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Introduction

This handbook is designed to make the organization of a travel/study course at The University of Texas at Tyler (UT Tyler) as straightforward as possible. The objective of this handbook is to provide you with the resources and answers for your travel/study course—from the initial planning of the class to money handling issues to the reduction of potential risks inherent in study abroad. Above all, the Office of International Programs (OIP) wants to ensure that each faculty member is organized and that a well-thought out emergency plan is in place prior to traveling abroad with students. This manual has been written to help you understand the responsibilities that are part of leading a faculty-led travel/study course.

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Chapter 1: Faculty Program Director Responsibilities

The expectations of a UT Tyler Faculty-Led Study Abroad Faculty Program Director are more comprehensive than those of a faculty member teaching a course on the UT Tyler campus. As the Faculty Program Director, you will not only lead the course, but you will also oversee many other aspects of the program, from helping a student find a doctor overseas to giving travel safety tips and advice while abroad.

We hope this manual will help you understand the responsibilities that go hand in hand with being a Faculty Program Director. We have grouped these responsibilities into three main areas: Academic, Personal, and Risk Management.

Academics

Academic departments at UT Tyler may offer courses taught abroad as part of their regular curriculum. These courses generally run from one to five weeks. Students who take these courses follow normal registration procedures and are assessed regular tuition and fees for the number of semester credit hours they undertake. Students also pay a program fee (i.e., travel costs including accommodations and transportation) in addition to tuition and fees.

Department chairs in each college determine how credit for Core Curriculum and upper-level courses will be applied to a student’s degree.

You are responsible for the academic content and structure of the course(s) you will be teaching. Each course should follow the course format (content and structure) that was approved by the International Studies and Intercultural Affairs Committee.

Since these are study abroad programs, you should anticipate using on-site resources as much as possible to take advantage of the overseas site and to enhance the student learning experience. Depending on the specific design of your program, you might include field trips, site visits, guest lecturers, or cultural events.

Course creation/scheduling- You should work with the person in your department who sets up courses to make sure that your course is active for the term you are leading it. Please see Chapter 2: Organizing a Travel/Study Course at UT Tyler for more information on the course preparation.

Academic and Personal Counseling and Assistance

As the Faculty Program Director you are responsible for providing academic advice to participants. Students are often particularly interested in ways they can further their study of your subject matter after their return to campus and ways that they can integrate their study abroad experience into their wider academic and personal lives.

Unless your program utilizes a Third Party Provider (which includes an on-site Faculty Program Director), you are responsible for acting as a resource to participants who may need assistance with personal, emotional, financial, and health problems that may arise during the program. You will act as a liaison between participants and the appropriate local agencies which provide assistance in these areas. You
should monitor the students’ progress and make sure they are attending lectures, doing their assignments, and adjusting to their new environment.

You must also be available to the students to help interpret cultural and linguistic differences between their host country and the United States and to offer assistance to help students adjust to their new surroundings.

Students may not always come to you directly, so it is important to observe students’ behaviors and offer a supportive environment which will encourage communication.

Crisis and Risk Management

You are responsible for being available to students in the event of an emergency (such as hospitalization or natural disasters), and must do all that is possible to assist students, parents/guardians, and the Office of International Programs (OIP) in dealing effectively with such emergencies. For example, the Faculty Program Director is expected to utilize International SOS to help participants obtain the best possible health care when they are ill or injured and should immediately advise the Campus Police (903.566.7300) or the Office of International Programs should a serious accident or injury occur, especially if hospitalization or surgery is required.

In the event of an emergency that could potentially affect the whole group, you first responsibility will be to attend to the safety of participants and to determine the scope of the threat. If it is determined that there is potential risk to the participants, you should notify OIP as soon as possible, informing the office about any action taken to minimize or eliminate that risk.

OIP, in conjunction with designated UT Tyler officials, will be in charge of handling the situation locally, so it is important to provide as much information as possible. We can better answer questions and keep involved constituents informed when we are prepared with adequate information.

Areas of Limited Responsibility

You have only limited responsibility for friends or relatives of students or other persons who are traveling with UT Tyler, but not officially enrolled in the program (i.e., notification in case of injury, verification that the traveler is enrolled in International SOS). You are responsible for notifying the University when a student has broken the laws of the host country and of facilitating, when necessary, removal of the student from the country or program. All UT Tyler travel/study courses have coordinated end dates and itineraries; you are not responsible for participants who diverge from the coordinated end dates and itineraries; you are not responsible for participants who diverge from the coordinated travel as long as OIP was notified prior to the course that the participant would not accompany the group for the entire period. You are not responsible for students’ personal losses.

Special Notes to Employees Traveling with Family

Occasionally, family members may choose to accompany a university employee in travel to foreign destination. This practice is strongly discouraged by the university. Please be advised that UT Tyler does not provide health or accident benefits to family members who accompany university employees (though this can be purchased directly by the traveler via International SOS). Any costs incurred during the course of your travel by any family member, including minor children or children for whom you are a
guardian, are the sole responsibility of you or your family member. You are strongly encouraged to check with your health insurance provider for details regarding coverage for your family members while traveling outside the United States.
Chapter 2: Organizing a Travel/Study Course at UT Tyler

Consider the location where instruction will take place

- Why choose the particular location?
- Safety first: check the US State Department’s website for travel warnings
- Contact the University travel provider, Corporate Travel Planners, to estimate costs for travel and accommodations
- Will the students need visas?

Plan your travel/study course

- Consider academic rigor:
  - No credit will be offered for travel abroad that is primarily for sightseeing, recreation, or pleasure.
  - 45-48 contact hours (2250 minutes) must be held in a 3-hour regular or summer session course. Trip orientation must not be included as part of the contact hours.
  - Each course must have learning outcomes equivalent to a traditionally delivered course.
  - Keep in mind that pre- and post-travel sessions and on-site sessions that are NOT orientation may be counted toward the contact hours.
- When will the class be offered? Fall, Spring, Summer I, II, or Long Summer? Consult with the chair of your department.
- Write your syllabus
  - Try to be as specific as possible
  - Factor course materials into the cost of the trip
  - Consider the logistics of assignments and site reports overseas
- Fill out the proposal form (see Appendix I)

Safety/Compliance

- Set up appointment for a OIP staff member to meet with faculty and students
- Necessary travel forms for faculty and students distributed and explained
- Information on mandatory registration with International SOS
- Information on student health insurance
- Study PowerPoint on Mental Health Abroad created by Student Services/OIP

Marketing for program

- Provide OIP with a detailed description of course for website (include your contact information)
- Contact Marketing and Communications for creation of press release (news@uttyler.edu)
- Hold information meeting(s) for prospective students
- Participate in study abroad fairs and meetings organized by OIP

Student Eligibility and Conditions

Students must adhere to the program deadlines published on the OIP web page and/or the deadlines established by faculty leading travel/study courses or the institutions (including USM) that are
organizing the study abroad programs. A student must have a minimum 2.0 cumulative GPA at UT Tyler to participate in study abroad programs.

The 24/30 rule states that students must complete at least 24 of their last 30 upper-division credit hours in residence at UT Tyler. Students who are within the jurisdiction of the 24/30 rule and plan to graduate must discuss this situation with their departmental advisor to be eligible for international education. Students must work with their academic advisor, the department chair, and/or the dean as well as the Office of International Programs to submit a waiver petition. The final decision will be made by the Provost.

Registration for travel/study courses

- Work with Department Chair to ensure that course is offered during desired term
- Be aware of census date and deadline for grade entry during term that course is offered

Travel Provider

- Corporate Travel Planners is the preferred travel provider for UT Tyler; contact OIP if you are considering another provider.
- Work closely with provider on details of trip
  - Flight Itineraries
  - Land Package

*Please note: Faculty members may not solicit, collect, or accept any money for their own travel expenses from students. This includes faculty expenses for all domestic and international travel.*

Upon Return

- Complete OIP Travel/Study Summary
- Encourage students to complete OIP survey and course evaluation

Payment of Program Fees

- Faculty members should not collect money directly from students
- Money should be paid directly to Travel Provider, or:
  - Participants can pay program fees in the Cashier’s Office at UT Tyler using the payment form in Appendix IV (form will be modified for specific travel/study courses)
  - Travel Provider will then be paid via check or wire transfer from the account in which program fees have been paid by students

Financial Assistance for Students

Scholarships
If qualified, students may apply for UT Tyler's IEFS or Dorothy Bradley Brown International Studies Endowed Scholarship to obtain financial support for study abroad programs. Information about the IEFS and the Dorothy Bradley Brown International Studies Endowed Scholarship, including eligibility requirements and deadlines, is available on the OIP website. The Office of International Programs will
forward a list of selected names and award amounts to the Financial Aid Office once award decisions have been made by the International Studies and Intercultural Affairs Committee. At that time, awards will be added to the student’s account. Scholarship awards will be disbursed based on the established calendar dates for the semester. Please note that students may not apply their UT Tyler scholarships (except for the IEFS scholarship, if they are awarded one) toward non-UT Tyler study abroad programs.

Financial Aid
Students participating in an approved program (consortium agreement, such as the one that UT Tyler has with USM) that allows them to earn credit hours toward their degree plan are eligible for the same federal financial aid they would receive if they were studying on campus. Individual students may set up an appointment to meet with a financial aid advisor to discuss scheduled awards that may be received during the study abroad semester.

Private, third-party, state exempted, or non-government awards may not be eligible for study abroad programs. Some outside organizations may require a special request from the student to use their funds during a study abroad semester.

The same enrollment policy for determining financial aid eligibility applies to study abroad participants. Full-time enrollment is at least 12 credit hours, three-quarter time enrollment is 9-11 credit hours and, half-time enrollment is 6-8 credit hours.

Financial aid and scholarship recipients are required to submit two forms:

- **Pre-Approval Form for Courses Abroad**
  - This form must be returned to the Enrollment Services Center after the required signatures are received.
- **Notice of Acceptance (received from host campus after acceptance)**
  - A copy of this form must be turned in (or faxed) to the Financial Aid Office by the student. This form will list courses, credit hours, and total cost of study abroad program.

Financial aid funds will be disbursed based on the established calendar dates for the semester. Study abroad start dates will usually not be equivalent to UT Tyler semester start dates, but financial aid disbursements will be the same for all students. Participating students must be prepared to pay any required study abroad expenses (airline tickets, deposits, student visas, etc.) prior to receiving financial aid refunds.

Students may discuss deferred payment dates with the host campus financial advisor. Verification of financial aid and scholarship awards can be printed from myUTTyler: Student Center>View Financial Aid link>Select current aid year>Print Summary (includes aid year and term with award amounts).

Financial aid refunds will be processed based on your P2 Card refund preference. For your study abroad semester, you may change your refund option on-line or discuss changes with the Cashiers Office.

Students interested in study abroad can schedule an appointment with a financial aid counselor. All counselors are trained to inform students of their financial aid options during the study abroad semester.
Chapter 3: Procedures for Handling Incidents Abroad

Preventive Measures

In order to minimize potential crises and mitigate student misconduct abroad, the Faculty Program Director should brief the group as a whole on safety measures before leaving the United States, emphasizing appropriate issues such as:

- Actions or activities that may be acceptable in the U.S. but are not acceptable in the host culture.
- Appropriate behavior and any defensive measures to take to prevent personal assaults.
- Places which are not safe at night, not safe to walk alone, etc.
- Social norms regarding alcohol use as well as legal measures which govern the use of illegal substances.
- A recommendation against renting cars or driving where they are unfamiliar with both driving customs and traffic regulations.
- University travel guidelines and specific rules established by the Faculty Program Director, such as alcohol policy or curfew.
- International SOS services and the means of contact

The Faculty Program Director should familiarize him/herself with local arrangements for handling emergencies—e.g., the location of the nearest emergency medical facility, telephone numbers for the police and emergency medical care.

Incidents Involving Inappropriate Student Behaviors

Inappropriate student behavior encompasses a myriad of acts and issues. Students are expected to behave appropriately while on the study abroad program. All UT Tyler students are subject to the Student Code of Conduct even when studying abroad. Inappropriate behaviors can include:

- Breaking the laws of the host country;
- Consuming too much alcohol or being caught with illegal drugs;
- Engaging in behaviors that could endanger themselves or others;
- Disobeying rules set to allow the program to proceed smoothly, such as being chronically late or skipping class, not participating with the group or other academic activities;
- Cheating or other types of academic dishonesty;
- Disrupting, harassing, or otherwise interfering with other program participants.

The Faculty Program Director must intervene immediately in some cases. For instance, students can be subject to immediate dismissal if caught with illegal drugs. If students are arrested for any reason, the Faculty Program Director must try to ascertain the cause of the arrest and, as much as possible, assist the student to get legal representation or other appropriate resistance. If a student has physically attacked another student or engaged in violence toward him/herself or anyone else, immediate steps must be taken to ensure the safety and welfare of all who are involved.

The Faculty Program Director must immediately notify the University (Campus Police and OIP) so further actions can be discussed and approved and any additional assistance can be provided if a student has
broken the law, engaged in behaviors that could endanger themselves or others or violated Title IX policies.

In other cases, the Faculty Program Director can determine the appropriate action to take. At the very least, a meeting should be held to discuss the behavior with the student(s). Various decisions and/or sanctions can result from such a meeting:

- Verbal or written warnings can be given;
- Roommates can be changed when the group is staying in the hotel;
- A curfew can be imposed;
- The offending student(s) can be required to apologize;
- The final grade given for the program can be affected;
- A student can be banned for a specific activity; and
- In all cases a report of the behaviors could be sent to the UT Tyler Office of Judicial Affairs, and further sanctions can be applied upon the student’s return.

Incident Report

The Faculty Program Director should keep notes that detail the behavior, the student(s) involved, and any meetings or other actions taken. The incident report is designed to serve as documentation for any UT Tyler-related incident abroad, from student conduct issues to the death of a student participant. This report will serve as a record of any event transpiring overseas, and will inform the appropriate people at UT Tyler in the event that further action or response is necessary. Your responses and information should be objective, factual and concise. Your personal thoughts or opinions about a student should not be evident in an Incident Report. Incident reports should be completed as quickly as possible and be updated as further actions are taken.

Today’s Date: Write the date here  
Name(s) of Student(s) Involved: indicate the full name of the student in question  
Student ID #:  
Date and Time of Incident:  
Location of Incident:  
Faculty/Staff Person Completing a Report and Contact Information: Your name should go here  
Program: Include location (city and country)

Situation: Give a brief, fact based description of the situation which prompted the Incident Report.

Overview: Use this space to identify the steps that occurred which led to the Incident Report. Use as much detail as necessary to fully explain the situation to someone who was not present when the incident occurred.

Actions: Detail any actions that were taken on-site in regards to this incident. Include any warnings issued and subsequent steps followed, to include program dismissal. Please be as complete and specific as possible.

Conduct details: Provide your conduct details overseas.
**Theft**

If a student is the victim of a theft, it should be reported to the local police. In order to process claims of thefts of property, U.S. insurance companies generally require a copy of the police report, and the Faculty Program Director should provide any assistance necessary to obtain a copy of this report. If a passport is stolen (or lost), this should be reported to the nearest U.S. embassy or consulate as soon as possible.

OIP should be notified of all such incidents, if only to be informed and able to respond to parent’s concerns. An incident report should be completed and sent to OIP.

**Arrests**

In the event that a program participant is arrested/jailed/charged with a crime, the Faculty Program Director should notify the University (Campus Police and OIP). After consultation, the Faculty Program Director will need to contact the nearest U.S. consulate, informing them of the situation and asking for their guidance and assistance about what steps, including legal representation, can be taken. The Faculty Program Director should try to provide OIP with information about pertinent host-country laws and possible penalties.

UT Tyler will evaluate the gravity of the situation and decide whether or not it is appropriate to notify the student’s emergency contact. Additional intervention might be possible, but the Faculty Program Director and OIP should do what is feasible to assist the student, especially if he/she must remain in jail, undergo further legal actions like a trial, and so on.

**Missing Participants**

- The Faculty Program Director should notify OIP immediately if any participant does not arrive at the program departure site.
- If a student disappears during the program, the Faculty Program Director should first attempt to learn when and where he/she was last seen and whether anyone knows the individual’s whereabouts.
- Notify UT Tyler as soon as possible in the event of a mid-program disappearance; UT Tyler will decide if and when to notify the emergency contact.
- If the Faculty Program Director judges that it is important to begin a search or to notify police before consulting with OIP, it should be done.

**Medical Emergencies**

Medical emergencies include illnesses and injuries as well as attempted suicide and other psychological crises.

- The Faculty Program Director should arrange for immediate appropriate medical attention and notify OIP as soon as possible.
- A representative from UT Tyler will telephone the emergency contact and discuss the situation. (Sometimes the Faculty Program Director may be better placed to do this and able to answer questions more effectively; in this case, there would be a follow-up telephone call from UT Tyler.)
Accidents

- If feasible, and appropriate, the Faculty Program Director should arrange for the student, on-site medical personnel, or other officials to contact the student’s family as soon as possible. Assistance with translation may also be necessary.
- Students are not to be left unattended while in a foreign hospital. The Faculty Program Director should remain with any student awaiting a treatment at a local medical facility.
- If medical evacuation should become necessary, UT Tyler will work with International SOS to complete all necessary arrangements.

Sexual Assault

If a Faculty Program Director has any questions regarding the appropriate steps or what constitutes sexual assault or a Title IX violation, the Faculty Program Director should immediately contact OIP and the Title IX Coordinator. The Faculty Program Director should talk to the student directly if at all possible to gather information about the assault and about the student’s physical and psychological state, and to discuss how best to respond to the student’s needs. The Faculty Program Director should be sensitive to issues of gender and be aware that the student may prefer the support and presence of someone of the same gender. The Faculty Program Director must notify OIP immediately so that the Title IX Coordinator can assist in assessing the situation.

- Issues to be considered:
  - Medical attention- The student should be seen by a physician if he/she has not already done so. The Faculty Program Director should arrange for medical attention as quickly as possible and, if the student wishes, accompany the student to the appointment.
  - Psychological counseling- Does the student wish or need to receive psychological counseling? Are such services in English available locally? If not, OIP can coordinate with the Counseling Center to conduct preliminary counseling by phone.
  - Notification of local police. If the local police are the first to report the assault, the Faculty Program Director should obtain all available information about the incident and the official response and convey this to OIP.
  - Notification of parents. OIP, along with the Title IX Coordinator or Deputy, will consider whether or not the situation is sufficiently serious to be considered an emergency and take the initiative to notify the emergency contact/parent.
  - Academic ramifications- The Faculty Program Director should discuss with the student his/her current academic situation (upcoming deadlines, etc.) and whether or not the
student feels that he/she will be able to continue the academic work. It should be made clear that the program can make alternative arrangements if he/she wishes to withdraw and return home so as not to penalize him/her academically. In that case, the Faculty Program Director should immediately notify OIP and help the student make arrangements to leave. Discuss with the student how work will be finished at home, late exams given, and/or other appropriate steps. These arrangements should be clearly outlined, both verbally and in writing, for the student. Financial refunds and other issues pertaining to costs will be handled by OIP.

- Confidentiality- The student has the right to confidentiality. However, OIP must be notified as quickly as possible in order to provide necessary support, and inform the required university officials.
- The Faculty Program Director or other on-site administrator should then arrange to meet with other program participants, both men and women, to discuss what additional measures should be taken. This should be done in such a way as to respect confidentiality. Counseling Services can be consulted by the Faculty Program Director for assistance in this meeting.
  - A completed Incident Report should be submitted to OIP.
  - OIP will notify the appropriate office(s) at UT Tyler and provide them with the necessary information.

Other Assaults

Responses should be outlined above. A completed Incident Report should be sent to OIP.

The Death of a Participant

If a program participant dies, OIP must be notified immediately. Convey as much detail as possible to UT Tyler. It is also necessary for the Faculty Program Director to notify the American consulate and local police (if appropriate) as soon as possible.

- A UT Tyler representative will begin notifying the parents or family members and will work closely with them to assist with travel and funeral arrangements.
- OIP will also contact International SOS to begin implementing the repatriation clause of that policy. This will pay for the cost of returning the participant’s remains to the United States.
- OIP will contact Student Affairs and the Registrar’s Office in accordance with UT Tyler policies for notification in case of a student death.
- The death of a student abroad may also attract media coverage in the United States and abroad. UT Tyler public relations officials will be notified by the Dean of Student Affairs and/or OIP. Both the Faculty Program Director abroad and OIP should act in such a way as to provide as much privacy as possible for the student’s family.

Group Emergencies

The Faculty Program Director should utilize International SOS in the case of all group emergencies. In the event of a natural disaster or civil emergency, the Faculty Program Director should contact the nearest U.S Embassy to learn what plans are in place for the protection of American citizens. If the emergency is one that threatens only the program, the Embassy should be informed of the situation and its support requested. You should also notify OIP as soon as possible.
The Faculty Program Director should also meet with program participants as soon as possible and discuss what steps are being taken for their safety and what students should do on their own behalf. This should be done in such a way as to prepare and reassure them and without engendering a sense of panic. OIP will notify each participant’s emergency contact person and UT Tyler Student Affairs if necessary.

Natural Disasters

In the event of a threatened natural disaster, check with the local authorities to find out what steps to take. The local U.S. consulate may also have information for Americans residing in the affected area. The Faculty Program Director should take whatever steps are possible under the circumstances to remove the participants from the source of dangers. You should notify OIP once you know the situation and where you might be relocating students if that possibly exists.

Civil Disasters

In the event of civil disasters such as acts of terrorism or political unrest, the Faculty Program Director should contact the U.S. Embassy immediately to see what plans are in place for the protection of American citizens. If the embassy cannot be contacted, the Faculty Program Director should call OIP immediately to discuss what steps should be taken (including, if necessary, evacuation) for the protection of program participants.

Student Finances

Faculty members are responsible for developing a reasonable program budget. The program fee is only a portion of what a student pays to participate in a study abroad program. Students must be made aware that they will need to have funds to cover additional expenses.

What to do if a Student Runs out of Money

Despite all the advice and pre-departure preparation, some students will find themselves short of funds. Some possible solutions could be: have the family deposit funds into the home account so the student can access the funds through an ATM; have the family send a foreign draft by express mail; send a bank wire or transfer; Western Union/ MoneyGram; or send a transfer through American Express. Some of these options can be quite costly.

Various private companies can help replenish funds when bad planning or theft leaves a student or Faculty Program Director penniless. Most credit card companies provide legal, medical and financial services around the world 24 hours per day, including emergency cash advances and card replacement (often within hours).

If all else fails, turn to the Bureau of Consular Affairs. After an investigation determines that an American is genuinely stranded, a consular official will seek a friend or relative of the traveler to help. If no one can be found, an official may advance money, but a “limitation” will be put on the individual’s passport, signifying that it is to expire when he or she reaches home and cannot be renewed until the loan is repaid.
Chapter 4: Health Issues

On a short-term program, health and safety issues can immediately impact a student’s academic progress. If a student becomes ill at the beginning of the program and is unable to attend class for a week, how will credit be earned? If a student has an accident while on a traveling program, who stays behind to attend to the student’s medical needs while the group moves on to the next site?

Most safety and health concerns can be drastically reduced with good pre-departure information, planning, and good monitoring on site. Here are some considerations to take into account.

Health Care Prior to Departure

Good preventative health care prior to departure is among the most important things participants can do to assure a successful study abroad experience. Faculty members are encouraged to address more specific healthcare needs and topics in a country-specific manner:

1. Water & Food issues
2. Alcohol & Drugs (legal & illegal)
3. Personal responsibility & health status
   - Pre-existing conditions, special care needs
   - Prescriptions
   - Eyewear
4. Sexuality & Relationships
5. Health care availability abroad
6. Diseases
7. Psychological issues

*Please note: Student Services can assist in providing a brief presentation on a number of issues at a pre-travel meeting.*

Health Care while Abroad

In the event a student requires medical attention, the Faculty Program Director should be able to assist the students to receive the necessary care. Insurance information for all travelers is kept on file with OIP and should travel with the Faculty Program Director.

Try to ensure students feel safe and comfortable discussing any health concerns with you. There might be embarrassing things that they need to talk about. Traveler’s diarrhea, for instance, is relatively benign if treated early but can evolve into a serious condition if it persists. Students would never discuss this with you in a classroom in the United States, but on the program you might need to have this information.

Be familiar with the Local Health Care Delivery System

- Where are the local clinics and hospitals?
- Are there English speaking doctors available?
- Hours of operation?
Establish a Medical Emergency Plan

- Where do you find “after hours” health care?
- How to contact International SOS for assistance.
- Make sure that all students know how to “dial 911.”

Over the Counter and Prescription Medication

- Refrain from distributing medicine to students. Even over-the-counter medicines can be lethal for some people. Insist that participants bring their own supply of pain relievers, anti-diarrhea drugs, antacids, etc.
- You should know where the local pharmacy is, but be cautious and inform participants that drugs sold over-the-counter in other countries may contain stronger doses than used in the US.
- Inform students that they should bring an adequate supply of medication with them in bottles labeled with medication name, patient’s name, doctor’s name, and expiration date (and take in carry-on bag rather than packed in checked luggage).
- If they will need to fill a prescription overseas, they should bring a copy of the prescription from their doctor as well as a complete description of the medication. They might need to show this to the pharmacist if the exact drug they need is not available.

Potential Health Problems on a Study Abroad Program

Students may assume that since they are participating on a short-term program, health issues will not be a concern. However there are health issues associated with travel no matter the length of the program. Most travelers’ complaints are colds, intestinal upsets, and minor aches and pains. Food and waterborne diseases are the number one cause of illness to travelers.

Here is a short list of the common health problems on study abroad programs:

- Jet Lag: For the first few days of the program, students may experience fatigue, disorientation, insomnia, anxiety, impaired concentration and loss of appetite. Plan program activities accordingly at the beginning of the program. Encourage students to eat and sleep at the relevant local times and to exercise (light walking is ideal). Exposure to sunlight after arrival also aids synchronization.
- Intestinal upsets: At the beginning of the program, students will have to adjust to new food and water; make sure you discuss local safety precautions regarding food and water; if you are in a country where food and waterborne illnesses are common, encourage students to tell you if their traveler’s diarrhea does not improve when treated with over the counter medication; medical attention may be needed at that point.
- Nutritional problems: Students with dietary restrictions may find it difficult to easily identify local food they can eat and may need your help; keep a closer eye on these students, especially at the beginning, to make sure they know how to find the appropriate nutrition.
• Physical symptoms of culture shock/culture adjustment: A cold and/or digestive problems are common physical manifestations of culture shock; encourage students to take good care of themselves and to eat well and drink plenty of water; see section below for information on culture shock.

All of the health issues listed above can be exacerbated by excessive alcohol consumption so you also should watch carefully for signs of alcohol misuse or abuse. See Chapter 6 on Alcohol and Drug Misuse and Abuse for more information.

Psychological Health Issues

Studying abroad can be stressful. Students are adjusting to a new culture, possibly to a new language, and also dealing with possible difficulties in group dynamics.

Be aware of possible indicators of culture shock and psychological stress that include:

• Nutrition issues: compulsive eating or lack of appetite
• Feelings of helplessness, irritability, and loneliness
• Isolation
• Not coming to program activities
• Excessive alcohol consumption
• Homesickness
• Sleeping more than usual
• Feeling depressed
• Getting angry easily
• Decline in spontaneity, or flexibility
• Stereotyping of host country/culture
• Increase in physical ailments or pains
• Inability to work effectively
• Boredom
• Unexplainable crying

Culture Shock

Most study abroad participants will experience some form of culture shock (many of its symptoms are listed above). However, some might experience it after only two days in the host country, others not until three or more months into their stay. In addition, the concrete indicators of culture shock vary from individual to individual. Encourage students to take care of their health and eat well to help them through these stages. If your students display one of more of these behaviors, it is very likely that they are going through the culture shock phase of cross-cultural adjustment.

Preventing Mental Health Casualties

Here are some tips to assist students who may experience mental stress:

• Put the students at ease
• Display composure- it’s contagious
• Give honest and accurate information
• Temporarily remove the student from the stressful situation
• Question student only after establishing some psychological and physical equilibrium
• Help reorient with a clear plan
• Avoid judgmental remarks
• Adapt to the needs of the person (at least temporarily)
• Increase the identification with other students who are going through the same process
• Put student in touch with supportive peers (don’t leave them alone for long periods)
• Moderate the feelings related to the process of separation from family, home country and culture.
• Reaffirm their capacity to confront their frustrations
• Control, where possible, fatigue, hunger, temperature, and sleep loss
• Encourage physical activity, when appropriate
• Promote and maintain group cohesion, morale and communication
• Provide leadership, including role models
• Promote pacing (predictable periods or rest and renewal), optimism, commitment and healthy fun.

It is critical that students are aware of the resources available to them while studying abroad. Please contact Student Services if you feel that a student has unmet psychological health needs that would benefit from counseling.
Chapter 5: Safety Issues

Top Safety Issues

1. Theft and pick-pocketing
2. Pedestrian safety and driving
3. Anti-American sentiment, national security issues, protest, demonstration and terrorism
4. Getting lost
5. Alcohol and drug abuse
6. Sexual assault, harassment
7. Violent assault

Like health concerns, most safety problems can be drastically reduced with good pre-departure information, planning and action. The following sections give advice on how to prepare students to deal with these safety concerns.

What to Bring

Here is some information to assist students in staying safe while abroad:

- Travelers should dress conservatively to avoid being a target and to avoid the appearance of affluence
- Travel light
- Carry the minimum number of important documents and plan a place to conceal them
- Passport, cash, and credit cards are most secure when locked in a hotel safe
- Avoid putting valuables in purses, fanny packs, and outside pockets which are easy targets for thieves
- Bring a copy of your passport with you in case yours is lost. Keep this copy separate from the original
- Use covered luggage tags to conceal identity and nationality
- Note credit limits on each credit card. Know how to report the loss of your credit card from overseas.
- Make two photocopies of the passport identification page and airline tickets. One photocopy should be left with family or friends at home.

What to Leave at Home

- Valuable or expensive-looking jewelry
- Irreplaceable family objects
- All unnecessary credit cards
- A copy of the itinerary with family or friends
- Copies of passport and credit card numbers (one copy goes with the traveler, separate from originals. Extra copy stays at home)

U.S. State Department Registration and Security Information

The U.S. State Department’s Consular Information Sheets are available for every country of the world. They describe entry requirements, currency regulations, unusual health conditions, the crime and security information, political disturbances, areas of instability, special information about driving and road conditions, and drug penalties. The information sheets also provide addresses and emergency telephone numbers for US embassies and consulates.

The Information Sheets can be found at the following address: http://travel.state.gov

It is recommended that UT Tyler Faculty Program Directors register their group online with the State Department prior to departure.

Precautions to Take while Traveling

It is required that all travelers register with International SOS. Additional country guides are available along with emergency planning resources. It is important to avoid traveling alone, especially at night, to keep a low profile, to avoid scam artists, and to watch out for pickpockets.

Here is some additional advice that you may want to share with students:

- Check with local residents to learn what parts of the city are unsafe; make sure students are warned about these areas
- Learn ahead of time about any scheduled public demonstrations; warn students to stay away
- Check with locals about any scams that might be operating in the area
- Beware of strangers who approach offering bargains or to be a guide
- Learn phrases in the local language to signal a need for help, the police, or a doctor
- Make note of emergency phone numbers for 911, police, fire, your hotel, and the nearest US consulate or embassy
- Carry the hotel name, address, and phone number in the local language and in English

Safety in Hotels

Advice to share with students:

- Keep hotel room doors locked at all times
- Meet visitors only in the lobby
- Do not leave money and valuables in the hotel room. Always use the hotel safe if possible.
- Let someone know when to expect your return when you go out.
- If out late at night, do not get on an elevator if there is a suspicious-looking person inside
- Read the fire safety instructions in the hotel room. Know how to report a fire. Know where the nearest fire exit and alternate exits are located. Count the doors between the room and the nearest exit.

Transportation Safety

- Know which taxis are safe to take
- Learn how to negotiate cab fares (if applicable)
- Advise students to be aware of traffic patterns
• Advise students never to step out into the street before checking both ways first
• Talk to the students about crossing the street as a group. Pay attention to traffic lights. Often the whole group will not be able to cross at the same time. Pedestrians probably do not have the right of way.
• Know that students are warned not to rent or drive vehicles
• Traffic deaths are the number one cause of death of students abroad. Be sure the students know this.

How to Avoid Legal Difficulties

Students and faculty are subject to the laws of the country where they are overseas; they are not protected by the US Constitution. Students need to be aware of what is considered criminal in the country visited. See the Consular Information Sheets which include information on unusual patterns of arrest.

Some of the offenses for which US citizens have been arrested abroad include:

• Drug Violations
  More than one-third of US citizens jailed abroad are held on drug charges
• Photography
  In some countries travelers can be stopped or detained for photographing such things as police and military installations, government buildings, border areas, and transportation facilities. If in doubt, ask permission to take a photo.

If a student is arrested, contact the University via Campus Police or OIP immediately.
Chapter 6: Drug and Alcohol Abuse and Misuse

All students must abide by the University Code of Conduct and have signed a student agreement with OIP indicating that they understand expectations and consequences.

Overview of what Faculty can do

- Tell students about behaviors you will not accept on the program.
- Discuss cultural norms about alcohol.
- Do not ignore signs of excessive drinking; talk to the student right away.
- Inform students regarding risky behaviors, dangerous neighborhoods to avoid.
- IMPORTANT: Do not serve alcohol to students under 21 at program-sponsored events regardless of the local legal drinking age.

Examples of Alcohol Misuse

- A student misses any scheduled event because of the effects of alcohol consumption.
- A student becomes ill due to the effects of alcohol consumption.
- A student is disrespectful of others sharing the same housing, and congregates with loud groups for social purposes.
- A student engages in inappropriate behavior toward other individuals that is the result of alcohol consumption.
- A student engages in destructive behavior toward property that is the result of alcohol consumption.
- A student does not abide by the laws of the country in which he or she is staying.
- A student engages in behavior that causes embarrassment to the other members of the group, the faculty member(s) or the in-country host(s) as a result of alcohol consumption.
- Students in a group facilitate/encourage or ignore a fellow student who is misusing or abusing alcohol.
- Transporting quantities of alcohol to program sites with the intent of sharing the alcohol with members of the group.

Faculty Program Directors can choose to report the above behaviors to the Office of Judicial Affairs at UT Tyler. If a formal complaint is filed by the Faculty Program Director, the student will be contacted by Judicial Affairs upon return to campus and the judicial process will begin. If the student is found responsible for violating university policy, the complaint and its resolution will become a formal part of the student’s record at UT Tyler.

Additional Advice Regarding Alcohol Misuse

- Students should not hold parties in their hotel room.
- Faculty Program Directors should not hold parties in the hotel room.
- Encourage students to discuss alcohol abuse by fellow students with the Faculty Program Director.
- If a student becomes incapacitated or is in need of medical attention, others must know how to seek emergency help.
• Peers are encouraged to make the responsible choice to notify program and emergency personnel immediately.
• Remember that no University funds can be used to purchase alcohol.
• If students are individually purchasing alcohol at a group function, it is your responsibility to monitor alcohol use.

As a Faculty Program Director you are in the position of authority and responsibility and you must be capable of addressing an emergency should it arise. As a result, it is strongly advised that you do not consume alcohol at such functions. Participation in and/or accompanying students to social events that involve excessive consumption of alcohol implies that drunkenness is acceptable and sends a contradictory message regarding responsible drinking.
Chapter 7: Additional Resources and Websites

Contact Information

UT Tyler Student Code of Conduct http://www2.uttyler.edu/mopp/
Office of International Programs Faculty Resources http://www.uttyler.edu/cge/facultyresources/
U.S. Embassies http://usembassy.state.gov
Foreign Consulate Offices listing http://www.state.gov/s/cpr/rls/fco/
Embassies and Consulates http://www.embassyworld.com/

Health Resources

Center for Disease Control and Prevention http://www.cdc.gov/travel/index.htm
World Health Organization http://www.who.int/en/

General

The Lonely Planet http://www.lonelyplanet.com/
U.S. State Department http://travel.state.gov
Entry Requirements/Visas http://www.traveldocs.com/
General guides and articles http://www.transitionsabroad.com/

Airfare Ticket Information

Corporate Travel Planners http://www2.uttyler.edu/finserv/travelreservations.php
Commercial airlines http://www.travel.org/airlines.html
Best Fare Magazines http://www.bestafres.com/home.asp

International Weather Information

USA Today http://www.usatoday.com/weather/wfront.htm

Travel Alerts and Safety Abroad

U.S. State Department Travel Warnings http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
A State Trip Abroad http://www.travel.state.gov/travel/tips/safety/safety_1747.html
Tips for Students http://studentsabroad.state.gov/; and
Overseas Security Advisory Council (OSAC) https://www.asac.gov/Pages/Home.aspx
American Citizens Services (ACS) http://www.travel.state.gov/travel/travel_1744.html
Proposal for Travel/Study Course

- Name:
- Title:
- Department:
- Email Address:
- Course Number
- Course Title:
- Credit Hours:
- Term:
- Location:
- Approximate Dates of Travel:
- Travel Agent/Provider:

APPROVALS:

__________________________________       _______________________________________
Faculty Member                      Department Chair

_______________________________       ________________________________
Chair, Intercultural Affairs Committee  Dean

___________________________________
Director, Office of International Programs
ESTIMATED STUDENT EXPENDITURES FOR TRAVEL

- International airfare
- Domestic airfare
- Other Transportation
- Lodging
- Meals
- Guest lecturers, gifts, hospitality, etc.
- Admissions, tickets, special events
- Instructional materials
- Other costs (please specify)

Total Cost per Student = $__________

ACADEMIC CONSIDERATIONS

1. Summarize the academic content of the proposed course and the method(s) of instruction to be used (PLEASE ATTACH A SYLLABUS TO THIS PROPOSAL)

2. Describe the on-campus instruction sessions that you propose to conduct prior to and following the travel portion of the course. Estimate the contact hours for each of these. Please note: 45-48 contact hours (2250 minutes) must be held in a 3-hour regular or summer session course. Trip orientation must not be included as part of the contact hours. Please keep in mind that pre- and post-travel sessions and on-site sessions that are NOT orientation may be counted toward the contact hours.
3. What knowledge, experience, or skill is the student expected to acquire in this course?

4. Generally describe the assignments, research activities, and examinations students will be expected to complete.

5. What academic preparation and other experiences qualify you to offer such a course?

6. What general itinerary do you propose to follow? (You will have an opportunity to make alterations later if necessary.)

**INSTITUTIONAL IMPLICATIONS**

7. How will your offering this course affect enrollment distribution in your department and school/college?

8. Is this course part of an exchange agreement with a foreign institution? If yes, give its name and location.

9. What effect will your absence from campus have on the distribution of workload in your department? If part-time faculty will be hired to replace you, what is the approximate cost to the university?
ENROLLMENT

10. Identify the clientele for this course and estimate their number. How do you propose to recruit them?

JUSTIFICATION

11. Does the proposed course require academic, cultural, and physical resources that are not available in the State of Texas? Explain.

12. Can this course be taught here or at a location other than the one you have proposed?
APPENDIX II: Frequently Asked Questions

What is the Office of International Programs (OIP)?
The Office of International Programs (OIP) at UT Tyler was created in 2011 to provide quality international study abroad opportunities and experiences; to assist foreign faculty and students at UT Tyler; to create cultural diversity in Tyler and East Texas; and to operate the innovative GATE Program.

Are GATE and OIP the same thing?
No. Global Awareness Through Education (GATE) is a specific program coordinated by OIP. GATE is a two-year program designed for incoming freshmen that includes enhanced core curriculum classes, special cultural activities organized by OIP, and a five-week study abroad experience (following sophomore year).

I am a faculty member at UT Tyler. How do I begin organizing a travel/study course?
OIP offers a number of resources, including a timeline for creating travel/study courses and a workshop on writing proposals for travel/study (the workshop is offered early in the fall and spring semesters).

Does OIP make travel arrangements (i.e., finding a travel agent, booking plane tickets) for travel/study or study abroad programs?
No, all travel arrangements are the responsibility of the faculty member(s) who organizes the travel/study course or, in some cases, the student who is traveling abroad.

Are there study abroad opportunities for students beyond the travel/study courses organized by UT Tyler faculty?
Yes, students can participate in study abroad programs organized by other institutions. UT Tyler is a member of a study abroad consortium led by the University of Southern Mississippi, and students can participate in USM’s British Studies Program, Abbey Program, and other programs organized by the institution.

What is the International Education Fee and how will it be used?
The International Education Fee is a $1/per semester fee that is used to fund scholarships for UT Tyler students to study internationally.

What is a travel/study course at UT Tyler?
A travel/study course at UT Tyler is a 3-6 hour class taught by a UT Tyler faculty member abroad. Travel/study courses are generally 1-5 weeks in duration, and the syllabus and course content are determined by the faculty member teaching the class. Travel/study courses must be approved by the Intercultural Affairs Committee.

What are the contact hour requirements of a travel/study course?
45-48 contact hours (2250 minutes) must be held in a 3-hour regular or summer session course. Trip orientation must not be included as part of the contact hours. Please keep in mind that pre- and post-travel sessions and on-site sessions that are NOT orientation may be counted toward the contact hours.

**Are there any places that I can’t go with a travel/study course?**

UT Tyler does not recommend travel/study courses in regions of the world for which the U.S. State Department has issued a "Travel Warning." A Travel Warning is the federal government’s recommendation to avoid or consider the risk of travel to a specific foreign destination: [http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html). Faculty members who plan short-term travel/study trips to areas for which a Travel Warning has been issued must submit a Travel Exemption Form to the International Oversight Committee for consideration.

**How do I make the travel arrangements for the travel/study course? Do I do it myself or use a travel provider?**

Faculty members who are organizing a travel/study course should contact Corporate Travel Planners, Inc. (CTPI) to arrange travel for the group. Contact information can be found at: [http://www2.uttyler.edu/finserv/travelreservations.php](http://www2.uttyler.edu/finserv/travelreservations.php). CTPI is UT Tyler's travel agent. All travel should be booked through CTPI unless documentation can be provided proving that the cost is lower from another provider.

**What items should be negotiated with the travel provider as part of the travel package?**

Airfare, all transportation, lodging, meals, site admissions, tickets, special events and gratuities should be negotiated with the travel provider.

**How does the faculty member cover the cost of travel?**

The faculty member’s travel costs should be negotiated with the travel provider when negotiating the entire travel package.

*All airline tickets are booked through CTPI. The reimbursement for commercial air transportation may not exceed the cost of the lowest refundable available airfare. If non-refundable airfare is purchased, the employee will incur the risk of trip cancellation. If a ticket is available at a lower cost from a source other than CTPI, supporting documentation is required.*
APPENDIX III: Faculty Travel/Study Forms Checklist

❖ UT Tyler Request for Approval of Foreign Travel

*Must be completed at least 45 days prior to the anticipated date of travel*

http://www2.uttyler.edu/finserv/forms.php

FORMS:
- Faculty and Staff University Travel
- Faculty and Staff Student-Led Travel Form
- Request for Foreign Travel Exemption (if needed)

❖ Student Travel and Off-Campus Activities Forms

*Must be completed at least 30 days prior to the anticipated date of travel*

http://www2.uttyler.edu/mopp/documents/MOPPChapter13StudentTravelPolicy-JAN%202012.pdf

FORMS:
- Group Travel Authorization Request Form (Appendix A)
- Group Travel Trip Information Form (Appendix B)
- Off-Campus Travel and Activity Checklist and Emergency Crisis Response Plan (Appendix G)

**Please note that Release and Indemnification Agreement (Appendix C/D, adult or minor student), Emergency Information Contact Form (Appendix E), and Participant Responsibility Form (Appendix F) will be distributed to students participating in your travel/study course**

❖ International SOS

*Faculty and students must register with SOS before departure and verification of registration must be provided to OIP.*


**All of the forms should be turned into the OIP office**
UT Tyler Travel/Study Payment Form

Title of Program/Semester and Year

This completed form must accompany payment to the Cashier’s Office for any travel/study related expenses. Funds should be directed to account number 41-4735-9895.

Name: _________________________________________________________________________

UT Tyler Student ID Number (if applicable): ____________________________________________

Date: ______________________ Payment Amount: $_______________________________

Payment Method: ______ (credit card) ______ (check) Please make checks payable to UT Tyler

Credit Card: _____ Visa _____ Mastercard _____ Discover _____ AMEX

Name on credit card: _________________________________________________________________________

Card Number: ___________________________ Exp. Date: ______________________

Signature: _____________________________________________________________________________

CASHIER’S OFFICE: Please fax this form to the Office of International Programs at 903.565.6202.