, or other representatives from any liability which may result from authorizing any medical treatment and /or medication for me. I understand that such treatment shall be solely at my expense, and I shall reimburse UNK or its representatives for any expenses that they might incur on account of my condition or treatment.

In the event of any emergency abroad, UNK has my permission to notify my emergency contacts listed on the *Health, Diet and Insurance Form*.

I certify that all responses made on the *Health, Diet and Insurance Form* are complete, true and accurate, and I understand that if there are any changes in my health status, I will complete and submit an updated *Health, Diet and Insurance Form*. I understand that if I withhold information on the *Health, Diet and Insurance Form* that the UNK Study Abroad should be aware of in order to protect my health and wellbeing on the program, I could be withdrawn from the program. If I am sent home for reasons related to withheld information, I will be responsible for all incurred costs.

Time Limit and Right to Revoke: This authorization will expire upon my return from my study abroad program. However, I may revoke this authorization at any time by submitting a signed, dated statement that is signed dated to the UNK Office of Study Abroad or my study abroad Program Director. Such revocation shall not apply to any information already released or collected.

I have read and fully understand the terms of this Authorization Agreement and, in consideration of participation in this program, agree to the provisions thereof.

Signed by student before departure from UNK

Full Name (print or type)

Signature

Date

Appendix N: Student Code of Conduct

Study Abroad Code of Conduct

For University of Nebraska at Kearney (UNK) Study Abroad Programs

By virtue of my signing this *Study Abroad Code of Conduct*, I understand that the provisions of this Code are in addition to the *UNK Student Code of Conduct* (in the *UNK Student Handbook*, which is available on the UNK Residential Life website), which I am also subject to, and which I have read and understand.

1. I understand that a primary goal of my participation in UNK study abroad is to learn from the culture of the host country, and I am committed to this goal.
2. As a UNK student studying abroad, I understand that my host culture has cultural and social practices which may be different than those of my home culture. Although I may not agree with them, I commit myself to respecting these values and practices.
3. I know that I will be viewed as a representative of my country and my university. Therefore, any negative or offensive behavior on my part – whether engaging in illegal activity, rudeness, or socially inappropriate dress or behavior (by host country standards), or frequenting establishments where such behavior is known to occur – will reflect poorly on me, UNK, and my country.
4. I understand that such behavior could jeopardize UNK's relationships with the host institution as well as our good standing with the host country legal authorities.

5. I pledge to:

- a. Obey all host-country laws.
- b. Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.
- c. Avoid violence, illegal drugs and excessive or irresponsible consumption of alcohol.
- d. Follow the program policies for keeping program staff informed of my whereabouts and well being.
- e. Become familiar with the procedures for obtaining emergency health and legal system services in the host country.
- f. Accept the rules and decisions of my instructors and Program Director and to communicate with them and others in a courteous and respectful way.
- g. Not engage in any activity that will disrupt the program or distract other students from engaging in their academic studies.

I have read and fully understand the terms of this document and, in consideration of participation in this program, agree to the provisions thereof.

I understand that UNK will hold me fully responsible for my own decisions and actions in relation to this *Code of Conduct*, and that I may be expelled from the program on short notice – and subject to other forms of discipline – if I am found to be in violation of any part of this Code.

Signed by student before departure from UNK

Full Name (print or type)

Signature

Date

Appendix O: Resources

Resources

Guides: *Lonely Planet*, *Let's Go*, *Berkeley*, and *Rough* guides offer practical, current, political, cultural, and historical information on your target country.

Hoffa, William. *Study Abroad: A Parent's Guide*. Washington, DC: NAFSA, 1998.

Hubbs and Whitmarsh. *Work Abroad: The Complete Guide to Finding a Job Overseas*. Transitions Abroad Publishing, Inc, Amherst, MA, 1997.

Kast, Richard C. In *Loco Parentis and the "Reasonable Person: Liability Issues in International Studies Programs," International Educator 7, 1* (Fall 1997/Winter 1998): 26-32.

http://www.nafsa.org/publications/ie/fall97_winter98/kast.html

Kohls, L. Robert. *Survival Kit For Overseas Living: For Americans Planning to Live and Work Abroad*. Intercultural Press, Inc. Yarmouth, Maine, 1996.

Kroll & Associates. Kroll & Associates is a private investigation and risk assessment company with offices throughout the United States and the world. Kroll provides "country risk analysis," "Kroll Travel Watch," and current press releases on world situations.

Larsen, David, M. Archer Brown, and Susan Ansara. *Being an Education Abroad Professional*, NAFSA's Guide to Education Abroad for Advisers and Administrators, ed. William Hoffa and John Pearson (Washington, DC: NAFSA, 1997), pp. 3-19.

NAFSA's Code of Ethics (1992), http://www.nafsa.org/publications/stand_pol/ethic_code.html Contained in *Standards & Policies in International Education: A Guidebook* (1992), available free from NAFSA.

NAFSA's Principles for Study Abroad (1981), http://www.nafsa.org/publications/stand_pol/principles.6.html in *Standards & Policies in International Education: A Guidebook* (1992), available free from NAFSA.

Statement of Professional Competencies for Education Abroad Professionals (1995-96), <http://www.nafsa.org/et/competnt.html#secussa>

Rubin, Kyna. "Safety in Study Abroad: How Much More Can Programs Do to Protect Students?" *NAFSA Newsletter* 49, 3 (February/March 1998) <http://www.nafsa.org/safetyabroad/rubin.html>

Storti, Craig. *The Art of Coming Home*. Intercultural Press, Inc. Yarmouth, Maine, 1997.

Slind, Mickey Hanzel, Deborah C. Herrin, and Joan Gore. "Health and Safety Issues," in *NAFSA's Guide to Education Abroad for Advisers and Administrators*, ed. William Hoffa and John Pearson. Washington, DC: NAFSA, 1997.