



UNIVERSITY OF
SOUTHERN MAINE

University of Southern Maine
Short-Term Travel Programs

Faculty Handbook

University of Southern Maine
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“Bringing the World to Mind”

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PROLOGUE

Dear Faculty Member,

Short-term travel programs at USM have become exciting and intellectually stimulating options for our students. We are very proud of the opportunities that USM has offered in the past, and we look forward to more innovative and creative courses in the future.

This handbook was developed in order to answer basic questions that you might have while either thinking about offering a course abroad or planning for a course that is already scheduled through the Office of International Programs and the Summer and Winter Session Office. In your role as a program leader, you will be called upon to serve and respond to a wide range of concerns and issues both inside and outside of a formal classroom. We hope that these guidelines will be a valuable resource to you not only as you prepare for your program, but also while you are overseas and after you have returned. Please read the handbook carefully, and **be sure to bring it with you when you go abroad.**

The Office of International Programs and the Summer and Winter Session Office are excited to be working in close partnership with you to provide a high quality study abroad experience for our students. Thank you very much for all your hard work in providing this opportunity to our students.

Sincerely,

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OVERVIEW

Mission Statement

The mission of the University of Southern Maine's short-term travel programs is to provide high quality, educationally based programs to prepare students to succeed in a diverse national and international arena. USM is committed to providing short-term travel programs that are affordable and accessible to our students.

An Introduction to Short-Term Travel Programs

Short-term travel programs are 1-8 weeks in length. USM's programs are mostly 10 days to 3 weeks in length. A short-term travel program is led by a faculty member and sponsored by a university or consortium. USM offers short-term travel programs during the summer and winter sessions.

Short-term travel programs are increasingly popular nationwide. According to the *Open Doors 2007 Report on International Educational Exchange*, 223,534 American students studied abroad in 2005-2006, which is an 8.5% increase from 2004-2005. Only 6.7% of study abroad students spent a full academic year abroad. Semester programs account for the most popular option with 49.9% of the study abroad population. However, short-term travel programs were close behind semester programs and accounted for 43.4% of the study abroad population. At USM, 25% of study abroad students study away for a semester and an overwhelming 75% of study abroad students study on a short-term travel program.

Shorter programs have gained popularity for several reasons. These programs reach a population that may not be able to study abroad for a whole semester or year. Short-term travel programs are attractive to students who need to work during the school year and cannot afford to be out of work for an entire semester. They also attract students with very structured major requirements who cannot fit a semester abroad into their academic schedule. This is particularly true for science, engineering, and nursing students. Faculty-led short-term programs are a safe way for students to "test the waters" and see what it is like to travel overseas and be away from family and friends. They help students gain confidence to participate in a longer study abroad program. One measure of success is students returning to our office for a semester or year opportunity.

Travel-based courses have become a source of inspiration for many students here at USM. Although the courses are often brief two to three week experiences, students report them to be life-changing events. Students have discovered new interests and majors, have become more aware of the world around them, have started learning in new ways, and have a renewed sense of intellectual excitement - all due to their experience abroad. Most importantly, students report a better awareness of who they are and what their education means to them. As we strive to offer our students a quality education, we cannot overstate the impact these short-term courses have on our students.

Short-term travel programs not only benefit our students, they offer our faculty the unique opportunity to teach on a visual, auditory, and experiential level. Faculty have reported that they enjoy teaching students who are completely focused on this course and free from the distractions of family, work, and other course obligations. In teaching a short-term travel course, faculty get to know students on a more complete level and gain a better understanding of the current generation of students. Their students also get to see their human side! Faculty members can also take advantage of developing research projects while they are overseas and make connections with overseas colleagues.

Roles and Responsibilities

The Office of International Programs assists program leaders in the administrative aspects of developing and running a short-term travel program. The International Programs staff are fully-trained in handling emergencies overseas and are available 24 hours a day to assist program leaders in crisis management.

While traveling with students in a foreign country, program leaders should be aware that they will have greater responsibilities than they would on campus and should be comfortable with the additional responsibilities. The program leaders are responsible for the students 24 hours a day from the time they leave to the time they return and will oversee the entire experience. As such, program leaders must keep a keener eye on all activities. Program leaders are not in a position of absolute authority, just as the college is not vis-à-vis students on campus. However, program leaders should attend to matters of the students' general well being so that the whole program develops as well as possible.

Program leaders should set high expectations for the students regarding their full participation in the program, their behavior as visitors to that country as USM representatives, and regarding their own safety and health. Work normally undertaken by USM support systems, such as counseling, health services and residence life, may fall within the purview of the program leaders. Program leaders are expected to assist students in resolving such matters.

International Programs Roles and Responsibilities

Pre-departure

- Review program proposals and offer suggestions with getting course approval from their department
- Manage logistics for students
 - Manage applications and acceptance paperwork
 - Handle student registration and billing
- Manage the program budget and expenses
 - Work with faculty leaders to develop the program budget
 - Pre-pay for expenses that can be paid in advance
- Make travel arrangements (hotel reservations, air reservations, transportation, museum visits)
- Provide a pre-departure orientation for the students
- Market the programs through flyers, postcards, and general information sessions

Overseas

- Manage emergency communication
 - Provide 24 hour emergency assistance to program leaders
 - Register all participants and program leaders with the local embassy
 - Prepare emergency contact sheets for each program

Return

- Review travel expense vouchers submitted by program leaders and close the program account
- Meet with program leaders to debrief the program
 - What worked?
 - What changes would you make in the future?

- Was the budget adequate for your needs? Were there any student disciplinary problems?

Faculty Roles and Responsibilities

Pre-departure

- Develop the course syllabus and itinerary
 - Submit course proposal to your department for approval and carry out any necessary follow-up
 - Find the accommodations and transportation options that you would like for you and your students.
- Collaborate with the Office of International Programs to create a budget based on your estimated expenses.
- Market the course to your students.
 - You have the option of hosting an information session specific to your program if you would like.
 - Talk about your program in class and ask colleagues to do the same.

Overseas

- Supervise and direct the students in the academic and intercultural goals of the program.
- Program leaders are the primary adults responsible for the welfare of the students.
 - Serve as a resource for participants who may need assistance with personal, emotional, financial and health problems that arise during the program.
 - Supervise the students in following the University of Maine System Code of Conduct
- Manage the logistics on-site
- Manage group expenses during the program
 - Ensure that the program expenses remain in budget
 - Pay for items overseas that cannot be paid for in advance by using your travel advance.

Return

- Submit receipts and travel expense voucher within two weeks of your return
- Meet with Office of International Programs staff to de-brief program

Planning Timeline

The following timeline is geared towards summer programs. Winter session programs should follow the timeline noted in parenthesis.

Spring Semester (16-12 months out)

- Begin developing a course proposal, syllabus, and rough itinerary. Alert your department chair that you are putting together a course proposal. Meet with the Office of International Programs to review and discuss your proposal.

Summer (10-12 months out)

- Make contacts overseas and begin planning the logistics: finding accommodations, researching in-country transportation, meeting space(s), and researching local museums and cultural opportunities.

September (10 months out)

- Submit your course proposal to your department for any necessary approvals.

September-November (8-10 months out)

- Work with the Office of International Programs to firm up itinerary. The Office of International Programs will take care of making hotel reservations, deposits, and airline reservations.
- Collaborate with the Office of International Programs on program budget. The costs of the travel course should be finalized by Thanksgiving.
- Information on each program will be posted to the International Programs Web site by Thanksgiving.

December

- A short-term travel newsletter is distributed to all departments on campus and all students in the dormitories. It is also placed in common areas around campus. The newsletter is a “teaser,” to get students curious about the short-term programs we offer in the summer.

January (6-8 months out)

- Continue talking about your program to students in your classes. Build excitement!

February

- The Office of International Programs will host information tables in the both the Gorham and Portland student centers. Program leaders are welcome to join. Program leaders are encouraged to host their own information sessions. The Office of International Programs can help secure a room and audio-visual equipment and will provide application forms and information sheets. Program leaders who have run travel-based courses in the past may want to ask students who have gone on their program to speak about their experiences.

March (approximately 2 months out)

- The Office of International Programs will begin processing applications that have been received. If there are a large number of applicants, applications received before the deadline must be given first consideration.
- Program leaders will receive copies of the applications for your review after the application deadline. Inform the Office of International Programs of the admissions decision for each application within 2 weeks of receipt.

End of April (approximately 1 month out)

- The Office of International Programs hosts a mandatory pre-departure orientation for all students. The orientation gives students a chance to ask questions about the actual course and any logistical questions.

Post Travel

- All Travel Vouchers must be submitted to the Office of International Programs within 2 weeks of the program end date. The Office of International Programs will review the forms with you and make sure that all documentation is complete before sending to USM Business Services for processing.

DESIGNING AND DEVELOPING A PROGRAM

Short-term travel courses differ from traditional on-campus classes by integrating classroom learning with experiential learning and site visits. A successful short-term travel program takes advantage of the unique opportunities offered in its location and clearly links those opportunities and experiences back to the course objectives. When designing a program, consider what the course gains from its location and which aspects of the locations best assist in achieving the course objectives.

Short-term travel courses are often perceived by students and other faculty as academically lightweight and “tourism for credit.” Faculty leaders can overcome these perceptions by clearly defining the learning objectives of the course and ensuring that those objectives are carried out. Faculty leaders who have run successful courses know that by their nature, short-term travel programs are more academically, physically, and personally intense than courses on campus.

Academic Criteria

A successful short-term travel program has clearly defined learning objectives that meet USM’s standards and has been approved by your department. The courses should integrate lectures, site visits, readings, writing, and evaluation and offer opportunities for reflection and group debriefings. The itinerary should support and enhance the learning objectives and activities should complement the learning objectives.

Audience: When designing your course, keep in mind the type of students you hope to teach. Do you want to limit your course to particular majors or are you open to teaching students outside of your department? Will there be any additional requirements for participation (i.e. foreign language competency, completion of other courses in your department)? What degree requirements would your course fulfill within your department or USM?

Contact Hours: A three-credit course requires a minimum of 35 contact hours and one final assessment for an additional two hours. A six-credit course is double the number of hours. You may choose to teach the full number of contact hours overseas or schedule class meetings before and/or after your travels.

Course Designation: Some departments will suggest that you use the experimental *99 course designation. You may use this designation the first two years you offer the course. After the second year, the course must be reviewed by your department and be assigned a regular course number that will be listed in the university catalog.

Guest Lecturers: Guest lecturers and special lecturers add a great deal to the travel courses and they can be paid a small honorarium (typically \$100). They provide special resources for the student as well as the faculty member. When choosing a lecturer, please keep in mind cultural norms – especially when on another campus. Also, if the course is taught in English, make sure that the guest is able to be understood in English. If language is a barrier, consider a translator.

It is also good to have a local academic on hand to answer questions for the students as they come up. If a social event is held with the students, feel free to invite the guest. Be careful not to be overly dependent on a host country faculty, unless that is part of your agreement with them.

Unstructured Time: Scheduling unstructured “free time” is a balancing act. Too much free time can call the academic integrity into question, however, too little free time can leave students too exhausted and overloaded to properly reflect on and digest their experiences. It is important to

schedule time each day to complete journal assignments and have group discussions to debrief the experiences each day and prepare for the next day.

Faculty leaders may wish to require students to attend two to three cultural activities each week. This will not only help less motivated students explore the culture, but also give all students the chance to gain confidence by navigating to another place on their own and being held accountable for their free time. Faculty leaders may also provide students with a list of top ten sites to visit in their locale and encourage students to visit as many of those sites as possible during their free time.

Logistical Criteria

Unlike a course on-campus, the academic piece is only half the puzzle! You will need to work closely with the Office of International Programs to develop the day-to-day workings of the program, including transportation, housing, and excursions.

State Department Warnings: Program leaders should check the [State Department Travel Warning list](#) when developing a new program. USM will not permit short-term travel programs in countries that are on the warning list. If a ban was recently lifted, approval will be considered on a case-by-case basis. Countries on the travel alert list will be reviewed on a case-by-case basis.

Number of Students: The minimum number of students needed in order to run a short-term program is 8 students. Depending on the overhead expenses for a program, the minimum may be higher. The maximum is 32 students.

Number of Faculty/Staff: We require at least two leaders per program unless the program is co-sponsored by another university that agrees to assist with potential emergencies. The primary leader must be a USM faculty member in order to be sponsored by USM. Part-time USM faculty members are covered by the same liability protection as full-time USM faculty members and can serve as the primary program leader.

The second leader can be another USM faculty member, a USM staff member, a USM graduate student, a faculty member at a different university, a colleague from the host country who is willing to accompany the group at all times, or a spouse. This is excellent experience for faculty members who are thinking about developing their own short-term travel program.

First preference is given to USM faculty and staff for the position of a second leader. If you wish to elect a secondary leader that is not employed by USM, we must work through Human Resources to temporarily hire the elected leader. The second leader would then be under the same liability protection and coverage as a regular university employee.

Local on-site coordinator: When making your travel arrangements for hotels, museums, excursions, company visits, etc., it is extremely helpful to have a contact in the destination country. It is generally recommended that this contact be a university colleague, friend, or business associate rather than a travel agent. This will ensure flexibility for your own agenda, and ensure that academic rigor is placed at the forefront of your arrangements. You may consider asking the local coordinator to accompany you throughout your travels. A stipend can be built into your budget to cover expenses for this person.

Site visits: Whenever feasible, a pre trip site visit should be conducted by the program leader for new programs. Tenure-track faculty can apply for a [faculty-travel grant](#) through the Office of International Programs to help defray the expenses.

Transportation: Transportation will depend on the location of your program. If you are travelling to a major metropolitan area, you may want to depend on public transportation like buses and subways. Take into consideration reliability, safety, and convenience of public transportation. There may be instances where the convenience of a taxi is worth the extra cost, particularly for airport transfers. Some locations are pedestrian-friendly and you may not need to use ground transportation.

In some cases, you may want to rent vehicles and possibly hire a driver. Vehicle rentals and chauffeured transportation must be vetted by the Office of International Programs. Our first preference is to rent vehicles owned by nationally recognized companies such as Hertz, Avis, and Auto Europe. The Office of International Programs will evaluate options based on the location of your program and help you choose vehicles that work best for your group needs and also meet the university's risk management requirements.

Transportation by boat must be vetted by the Office of International Programs to ensure they meet the University of Maine System guidelines.

Excursions and activities: Successful short-term travel programs take advantage of the destination and use local resources that best serve the learning objectives. Visit museums and historical sites that are relevant to your course or important to understanding the culture of that country. You may want to consider a guided tour of specific destinations or historical areas. Some museum passes may be purchased in advance and provide admission to multiple museums. The Office of International Programs can assist you in purchasing tickets in advance and reserving guided tours. Consult travel guides and tourist board Web sites to make the most of your time and money.

Physical activities such as hiking, horseback riding, and snorkeling must be vetted by the Office of International Programs to ensure they meet the University of Maine System guidelines. Some activities are strictly prohibited such as scuba diving and parasailing. Please contact the Office of International Programs with any questions.

Accommodations: We have used a variety of accommodations for our programs: hotels, hostels, university-owned residence halls, and apartments. Our top priorities are safety, cleanliness, and affordability. The best rule of thumb is: would you be comfortable staying in this hotel and/or would you be comfortable allowing your child to stay in this hotel? If you do not have a specific hotel in mind, consult a travel agent, travel books, the Internet, or personal and professional contacts.

Take into consideration the location. Is the hotel in a safe neighborhood? Can our students walk around safely at night from this location? Can you easily get to scheduled appointments, museums, and excursions from this location? A higher-priced hotel in a central location may cost more up-front but save commuting costs and reduce travel time.

Be sure to gather information on accessibility for disabled students. Are the kitchen, housing, classrooms and bathrooms accessible to disabled students? If not, what alternatives exist for disabled students?

If you are traveling to a more remote location, investigate the bathroom facilities. Bathroom facilities tend to be near and dear to American's hearts. Students deserve to know if they will be encountering standards that they may not be comfortable with such as squat toilets. Notifying your students up-front will reduce their stress from finding out by surprise.

When choosing accommodations, please be considerate of the cost. We understand that prices will vary greatly by location. However, accommodations make up a large portion of the program fees and we want to maintain our fees at reasonable levels. Please cap rates at \$150 per room, per night based on double occupancy (\$75 per person).

Classroom space: You will need to decide where you will hold your lectures and class meetings and locate a space that comfortably accommodates your group. The hotel may have a meeting room that you can use or rent on a daily basis. Perhaps a colleague from a local university can reserve classroom space for you. As with the living space, make sure that the classroom/meeting space is accessible. If you need access to A/V support, you will need to investigate options.

Immunizations: As part of the course planning process, program leaders should investigate if students need immunizations or medications for travel to the host destination and notify the students. Please consult the [Centers for Disease Control](#) Web site.

The cost of immunizations or medications should be the responsibility of the student and not factored into the cost of the program. Some countries require proof of certain immunizations. The program leader should be prepared to assist the Office of International Programs in following up with students to be sure they have gotten their shots. It is up to the student to decide with their doctor whether to get an immunization that has been suggested but not required.

Airline Tickets: The Office of International Programs will gather airline quotes from several providers and present the program leaders with the best options. The program leaders will be able to choose the itinerary. The Office of International Programs will work with the travel agent to secure the tickets. The application deadline for a program may need to be scheduled earlier than the general application deadline if the airline tickets have an early commitment date.

Visas: The Office of International Programs will investigate whether U.S. students need a visa. We recommend using a visa service to expedite the process and reduce the workload. The Office of International Programs can assist in finding a visa service provider. If an international student is enrolled in the course, it is their responsibility to investigate visa requirements.

BUDGETS AND SALARIES

Developing a Budget

Creating a budget is a collaborative process between the program leaders and the Office of International Programs. A budget checklist is included with the proposal form to help you estimate the potential expenses. Activities and excursions add up quickly and the budget checklist can help you think through which activities are necessary and which ones could be removed from the itinerary. It is important that our programs are affordable so that enough students can take advantage of the opportunity and enroll in your program.

The program budget includes the cost in sending program leaders (airfare, accommodation, in-country transportation, meals, cultural events and museums), the cost in sending a student (airfare, accommodation, in-country transportation, meals, cultural events and museums, and insurance coverage) and group expenses (supplies and materials for the course, honorariums, cell phone minutes, classroom rental fees, etc.). The program leader expenses and group expenses are divided by the estimated number of participants. The program fee equals each student's portion of the group expenses plus the student's direct expenses and a 5% contribution to the contingency fund. The contingency exists to cover only emergencies and currency fluctuations and is non-refundable.

In addition to the program fee, students pay tuition and regular USM fees at the in-state rate. All students receive the in-state rate regardless of their residency. The tuition benefit often makes the cost of a travel program for out-of-state students equal to a taking a course on-campus. The tuition revenue directly supports the faculty member's salary and benefits.

Estimating the number of participants is often the most difficult part in developing a budget. This number will serve as our minimum number of participants to run the course. We need to determine a realistic number of students who will participate in the program. Take into consideration the number of students in your department, other competing opportunities within your department, and how attractive your program would be to students from other departments.

Faculty Remuneration

We use the same remuneration policies as teaching on-campus courses during the summer and winter session. Full-time faculty teaching and coordinating short-term travel courses during the summer session are paid 7% of their base annual salary per three credit course. The spring semester base annual salary is used for this calculation. Full-time faculty teaching and coordinating short-term travel courses during the winter session are paid according to the AFUM Overload Schedule according to academic rank. Part-time faculty coordinating short-term travel programs are paid off of the PAFTA Overload Schedule according to their academic rank, regardless of whether they are teaching during the winter or summer session.

There must be at least 8 students and in some cases more than 8 to cover the cost of one full faculty salary. Please remember that we typically budget for more than a minimum of 8 students to keep the program fee at an affordable level. The program fee is the student's individual cost plus a portion of the faculty member(s)' travel costs. We divide the faculty travel costs by the minimum number of students. For most programs, the minimum number of students is 10-12 students. We prefer that no faculty member is responsible for more than 12-15 students each.

In addition to a regular salary, the faculty member's transportation and housing is covered on a travel-based program. These costs are factored into the program fee that the students pay. Food and other personal expenses are the responsibility of the faculty member, unless otherwise determined.

Instruction provided for a short-term travel program by a non-USM faculty member will be paid as a contract service. Compensation for that instruction will be consistent with the hourly rate scheduled as outlined in the summer or winter session pay schedule for part-time faculty according to the guest lecturer's academic rank or equivalent.

If a significant portion of the instruction of the course is taught by guest lecturer(s), a portion of the faculty leader's salary may be used to pay for the guest instructor(s)' stipend. Otherwise, the expense will be added to the program budget, which will be covered by the program fee. Support and non-instructional services provided by individuals will be negotiated by the Office of International Programs and the individual providing the service.

MARKETING YOUR PROGRAM AND RECRUITING QUALITY STUDENTS

Marketing Short-Term Travel Programs

The Office of International Programs will assist the program leaders in recruiting, but we have found that students are most interested when approached by the program leaders directly. Program leaders are encouraged to talk to students and colleagues to promote their programs.

The Office of International Programs will talk about short-term travel programs in information sessions, post information on USM's summer, winter, and international web sites, advertise at student fairs, post flyers and send mass-email promotions.

Where to market your program

- Discuss your program with students in all of your classes
- Advertise to former students from previous classes
- Ask fellow faculty to announce in their classes
- Visit classes with related topics
- Come to an information session and help promote this meeting
- Host a course-specific information session, or reserve a table at the dining hall with program materials
- Post an ad for your course on your departmental web page, if possible
- Target specific groups, years, classes via email, letters, or visits (the Office of International Programs can assist with this)
- Ask your department to post a link on their Web site to the travel programs Web site

Application Process and Selection Criteria for Students

All participants must complete a short-term travel program application to be considered for admission to the program. The application process helps faculty members screen potential candidates, reinforces the seriousness of these programs, and also articulates to the students that policies and procedures are in place for short-term travel programs. The Office of International Programs manages all student administrative aspects of the programs, including the application and acceptance process, registration, and billing.

Application process: The Office of International Programs collects student applications and distributes them to program leaders after the application deadline. The summer session program application deadline is typically the first week of March and the winter session program deadline is typically the last week of September. A complete application includes the application form, \$200 non-refundable deposit, recommendation and personal statement.

The Office of International Programs will check each applicant's record at the Office of Community Standards and will inform program leaders if an applicant has a disciplinary record. Program leaders will decide which participants to accept and inform the Office of International Programs. The Office of International Programs will inform students of the admissions decision.

Selection criteria: The minimum requirements for all participants are a cumulative 2.0 GPA or higher and a minimum of 15 completed undergraduate credits. Program leaders may add additional qualifications such as a second recommendation, a portfolio, course pre-requisite(s), or a higher GPA requirement. The Office of International Programs strongly recommend that program leaders interview students who they have not previously taught. This will help you decide if you feel

comfortable travelling with all of the students who you accept to the program. Do not feel obligated to include a student that may pose potential behavioral challenges to you and to other students.

International Student Participation: The Office of International Programs encourages participation in our short-term travel programs by current international students. We suggest that these students participate in a program that travels to a country *other than* the student's home country.

Non-USM Students: Students and community members not enrolled at USM are permitted to participate in a short-term travel program provided they meet the program requirements and submit a full application. USM students must be given first preference.

Family, Friends and Other Guests: Per USM policy, all short-term travel programs are limited to students enrolled in the course. That is, no spouses, friends, or family of students are permitted to participate in the program. Faculty may bring their spouse and/or child *only* if this family member is *officially enrolled* in the course (i.e. will receive credit and a grade) and has been approved by the Office of International Programs Director. The enrolled family member must pay the full cost of the program to USM.

Any faculty member wishing to participate in a short-term travel program in which they are not the instructor should submit a petition to the Office of International Programs explaining the rationale for participation (faculty development, future program exploration, etc.) The faculty member must pay the full cost of the program to USM, either personally or through grant/other funds received outside of the program budget.

Non-Discrimination Policy: In complying with the letter and spirit of applicable laws and in pursuing its own goals of pluralism, The University of Southern Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability, or veteran's status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the executive director, Office of Campus Diversity and Equity, 780-5094, TTY 780-5646.

Privacy and Confidentiality: The University complies completely with the [Family Rights and Privacy Act of 1974 \(the Buckley Amendment\)](#). Any educational information that is not considered directory information should only be released to persons outside of the university for legitimate educational reasons. Medical information should only be released on a need-to-know basis.

The Acceptance and Registration Process for Students

Once the program leaders have decided to accept a student, the Office of International Programs will notify the student of their acceptance by e-mail. The acceptance e-mail will include information on billing, the pre-departure orientation, and a link to the consular information sheet for the destination. Attached to the acceptance e-mail will be a student pre-departure manual, risk form, alcohol and conduct form, and medical form. Copies of these forms are included in the appendix.

Registration: The Office of International Programs will register all accepted students for the course. The students cannot register themselves for these courses since they require an application. Once the students have been registered, charges will be added to their student bill.

Student Billing and Financial Aid: Payment deadlines are typically mid-December for winter session programs and mid-May for summer session programs. If a student is on a payment plan for the fall or spring semester, the program fee and tuition will be added to the payment plan for their fall or spring bill.

The winter session is tied to the fall semester. Students may apply fall semester aid to winter programs (if they have any remaining aid for the fall). They cannot use spring semester aid for winter programs. Students may be eligible for federal financial aid if they take a minimum of 6 credits during the summer session.

Scholarships: USM offers a limited number of scholarships to students on our international short-term travel programs in the summer. Summer scholarship awards are typically \$250-\$500. Students traveling to Latin American countries are also eligible for the Dorothy Padula Memorial Scholarships. Those students must have formal study of Spanish on their transcript. Padula scholarship awards are typically between \$300-\$700.

PRE-DEPARTURE STRATEGIES

Once you have chosen your student cohort, you should meet with your students at least once prior to departure to set the tone for the course and get to know the students better. Establishing a rapport with your students will help build a strong connection and help them feel comfortable approaching you in difficult situations. It is also important to create group cohesion prior to departure. Pre-departure strategies include:

- Enforce independent student preparation. Allow students to take ownership over some of pre-departure research for their destination, and include them in the creation of a code of conduct for the whole group.
 - Create a group contract. Draw a circle on the chalkboard and ask students to put behaviors they would like to see inside the circle and behaviors they would not like to see outside the circle. Examples include “no whining” and “no stress about the uncontrollable” outside the circle, and “showing up on-time” and “keeping a sense of humor” on the inside. Ask a student to record the contract on paper and distribute copies prior to departure.
- Address alcohol head-on. Inform students that you will not tolerate issues surrounding alcohol. The Office of International Programs reminds students of our alcohol policy at orientation.
 - Since these are USM courses, the UMaine System Code of Conduct is in full force. Students who are not 21 are not allowed to drink even if the drinking age is lower overseas.
- Review medical concerns with students before departure. USM has resources available to program leaders, such as Health Services and Counseling Services (for mental health concerns) and the Office of International Programs.

Itinerary: Before leaving, the program leader must leave a final itinerary with the Office of International Programs. In case of an emergency, this will help us easily locate the group.

Registration with Embassy: Once the Office of International Programs receives the final itinerary, we will register all participants and program leaders with the local embassy. The Office of International Programs will relay any warden messages to the program leaders.

WHILE YOU'RE AWAY

Please call our office or send us an e-mail confirming your arrival. We want to know the group made it to the destination safely. We also frequently receive calls from parents asking the same question and we need to provide them with assurance that we know their son or daughter is safe. Please keep the emergency contact sheet with you at all times and contact us immediately in the event of an emergency.

On-Site Orientation

Upon arrival, students will need an orientation to their surroundings. While preparing the first group meeting overseas, remember that you should address certain practical issues such as facilities, transportation and a reminder of the group agenda, meeting times, etc. Your orientation will cement the tone for the overseas experience. Important goals to keep in mind—give the program a solid beginning, provide a strong framework for the program and establish trust and respect among the students and yourself. Most importantly, your on-site orientation is meant to prepare and inform the students for the days ahead.

General on-site orientation topics include: introduction to host city, transportation, communications, accommodations (including cafeteria or other food options); discussion of program agenda, meeting times; discussion of academics; discussion of program leader's expectations regarding participation; safety issues such as emergency numbers and procedures.

This is also a good time to implement the buddy system and ask each student to choose a buddy for the duration of the program. Pick a meeting place in each city/hotel you visit. Have a plan for "if a student gets left behind" and communicate it to students.

Throughout the program, keep informed of current events. Often people become 'oblivious' to world events when traveling abroad; make a conscious effort to watch the news or read the newspaper daily. Be vigilant about road safety, both while traveling in a vehicle and also as pedestrians.

On-Site Logistics

One of the more time consuming components of the on-site experience is managing logistics. The program leaders should be prepared to confirm the agenda for the group a day in advance by calling contacts and confirming times and locations. The Office of International Programs will provide a contact list with all of the reservation numbers prior to departure.

International Cell Phones: Program leaders will be given an international cell phone prior to departure. Program leaders are expected to leave the phone on 24 hours a day throughout the entire program. Students will be given the cell phone number prior to departure and encouraged to keep the number in their wallet to use in case of an emergency. Students will be informed that the phone is for emergency use only and to use their discretion in calling program leaders outside of regularly scheduled activities and meetings. Cell phone use must be limited to business related calls and not used for personal calls.

Evaluations: Prior to departure, the Summer/Winter Session Office will send the program leaders an evaluation packet to give their students at the end of the program. The return flight is a good opportunity to distribute these evaluations. A reliable student should collect the evaluations and return them to campus. The results from these evaluations will be shared with the program leaders, department chairs, and dean after grades have been submitted.

Checking in with Students: We recommend that you set a time and place to check in with students on a free day. If students travel on a free weekend, be sure to get the details on where they are traveling to and where they plan to stay. Make sure that they have the number of the emergency cell phone before they travel.

Managing Money Overseas

The Office of International Programs will pre-pay as many expenses as possible (airline tickets, hotel accommodations, theater tickets, etc). However, some expenses cannot be purchased in advance (taxi fares, museum admissions, meals). We recommend that you complete a [travel advance](#) to cover these expenses. Travel advances must be submitted to the Office of International Programs no later than 3 weeks prior to departure to ensure adequate processing time. The Office of International Programs will gather the appropriate signatures for advances.

You may discover towards the end of the program that you have funds left over. You can use this money to purchase group meals or add extra excursions. The money cannot be returned to the students and should be spent on the students if possible. Otherwise, the funds are returned to the university. Funds cannot be held over for the following year.

Alternately, you may find that some site visits, museums, etc. are more expensive than you predicted. If this is the case, you will need to reevaluate the remainder of the trip and adjust activities so that the trip will remain within budget. When in doubt, please contact the Office of International Programs. The Office of International Programs may not be able to reimburse expenses that were not submitted in the original budget (i.e. dinners with colleagues, a luncheon for the students). Going over budget is not an option for any short-term program and will hinder chances to run a program in the future.

Purchasing Card: Depending on your expenses, you may want the convenience of a university purchasing card. We can work with your department and the business office to issue a purchasing card that would be valid for the duration of your travels. All purchases made on a university p-card must have a receipt. The receipt(s) would need to be given to the purchasing card coordinator in your department, who would work with the Office of International Programs to ensure the expenses are charged to the program account.

Expense Reporting: A [travel expense voucher](#) with all receipts attached must be submitted to the Office of International Programs within two weeks of the program end date. If you did not use all of the money advanced to you, the travel expense voucher must include a check made out to USM for the difference. Alternately, if your expenses were higher than your advance, you will receive a check in the mail within two weeks of submitting your complete travel expense voucher. The Office of International Programs will review the travel expense voucher before submitting it the Business Services Office.

Assisting students with cross-cultural adjustment

Program leaders should understand that no matter the purpose for the short-term travel program, the impact on the students and yourself will be profound and lasting. However, sheer presence in another country is not enough to guarantee intercultural learning or understanding. Guiding students through critical observation of the cultural practices can assist students in learning about the subject matter and also about their local counterparts. Successful short-term programs teach cognitive growth as well as effective intercultural development.

As the program leader, your role is to facilitate intercultural growth by incorporating cultural understanding when looking at local cultural or business practices. Help students cultivate their understanding by encouraging questions and personal investigation. Remember that all students do not come with the same flexibility toward diversity and some may be hesitant to understand differences or quick to justify actions with stereotypes. Help the students work through frustrations and stereotypes. The results will not only benefit the students but also help you as the program leader to assess the outcomes of your program.

If you would like more information on helping students to adjust to and understand cultural differences, please contact the Office of International Programs.

Resolving Student Discipline Problems

While abroad, you may be confronted with a variety of student problems. It is important to impress upon the students that the program is not a tourist trip and that performance and behavior abroad will severely affect their grade. Should a problem arise, you have the final say but are encouraged to contact the Office of International Programs for guidance and assistance.

Alcohol and Drug Use or Abuse: All participants sign an alcohol awareness form stating that they will not drink if they are not 21 years old and that they will follow the University of Maine System Code of Conduct. Even if the legal drinking age is lower in the host country, only students who are 21 years and older are permitted to drink. In the student pre-departure orientation, we remind students of this policy and tell students who are of age that if they chose to drink, they must drink in moderation. We also remind them that they are expected to show up to all of their class meetings on-time and act courteously and professionally.

Drug use or abuse is not tolerated and is grounds for immediate expulsion from the program. Depending on the situation, the student may also face consequences with the host country law enforcement. Call the Office of International Programs in any case where a student has been found or suspected of using drugs.

Alcohol and drug issues must be handled proactively. There are a variety of situations that may occur. If you notice that a student is hung-over in the morning, hear students talk about drinking a lot or hear about underage students drinking, do not ignore it. Arrange to talk with them that day to discuss their actions and how it impacts the student and group. Write a summary of your conversation with the student and ask the student to sign it. If the student refuses to sign, then make a note of the student's refusal. In many cases, a conversation and warning can prevent future issues. In some cases, alcohol abuse may require immediate dismissal. Call the Office of International Programs for guidance.

Disciplinary Cases: Unfortunately, there may be circumstances that necessitate sending a student home, because the student breaks published rules of the organization or the code of conduct. Each program leader will have different thresholds for student behavior and it is important to articulate these expectations to students at the pre-departure orientation, in the syllabus, and again after arrival on-site. In the case of disciplinary problems, the student will face the Community Standards Office upon return to USM.

Behavior Contracts

If a student breaks a rule for the first time, the program leader should have a conversation with the student explaining their infraction and how the infraction impacts the student and group. The

program leader should write a summary of the conversation and ask the student to sign the summary.

Expelling a student from the Program

If a student violates the rules of conduct a second time, or the student's first violations (such as drug use) warrants immediate expulsion from the program, the program leaders will need to work with the Office of International Programs to send him/her home.

Program leaders do not need to make these decisions on their own. Contact the Office of International Programs for assistance. They have the campus administration on-hand to make complicated decisions such as these.

An extreme case may call for a student to be expelled from the home institution as well as from the Short-Term program. In such cases, the student will be referred to the Community Standards Office at USM.

Sending Students Home: There are many reasons why a student may need to return home during a Short-Term Program abroad. Some returns will be voluntary, such as for medical reasons or a death in the family. Other returns will be disciplinary, prompted by the action (or inaction) of the student. If program leaders find it necessary to send a student home, they should contact the Office of International Programs for guidance. Document all of the student's and your actions and reactions in the form of an Incident Report (see sample in the Appendix).

You will need to bring the student to the airport and make sure that the student has purchased a return ticket and walked through security. The costs incurred will be the student's responsibility. The logistical issues, such as the group's location far away from the departure city may be the most challenging. Work with on-site coordinators, the travel agent, and/or the Office of International Programs to secure the best route.

When a student needs to return home for a medical or emotional/psychological reason, contact the Office of International Programs to determine if the student needs to be accompanied. This can be very problematic. Students are adults, and cannot be forced to return against their will. Professional advice must be sought on the student's condition, and the best procedure should be determined. Your first step is to contact the Office of International Programs. A ticket may have to be arranged for whoever would accompany the student home under these circumstances.

Sexual Harassment Policy

The University of Southern Maine is committed to providing a positive education and work environment for all students and employees. Sexual harassment, whether intentional or not, undermines the quality of this climate and is also against the law. The University thus has a legal and ethical responsibility to ensure that all students and employees learn and work in an environment free of sexual harassment. The Board of Trustees has adopted this policy regarding sexual harassment:

Sexual harassment of either employees or students is a violation of federal and state laws. It is the policy of the University of Southern Maine that no member of the University community may sexually harass another. In accordance with its policy of complying with non-discrimination laws, the University of Southern Maine will regard freedom from sexual harassment as an individual employee and student right, which will be safeguarded as a

matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment, educational or living environment.

For a copy of the University's Sexual Harassment brochure, please contact the Office of Campus Diversity and Equity at (207) 780-5094.

HEALTH AND SAFETY

As the leader of a group of students in a foreign country, situations will arise that are unexpected. A major goal in this handbook is to prepare you with tools to assess potentially risky factors in your program and to prepare for handling difficult situations in an appropriate manner.

The program leaders approved by USM are, in most cases, considered the legal representatives of USM. As such, they are entitled to the same insurance and liability protection given to all USM representatives. Legal representation will be provided for the program leader and program assistant(s) in all matters related to the program when legally appropriate and if required. USM carries the [WorldNet International](#) insurance policy for all of its personnel who travel. For additional information, please refer to Bob Smith, Director of Administrative Services.

With all the precautions and warnings, and the listing of health issues and hazards, administrators, and faculty directors should not give in to the temptation of seeing a problem or lawsuit lurking behind every administrative decision or indecision. U.S. institutions send thousands of students overseas every year, with very little incidence of health emergency or catastrophe.

Crisis Management

Program leaders need to be prepared to respond appropriately to any emergency situation that might arise during the program. The program leader's first responsibility will be to attend to the safety of participants and to determine whether or not there is a threat. If it is determined that there is potential risk to the participants, the program leader will notify Office of International Programs as soon as possible, informing the office about any action taken to minimize or eliminate that risk. The Office of International Programs can also provide advice on the best way to proceed in handling the issue.

Faculty leaders should talk with each other in advance about preparing for a crisis. You may want to decide who will be responsible for different types of issues or who would be the best person to return to the U.S. with a student if it becomes necessary. You may want to split who will be on call for minor issues (ie. lost keys, minor illnesses) to relieve the stress of being on call 24/7.

Emergency Contact information:

Office of International Programs	+1-207-780-4959
Campus Police	+1-207-780-5211
World Wide Assistance	+1-202-367-5096
State Department web page	http://travel.state.gov
Center for Disease Control	http://www.cdc.gov
US Embassies/Consulate Worldwide	http://travel.state.gov/links

In the event of an emergency, program leaders should contact the USM the Office of International Programs as soon as possible to seek assistance in dealing with the matter. The USM Police also have the emergency home and cell phone numbers of all the Office of International Programs staff and are available 24 hours a day.

Types of Emergencies

Injury, Harm, or Illness: In cases of extreme emergency, take the student to the closest hospital emergency room and get there as soon as you can. Be sure you or the students have their insurance information. Many insurance companies require that you notify them if you need medical assistance while abroad. In many countries, healthcare must be paid for upfront, and reimbursed at a later date

by your insurance company; make sure you or the student have a means of payment with you at the hospital. iNext may be helpful in this situation. You should familiarize yourself with the city you are in and locate the nearest hospital.

Passport Issues: The Office of International Programs will give program leaders copies of each student's passport prior to departure. The students are also asked to bring a copy with them and keep it separate from their actual passport. It is much easier to have another passport issued with a copy of the original. If a new passport is needed, the American Embassy or Consulate in the host country will be able to help with that process. The location and contact information of the nearest embassy will be included in the emergency contact information sheet.

Stolen Items: Stolen items should be reported to the local police. Encourage students not to bring valuables.

Other Emergencies: We obviously cannot predict all the possible emergency situations that may happen during study abroad. In the case of any other emergency please contact the **Office of International Programs**.

Cancellation and Evacuation Plans

Criteria for suspension/cancellation of program and evacuation of the students: The decision by the USM Crisis Management Team to suspend or cancel any Short-Term Program and/or evacuate USM students will be within the Crisis Management Team's discretion after consultation with the following sources of information as it may deem appropriate:

- The State Department and local United States Embassy or Consulate
- Officials from other United States Agencies and Non-governmental organizations
- University Officials at the Partner Institution (if applicable)

In determining whether to suspend or cancel any Short-Term Program and/or evacuate USM students the Crisis Management Team may consider one or more of the following factors (not in rank order) as it may deem appropriate:

- Declaration of war by the United States against the host country or an adjacent country
- Declaration of war by a third country against the host country or an adjacent country
- Significant terrorist activity in or near the locale of the Short-Term Program; Travel warning and/or specific directive by the State Department or local United States Embassy or Consulate
- Any protracted or indefinite closure of the Partner Institution and/or the inability of the Partner Institution to organize and carry out the Short-Term Program outside of that Institution
- Disruption of public utilities and/or services in the host country or locale of the Short-Term Program
- Wide-spread civil unrest, violence and/or rioting in the host country or locale of the Short-Term Program
- Declaration of martial law in the host country or locale of the Short-Term Program
- The recommendations of our Partner Institutions
- An assessment of the risks associated with the movement and/or evacuation of USM students

In making this assessment, the Crisis Management Team may seek recommendations regarding safety of travel in host country from the State Department and the local United States Embassy or

Consulate, the Partner Institution, and the government ministries and offices in each host country concerned with public safety and emergency services, as may be deemed appropriate.

If the USM Crisis Management Team decides to cancel a program or evacuate USM students:

The Office of International Programs will work with the program leaders in an effort to:

- Locate and contact all USM students
- Transport all USM students to a safe location until their travel out of the host country is arranged
- Establish communication with the local United States Embassy or Consulate and work with that Embassy or Consulate to determine an evacuation method, as may be required
- Determine whether the local airport is safe for purposes of evacuating the students
- If the local airport is deemed safe and is open with flights operating, the Office of International Programs or program leader will take reasonable steps to arrange for the safe movement of the students to that airport for air transportation to either the United States or another destination deemed safe. If possible, the students will be met at any non United States airport by an Office of International Programs staff member who will coordinate their return to the United States.
- If the local airport is not deemed safe or is not open with flights available, the Office of International Programs or program leader may consider ground transportation to the closest international airport for air evacuation. If possible, the students will be met at any such airport by an Office of International Programs staff member who will coordinate their return transport to home destinations in the United States.

If the State Department declares a state of emergency in a country and asks American citizens to leave a host country: The Office of International Programs and the program leader will attempt to establish communication with the local United States Embassy or Consulate and work with that Embassy or Consulate to determine the safest evacuation method and coordinate any evacuation plan with the State Department.

The Office of International Programs will work with the program leader in an effort to:

- Locate and contact all USM students
- Transport all USM students to a safe location until their travel out of the host country is arranged
- Determine whether the local airport is safe for purposes of evacuating the students
- If the local airport is deemed safe and is open with flights operating, the Office of International Programs or program leaders, will take reasonable steps to arrange for the safe movement of the students to that airport for air transportation to either the United States or another destination deemed safe. In the event that the students cannot fly out as a group, they will depart as seats are available. If possible, the students will be met at any non United States airport by an Office of International Programs member who will coordinate their return to the United States.
- If the local airport is not deemed safe or is not open with flights available, the Office of International Programs or program leader may consider ground transportation to the closest international airport for air evacuation. In the event that the students cannot fly out as a group, they will depart as seats are available. If possible, the students will be met at the airport by an Office of International Programs member who will coordinate transportation to their homes.

If a student decides to leave a Short-Term Program on his or her own: The Office of International Programs will work with the program leader to assist the student in returning home. The cost of the

return home will be the responsibility of the student. The student will receive no refund and risks receiving an Incomplete or failing grade.

Political Conflict

In times of political conflict, keep in touch with the current political situations by listening daily to the television or radio or reading the local newspaper. In the event of an emergency, advisories may be made to the general public through the media. In case of an emergency, remain in contact with the Office of International Programs and the U.S. Consulate nearest you.

- In large cities and other popular tourist destinations, avoid or spend as little time as possible in potential target areas for terrorist activities, especially places frequented by Americans: bars, clubs, U.S. fast food restaurants, branches of American banks, American churches, American consulates or embassies.
- Advise students to not wear clothing that makes them easily identifiable as an American (i.e. USM sweatshirt).
- Keep away from areas known to have large concentrations of residents aligned with interests unfriendly to the U.S. and its allies. Always consult with an on-site contact before traveling to neighboring cities or popular tourist destinations.
- Keep away from political demonstrations which can easily result in clashes between demonstrators and authorities, particularly those authorities aligned with the U.S. If you see a situation developing, resist the temptation to satisfy your curiosity and investigate what is happening. Walk the other way.
- Do not agree to newspaper or other media interviews regarding political conflicts or controversial issues. It is important to remain as inconspicuous as possible. Do not make reference to your group. If the media approaches you, simply decline to talk and walk away.

Manual last updated December 19, 2008

APPENDIX A: Proposal Guidelines



Short-Term Travel Programs Proposal Form Office of International Programs “Bringing the World to Mind”

Short-term travel programs are courses led by USM faculty members both overseas and domestically and are typically 2-3 weeks in length, though they may be longer depending on your course objectives. USM supports short-term travel programs for several reasons. Shorter programs reach a population of students that may not be able to study away for a semester or year due to academic, financial, or personal reasons. Short-term travel programs also give students with little or no travel experience the opportunity to “test the waters” in a different part of the country or world, experiencing different cultures and learning how to be away from family and friends. These programs also benefit faculty members, allowing them the opportunity to develop research projects and make connections overseas. Short-term travel programs give faculty members the opportunity to teach students on a visual, auditory, and experiential level in a new environment where the students are free from the distractions of family, friends, work, and other obligations.

Short-term travel programs are developed around clearly defined teaching objectives that meet USM’s academic standards. Short-term travel programs integrate lectures, readings, writings, site visits, and evaluations. Additionally, they should offer ample time for reflection and group debriefing. **These courses are not tourism for credit.** Academics are the primary focus of short-term travel courses; travel and its inherent educational benefits are secondary. The itinerary supports and enhances the learning objectives and activities should complement the learning objectives.

Proposals for short-term travel programs must be reviewed and approved by your department chair, college/school dean, and the Associate Dean of Academic Outreach. Please use the signature page on page three and also complete the estimated expense list. Organize your proposal (2-3 pages) in response to the following questions:

1. At the top of the proposal place your name(s), department(s), title of the course, course number, credit hours, and semester in which you plan to teach (summer 2009, or winter of 2009/2010 academic year).

2. Provide us with a course description, draft of your syllabus that includes your learning objectives, and day-to-day itinerary.

The answers to the following questions may be incorporated into your course description, syllabus, or itinerary.

1. Why do you want to teach this short-term travel course/program? What previous experience and relevant language skills do you have in this destination and how will you obtain additional knowledge if necessary? Have you ever led a group of students overseas or elsewhere in the U.S.? How will you share responsibilities with the other group leader? What experience do you have working together?
2. How will your itinerary complement your course objectives?
3. What kind of students do you hope to attract and how do you plan to attract students? Do you have an ideal number of students in mind? Will there be any additional requirements for participation (i.e. foreign language competency, completion of other courses in your department)? *Typically programs have a minimum of 8 students.*
4. What degree requirements would your course fulfill within your department or USM?

Please direct any questions regarding this proposal to Larisa Kruze (lkruze@usm.maine.edu, 780-5942). We encourage you to work with us before you complete a proposal. Completed proposals should be submitted to the International Programs Office, 101 Payson Smith Hall by September 15 for the *following* summer session and April 15 for the *following* winter session.

Short-Term Travel Programs Estimated Expense Checklist
Office of International Programs
“Bringing the World to Mind”

To assist in establishing an accurate program fee, please use the checklist below to estimate the expenses for your program. The figures do not have to be exact, but any expenses that are not included in the budget may not be covered by the university.

The program fee equals each student’s portion of the group expenses plus the student’s direct expenses and a 5% contribution to the contingency fund. The contingency is there only for emergencies and currency fluctuations.

The list is broken down into expenses per participant and expenses for the entire group. This list is not exhaustive and not all of the items may be applicable to your program. Feel free to add any additional expenses you anticipate. Please consult xe.com for current currency conversions. For the purposes of this checklist, please tell us the conversion rate that you used: \$1= _____.

<u>Estimated Price</u>	<u>Expenses per Student</u>
_____	Airline ticket
_____	Accommodation
_____	Entrance fees to museums, concerts, etc.
_____	Group meals—we recommend at least one group meal (E.g., welcome dinner, farewell dinner)
_____	Transportation to/from airports
_____	In-country rail travel
_____	Subway passes
_____	Bus travel
_____	Taxi travel
\$100	Administrative fee per participant
\$25	iNext Insurance Coverage—we automatically enroll all participants
_____	Total Student Expenses

<u>Estimated Price</u>	<u>Group Expenses</u>
_____	Honorariums for guest lectures (typically \$100 per lecture)

_____	Phone
_____	Classroom rental
_____	Miscellaneous course supplies (copies, folders, etc.)
_____	Faculty leaders' airline ticket
_____	Faculty leaders' accommodation
_____	Faculty leaders' per diem (\$39/day x ____ days)
_____	Snacks, water, ice cream, or any refreshments
_____	Total Group Expenses

Program Fee = Student Expenses + (Group Expenses/Estimated # of Participants) + 5% Contingency

Short-Term Travel Programs Proposal Form
Office of International Programs
“Bringing the World to Mind”

Faculty Name(s): _____

Department(s): _____

Course Number and Title: _____

Number of Credit Hours: _____ Proposed Semester: _____

Attach to your proposal and budget checklist a signature page with your department chair and dean signature:

Approvals:

Department Chair _____

Date: _____

College/School Dean _____

Date: _____

Associate Dean of Academic Outreach _____

Date: _____

Appendix B: Sample Budget Form

		Program Location, Term and Year			
<u>Instructor Costs</u>	USD	Other	<u>Student Costs</u>	USD	Other
Transportation			Transportation		
Airfare			Airfare		
Concord Trailways			Concord Trailways		
Public transportation pass			Public transportation pass		
Taxi			Taxi		
Bus or vans					
Lodging			Lodging		
Location 1			Location 1		
Location 2			Location 2		
Location 3			Location 3		
Board			Group Meals		
Per diem \$39/day x # of days			Usually one to two per program		
Honorariums			Cultural		
Typically \$100 per guest lecture			Museums, cultural sites		
			Cultural events		
Logistical			Miscellaneous		
In Country Phone	\$50.00		Worldnet Insurance Coverage	\$25.00	
Misc. Supplies			Administrative	\$100.00	
Additional Marketing					
			Total Student Costs	\$125.00	
Cultural			Student Portion of Faculty Costs		
Museums, cultural sites					
Cultural events			Subtotal		
Total Faculty Costs	\$50.00		5% Contingency	\$0.00	
Estimated Number of Participants			Total Program Cost	\$0.00	
Conversion Rate: \$1=					
Tuition Revenue			Program Fee		
Faculty Salary + Benefits (8.5% of salary)			Tuition and fees		
Total Revenue			Total Cost		

Appendix C: Job Description for Program Logistics Coordinator

The Program Logistics Coordinator, under the direction of the Faculty Leader, _____, of the USM Short-Term Travel Program to _____ coordinates the daily logistical operations of the faculty-led program and associated administrative activities.

Responsibilities (these may be amended on a program-by-program basis)

- Meet with the Faculty Leader and the Office of International Programs to review program details and budget.
- Keep receipts for all program expenses including: lodging, meals, transportation, field trip/tours/guides, guest lecturers, teaching supplies, and miscellaneous expenses.
- Coordinate with Faculty Leader and make payments using advance funds for program expenses using traveler's checks or debit cards.
- Confirm logistics on-site including: field trips/tours/guides, transportation, meal reservations, hotel reservations, and guest lecturers.
- Make transportation arrangements as needed and drive a rented vehicle as needed.
- Provide teaching support for Faculty Leader.
- Participate in all program activities and accompany the group at all times.
- Reconcile expenditures upon return and report expenses using a [travel expense voucher](#).
- Communicate with the Office of International Programs concerning expenses and program activities.
- Be prepared for any medical, natural disaster, or political emergency and support the Faculty Leader on implementing an emergency plan, if necessary.
- Other (please list):

I accept, understand, and agree to abide by the conditions of the Program Logistics Coordinator Job Description outlined above. I acknowledge that this agreement is a condition precedent to my participation in the USM Short-Term Travel Program in _____ and an integral part of said program. My signature below certifies that I will abide by the job description.

Signature

Duties to be performed during these dates: _____

Appendix C: Sample Application Form

USM Summer Session 2009 Short-Term Travel Program Application Deadline: March 6, 2009

(Applications submitted after the deadline will be considered on a space-available basis)

Personal Information

Name (*exactly* as it appears on your passport): _____

Print clearly! All subsequent corrections or changes to your name may result in a \$150 change fee.

Student ID Number (emplID): _____ Date of Birth: _____

Permanent Address: _____ School Address (*if different*): _____

Phone: _____ Phone: _____

Cell Phone: _____ Preferred Phone (*circle one*): Cell Home School

E-mail: _____

Academic Information

Current Institution (if other than USM): _____

Academic Major _____ G.P.A. _____

I will participate in the program as a (*please check one*):

- Student – taking the program for academic credit
- Audit Student - participating in the program for non-credit

Personal Statement

Attach a 200-word essay (typed, double-spaced) explaining why you would like to participate in this course.

Agreements and Releases

I, _____, (*print your name*), permit the Office of International Programs to obtain for the purposes of this application, any and all education and student conduct records at USM or any other institution which I've attended on a full-time basis. I understand that, once accepted into the program, my \$200 deposit will not be refunded if I withdraw from the program for any reason. I also understand that USM reserves the right to cancel this program due to low enrollment, changing political or economic factors, unusual circumstances, or any other event which would dramatically impact the nature of the course or the ability of the faculty to conduct such a course.

(Signature)

(Date)

The following is a list of items required for a complete application:

- Signed completed application form - deadline is March 6, 2009
- \$200 non-refundable deposit* (applied to program cost)
- 200-word essay expressing your interest in participating in this travel course
- Letter of recommendation from a faculty member or academic advisor (recommendation may not come from the faculty member(s) leading this course)
- Official copy of your academic transcript(s)

Incomplete applications will not be considered. Submission of this application does not constitute acceptance into the program. You will be notified about the status of your application within 3 weeks of the deadline date. Once accepted, you will be automatically registered for the course, and corresponding charges will appear on your student bill. If your application is not accepted, or if USM cancels the program for low enrollment, the non-refundable deposit will be returned to you.

In addition to the above requirements, you must:

- Ensure that your student account is current and free of financial holds. An account with a financial hold will not be considered until the hold has been removed.
- Have a valid passport (with an expiration date no earlier than 6 months after expected return to the US), if applicable. A photocopy of the photo and issuance page of the passport must be submitted to our office prior to departure. Photocopies must be high quality and recognizable. Faxed copies are not adequate.
- Show proof of medical insurance**

Mail your completed application to:

Office of International Programs
101 Payson Smith Hall
PO Box 9300
Portland, ME 04104

** If your application is not accepted, or if USM cancels the program for low enrollment, the non-refundable deposit will be returned to you.*

*** Medical insurance is required of all applicants to the travel program. A copy of both sides of your insurance provider card, which indicates the policy # and care providers' phone number, is sufficient documentation. If you do not have medical insurance, short term medical insurance can be purchased through many travel agencies.*

The University of Southern Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability, or veteran's status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the executive director, Office of Campus Diversity and Equity, 780-5094, TTY 780-5646.

Appendix D: Sample Student Acceptance Forms

USM Agreement/Assumption of Risk and Release of Liability Spain Summer Program, 2008

I, _____ ("I" the Participant) hereby agree as follows:

1. That I have voluntarily agreed to participate in the Spain program sponsored by the University of Southern Maine (hereinafter referred to as "the Program"). Said program will commence on or about July 5, 2008 and will conclude on or about August 3, 2008.

2. In consideration of being permitted to participate in this program, I voluntarily agree and submit to the following terms and conditions:

(A) I am responsible for paying the full program cost of \$3525.00 US dollars.

(B) In the event that I cancel my participation in this program at any time, I am responsible for any amounts that have been committed and/or expended on my behalf which cannot be recovered, such as airplane tickets or prepaid hotel accommodations.

(C) I understand that the full program cost does not include the following items, and that I am responsible for paying the costs of these items:

- (1) Tuition (\$218 per undergraduate credit and \$327 per graduate credit hour)
- (2) University of Maine System Unified Fee (\$24 per credit hour)
- (3) University of Southern Maine Summer Administrative Fee (\$35 flat fee for the summer)
- (4) Food
- (5) Textbooks and academic supplies
- (6) Passports
- (7) Personal items to include internet access & phone cards
- (8) Porterage at airports and hotels
- (9) Additional airline charges for security, fuel, or baggage
- (10) Medical insurance

(D) If my behavior does not reflect well on the University of Southern Maine at any time during the program, I understand that the Faculty of record shall have the authority to require me to return home at my own expense.

3. I declare that I am able to physically withstand and cope with the rigors of this program, with or without accommodation. If an accommodation is needed, I will contact Larisa Kruze at the Office of International Programs no later than 90 days prior to departure.

4. I declare that the University of Maine System has apprized me that there are certain dangers, hazards, and risks inherent in international travel and to persons participating in the Program, including but not limited to *force majeure*, dangers incident to fire, breakdowns in machinery or equipment, acts of governments or other authorities, civil disturbances, terrorist attacks, strikes, riots, theft, unhealthy conditions, pilferage, epidemics, and quarantines, and which also could include or result in serious or even mortal injuries and property damage. I personally recognize and appreciate that such dangers, hazards, and risks exist, and I accept and assume full responsibility for all harm and injury, of every nature, including death, which may occur to me or which I may suffer, and for all damages or loss to any

personal property owned by me, and for any personal injury, or death, or property damage caused by me to others, while I am participating in the Program.

5. In furtherance thereof, I, on behalf of myself, my spouse, my heirs and next-of-kin, my personal representative and my estate, hereby agree to indemnify, hold harmless and release the University of Maine System, (hereinafter referred to as the "University"), and its Trustees, employees, faculty, volunteers and agents, from and against any and all claims, demands, actions or causes of action, on account of damage or loss to my personal property, or to my personal injury, or death, or any loss or damage, or personal injury or death, caused by me to others, which may occur or result directly or indirectly from my participation in the Program and not as a direct result of any negligent act of the University and its Trustees, employees, faculty, volunteers and agents.

6. In the event that I should require medical care or assistance during my participation in the Program, the Faculty of Record may see that such care or assistance is provided. However, I will be solely responsible for paying any cost arising from the provision of such care or assistance.

7. I acknowledge and understand that should I have or develop legal problems with any foreign nationals or governments, I will attend to the matter personally with my own funds. I understand and agree that the University of Maine System, and any of its agents, officers, Trustees, and employees, is not responsible for providing any assistance under such circumstances. In the event that legal problems with foreign nationals or governments do occur, such event may be terms of dismissal from the program.

8. I further agree that this Agreement/Assumption of Risk and Release of Liability shall be construed in accordance with the laws of the State of Maine except that its conflicts of law provisions shall not apply.

9. In signing this Agreement/Assumption of Risk and Release of Liability, I represent and acknowledge that I have been fully informed of and completely understand the content of this waiver of liability and hold harmless agreement by reading it and signing it, and that signing this document is my own free act and deed, and I confirm that no oral representations, statements, or inducement, apart from the foregoing statement, have been made.

10. Participation in this program requires that I complete and sign the Agreement & Assumption of Risk Form, USM Alcohol Policy Awareness form and the USM Medical Information form. I also agree to participate in pre-departure orientation.

11. I execute this Agreement/Assumption of Risk and Release of Liability for full, adequate, and complete consideration fully intending to be bound by the same.

Assented and agreed to on this _____ day of _____ 200__.

Student signature

Signature of parent or guardian (if under 18 years)

Witness

Date

USM Standards of Conduct and Alcohol Awareness Form

A. I understand that the University of Maine System Student Conduct Code applies to the Short-Term Travel Program to which I have been accepted. The student and the program are governed by all applicable laws of the State of Maine and the United States. These laws and the Student Conduct Code are in force at all times during the program. Violations of the Student Conduct code will be documented and presented to the appropriate officials for adjudication. The Student Conduct Code may be downloaded via the following site:

<http://www.maine.edu/pdf/06-09conductcodebookcleancopyfinal052206.pdf>.

B. I further understand that the Student Conduct Code has provisions which prohibit the consumption/possession of alcoholic beverages by those under the age of 21. Since this travel program is sponsored by the University of Southern Maine, the consumption/possession of alcohol provisions which are outlined in the Student Conduct Code are in full effect, even though local laws may not prohibit such activity. Also prohibited under the Student Conduct Code are the use of illegal substances or the illicit use of any drugs.

C. I understand and acknowledge that I have reviewed the UMS Student Conduct Code and understand the contents. I also understand that an infraction of these laws and/or this Student Conduct Code will result in the termination of my participation in this program as well as the forfeiture of all potential credit hours offered by the program. I understand that due to the nature of foreign study, procedures for notice, hearing, and appeals that apply on-campus do not apply on a short-term travel program. Upon termination from the program, I will be sent back to the University and will be responsible for all transportation expenses. I will also be required to appear before the campus Community Standards Board and be subject to all subsequent judgments of that Board.

D. I understand and acknowledge that each foreign culture has its own set of laws and standards of appropriate conduct, including manners, drug use, dress, morals, politics. I will become informed of and abide by these laws and standards.

E. In addition to following the Student Conduct Code, I understand and acknowledge that while I am traveling I am representing USM and the United States of America and I am expected to behave in an appropriate manner at all times. I also understand and acknowledge that my behavior affects the whole group and I must keep the group interests in mind when making decisions about my behavior. I agree to be respectful and courteous to everyone with whom we are brought into contact. I will not disturb other guests staying in our accommodation or act disorderly in public. I will not be rude to classmates, faculty members, program organizers, or hosts. I agree to be punctual and act professionally during lectures and organized visits.

Program: _____

Signature: _____ Date: _____

Print Name: _____

USM International Programs Medical and Consent Form

Traveling to a different environment may pose emotional and physical challenges. It is important that you provide us with as much information as possible so that we can prepare you for your overseas program and assist you with any accommodations. The information provided in this form will not be used to exclude you from the program unless it has been determined your participation poses a significant risk of substantial harm to yourself or others. The information is for use in the event of an emergency or other health matter. The information provided will remain confidential.

This form must be completed by you, or by a parent/guardian if you are not of legal age. You must return this form to the Office of International Programs by the due date or you will not be able to participate in the program.

Name _____ Year in college _____

DOB _____ Male/Female _____

You reside with: Both parents ___ Father ___ Mother ___ Other _____

Emergency Contact #1(First Contact)

Name _____ Occupation _____

Home Address _____

City _____ State _____ Zip _____ E-mail: _____

Home Phone _____ Cell Phone _____

Emergency Contact #2 (Second Contact)

Name _____ Occupation _____

Home Address _____

City _____ State _____ Zip _____ E-mail _____

Home Phone _____ Cell Phone _____

Student History:

Are you currently being treated for or have been treated for in the past five years for any physical health condition, injury or disease? If yes, please explain.

Are you currently being treated for or have been treated within the last five years for a mental health condition? If yes, please explain.

Are you currently taking any medications? If yes, please explain. Do any of your medications require refrigeration?

Do you have any known allergies? If yes, please list them and what happens when you come in contact with the allergen.

Are you a vegetarian or on a restricted diet? If yes, please explain.

Do you believe you have a disability that requires accommodations for your participation? If yes, please explain and provide what accommodations you would require. The university will provide reasonable accommodations to qualified individuals with disabilities upon request.

Do you anticipate needing any health care or counseling while abroad?

Is there any other information that you think would be helpful for us to be aware of?

Specific Consents/Authorizations:

Permission for emergency treatment

In the event I am unable to make rational decisions regarding my medical care and my emergency contacts cannot be reached, or if the delay may cause serious danger to me, I authorize medical and/or surgical treatment as may be deemed necessary or advisable for me (or my child). I also authorize the release of medical information to insurance companies for the purpose of payment, and to health care providers who may treat me (or my child).

Signature _____ Date _____
(Signature of Parent required if the participant is under 18)

Appendix E: Incident Report

Incident Report

Please fill out this form as completely as possible. In the event of any legal action this form will serve as the basic official college record of what transpired and what actions were taken by responsible college officials at the scene of the incident. Attach extra sheets as necessary and any documentary evidence. Fax a copy of your report to the Assistant Director of International Programs at +1-207-780-5933 as soon as possible. Submit the complete original report and all supporting materials to the Office of International Programs upon your return to the United States.

Date of incident _____ Location of incident _____

Time of incident _____ Were you present? _____

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

Name of other students involved:

Brief description of what happened:

Who provided this description if you were not a witness (please list all names)

If you were not present, when were you informed?

What actions did you take?

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

Names and phone numbers of all physicians who examined or treated the student.

Dr. _____ phone: _____
Dr. _____ phone: _____

Exact names of any medications prescribed to the student (please keep all packaging/inserts):

RX: _____

RX: _____

Was the student conscious and capable of making informed judgments about his or her medical treatment? _____

If the student was not capable of making informed judgments about medical decisions, who made any decisions? _____

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

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

Names and phone numbers of responsible legal authorities in charge of the case:

Case # _____ Was the U.S. or relevant embassy notified? _____

Name and number of responsible consular officials involved in this incident:

Dates/times of contact with Office of International Programs and/or parents:

Signature

Date

Time