

International Travel Study Program Leader Handbook

June 2019



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Introduction

This Handbook is intended to serve as a comprehensive guide for prospective Program Leaders who want to lead an International Travel Study Program. It is intended to supplement the e-Learning, International Travel Study Program Leader 101 and ASOM 4.30 – International Travel for Students.

The College believes in providing international travel study opportunities that foster the growth and development of students, faculty, and staff. As a Program Leader, you must become familiar with and adhere to policy and best practices as it is your responsibility to ensure the delivery of an effective, safe, and meaningful program.

International Travel Committee

As the College does not have a designated Office of International Studies or equivalent, the International Travel Committee serves as the support function for international travel study.

The purpose of the committee is as follows:

- Advise and inform international travel policies and procedures
- Ensure proposed travel is in compliance with policy
- Review exceptions and special circumstances
- Evaluate travel for purposes of continued effectiveness and alignment with goals

The committee includes the following positions:

- VP, Academic Affairs
- Executive Director of Student Life, Leadership, and Development
- Director of Emergency Management
- Director of Risk Management
- VCAA*
- VCSS or VCESSS*
- Director of Student Life*
- Faculty Member*
- Faculty Member*

**rotating position every 2 years*

The committee is included in the program approval queue and meets once per month to review and approve applications and conduct other business.

Checklist for Program Leaders

This checklist is designed to assist program leaders in fulfilling the general procedural requirements of ASOM – 4.30 International Travel for Students. Click below to download the checklist.

International Travel Checklist for Program Leaders	
This checklist is designed to assist program leaders in fulfilling the policy and procedural requirements in ASOM – 4.30 International Travel for Students. Please see the policy for full detail.	
Trip Request & Approval	
<input type="checkbox"/>	Read ASOM 4.30
<input type="checkbox"/>	Complete Program Leader 101
<input type="checkbox"/>	Read the Program Leader Handbook
<input type="checkbox"/>	Make application to lead a trip (see AdobeSign workflow – i.e. "Intl Travel – Academic")
<input type="checkbox"/>	Finalize program deals including course needs, if applicable
<input type="checkbox"/>	Submit approval request through Chrome River, per FMM Guidelines to obtain CFO and COO approval for out of country travel. Attach approved application.
<input type="checkbox"/>	Inform campus marketing to advertise trip locally
<input type="checkbox"/>	Request review of 3 rd party contracts through Legal
Registration	
<input type="checkbox"/>	Provide a pre-registration informational session
<input type="checkbox"/>	Request Participant Applications and vet travelers prior to admission
<input type="checkbox"/>	Obtain Participant Emergency Contact Info & Program Agreement
<input type="checkbox"/>	Identify funding options for students
Pre-Departure	
<input type="checkbox"/>	Ensure other faculty and staff leaders complete the International Travel Program Leader 101 e-Learning
<input type="checkbox"/>	Secure travel accident insurance and emergency assistance service information through the International Travel Registry
<input type="checkbox"/>	Complete an Emergency Action Plan (EAP). Share with campus, SO-PSEP, SO-Risk Mgmt.
<input type="checkbox"/>	Hold a Pre-Departure Orientation Session
<input type="checkbox"/>	Confirm with the Business Office that all non-faculty/staff travelers have paid the travel insurance fee
Onsite	
<input type="checkbox"/>	Hold an Onsite Orientation
<input type="checkbox"/>	Collect hotel and room number information for purposes for completing the Clery report
Post-Program	
<input type="checkbox"/>	Request participant feedback
<input type="checkbox"/>	Complete a program evaluation with campus and send to ITC
<input type="checkbox"/>	Complete a Clery report

Program Purpose

When considering a destination and program itinerary, first focus on what the objectives of the program are, whether the location is appropriate to meet those objectives, and whether the program is likely to be viable financially or otherwise. If a destination carries a higher risk of civil unrest, health, or safety concerns, consider whether another destination would achieve the same objectives. Importantly, does the program relate to the mission and strategic plan of the College?

The following are some things to consider when declaring a program purpose:

- Is it a course for credit (HUMA 250)?
- Will pre-requisites or other qualifications apply?
- Who is the program targeted to?
- Is it a knowledge or skills-based program?
- One focused on gaining career or professional experience?
- Does it offer exposure to service learning?
- An experience of cultural or language immersion?

Program Type

Who will manage the selection of vendors and accommodations, the itinerary and logistics? What will your program include and not include?

Running a "Sponsored Program" where the College chooses to organize, operate, and maintain the program with little to no outside assistance is very different from a "Contractual Program" where a third party handles the accommodations, logistics, and itinerary.

For a "Sponsored Program, a College-approved travel organization must be used for securing lodging and flights, at a minimum.

For a "Contractual Program", Program Leaders must only contract with a College-approved travel organization.

A list of College-approved travel organizations is currently under development. Non-approved travel organizations will be considered for approval where the existing approved travel organizations are unable to fulfill the program objectives.

Developing a Program

As Program Leader, you are committing to ensure every aspect of the program meets the high-quality standards as set forth in policy and that the locations, providers, partners, accommodations, etc are selected with care and diligence.

There are numerous responsibilities and decisions to consider, including:

- Timing of the course and travel
- Course Requirements, Pre-requisites, Syllabus, Textbook or required resources
- Participant type allowed (i.e. enrolled students only)
- Destinations and itinerary
- Accommodations (flight, transportation, lodging)
- Communications
- Contingencies
- Meals
- Activities
- All ancillary costs
- Calendar of pre-travel sessions, events, and application/payment deadlines
- Documenting the trip (photography, etc)
- Program evaluation - how, when, what

Program Funding

Funding may come from a variety of sources for both Program Leader and student costs -- grants, scholarships, foundation, professional development, program's account, fundraising events, etc. Work with your supervisor and campus leadership to identify potential sources.

Avoidance of Conflicts of Interest

The program must avoid conflicts of interest in its operations. A conflict of interest exists when a faculty or staff member's financial interests or other opportunities for tangible personal benefit may compromise, or reasonably appear to compromise, the independence of judgment with which the faculty or staff member performs his/her responsibilities at the College.

For Contractual Programs, accepting a funded spot for the Program Leader in lieu of College reimbursement of travel expenses would be acceptable. However, additional benefits, including stipends and incentive-based rewards, should never be accepted. Funded spots should be given only to Program Leaders and students, not to guests.

Apply to Lead a Program

An application must be made in order to lead a program. Workflows have been setup in Adobe Sign in order to facilitate the routing of the application to the appropriate approvers.

Approvers include:

- 1) Dean (if trip involves academic credit)
- 2) VCAA (if trip involves academic credit)
- 3) VCSS or VCESSS (if trip is non-academic or has a Level 3 travel advisory)
- 4) Chancellor
- 5) International Travel Committee

Once you have supervisor approval to commence with the application, follow these steps to access the application:

- 1) Go to MyIvy>Employee Resources>Adobe Sign
- 2) Sign In using your corporate credentials
- 3) On the Home screen, under the section "Get a Signature", select "Use a Workflow" and then select the appropriate workflow from the following options:
 - a. Intl Travel – Academic
 - b. Intl Travel – Academic Lvl 3 (Level 3 US Dept of State Travel Advisory)
 - c. Intl Travel – Non-Academic
- 4) You will be asked to enter the emails of the approvers, and then you will be prompted to complete the application.

Get a Signature

Get a Document Signed
Get a signature in seconds

Send from Library

Select a document ▼

Start

Use a Workflow

Intl Travel - Academic ▼

Start

Per the Financial Management Manual (FMM), all international travel must be approved by the College CFO and COO. Thus, a pre-approval request should be made in Chrome River, and the approved application must be attached.

Click on the application below to view a copy and understand what information needs to be provided before you begin the workflow.

**International Travel Study
Program Leader Application**

Background Information	
Your Name:	
Your Title:	
Home Campus:	
Site Name (if applicable):	
Department:	
Email Address:	
Phone Number:	

Program Details	
Dates:	
Destination(s):	
What is the current US State Dept Travel Advisory level for the destination(s)?	
<input type="checkbox"/> 1 – Exercise normal precaution <input type="checkbox"/> 2 – Exercise increased caution <input type="checkbox"/> 3 – Reconsider travel <input type="checkbox"/> 4 – Do not travel (travel prohibited)	
If the Travel Advisory level is a 2 or 3, what additional precautions and actions will you take to ensure a safe experience and successful program outcome?	
What are the goals and objectives of the trip, and how will the program design help to meet those objectives?	
Will academic credit be offered? (if yes, please attach the course syllabus below)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Advertising a Program

The Program Leader application requests key details needed in order to properly advertise the program. Once all approvals are received, the ITC will forward the application to Systems Office marketing to be published at ivytech.edu/studyabroad. The Program Leader may request that the campus advertise locally through Facebook, campus LCD screens, etc. if desired.

Upcoming Trips

Study Abroad with Ivy Tech Community College

Study abroad is a great opportunity to develop leadership skills, experience a new culture, and improve your résumé. In today's growing world, students can be prepared to be global citizens through studying abroad. Ivy Tech offers a variety of study abroad options from weeklong trips to full semester experiences, designed to fit student's individual needs. Check out our international travel and study abroad options to see which is right for you.

[Global Studies Certificate Requirements](#)

[One-week trips](#) | [Two-week trips](#) | [Three-week trips](#)

One-week trips


Ivy Tech Terre Haute
May 2019
Trip to Costa Rica
Cost: \$2,500 - \$2,700
Contact: Scott Powell, Ph.D. at spowell14@ivytech.edu
Credits: Students may take the trip for SOCI 164 Multicultural Studies

Ivy Tech Terre Haute is planning a 9-day learning adventure to Costa Rica in May 2019. Students, faculty, and community members, are all invited on this travel/study opportunity led by Dr. Scott Powell, (Ph.D. Cultural Studies).

Traveling abroad brings the culture and language of the people to life. Learn about the culture and environment of this wonderful place, visit the rainforest, native residents, nature reserves, Volcano National Park, the Arenal hot springs, take a crocodile river tour, and enjoy dinner on the Central Pacific Coast and much more.

The trip cost includes round-trip flight, and basic accommodations. Travelers will learn more information on the itinerary and academic and tuition requirements for earning credit through orientation and trip preparation meetings in the future.

This trip also provides a capstone experience for those pursuing the Global Studies Certificate. For specific details and enrollment please follow this link: www.efcollegesstudytours.com/2112924vd



Standards for Trip Informational Sessions

The following information is essential to convey throughout the process of conducting an international travel study program, from promotion and recruiting to taking the trip. Covering these key details ensures travelers are adequately informed, prepared, and that expectations are clear. Problems can often be avoided when participants understand and acknowledge program expectations and are provided full details of what the program will entail.

At a minimum, two informational sessions should be held prior to departure (Pre-Enrollment Informational Session and Pre-Departure Orientation) and one should be conducted once on-site (On-site Orientation). The following outline shows the elements to be included.

Pre-Enrollment Informational Session

1. Introduce the Travel Leaders and their roles
 - a. Ivy Tech Community College
 - i. Responsibilities
 - b. The Tour Company
 - i. Credentials
 - ii. Responsibilities
 - c. The Tour Guide/Trip Leader
 - i. Credentials
 - ii. Responsibilities
2. The Trip Details
 - a. Who is eligible for travel
 - i. Students only
 - ii. Students, Friends & Community
 - iii. Qualifications and or criteria for selection
 - b. Application
 - c. Dates
 - d. Itinerary
 - i. Cities and countries that will be toured
 - ii. Daily Activities
 - iii. Maps
 - iv. Things to Do
 - e. Is the trip offered for credit or non-credit only
 - i. HUMA250 Travel Study or Program Specific Course, 1 -3 credits
 - ii. Learning Outcomes
 - iii. Coursework and Assignments
 - iv. Academic Evaluation
 - f. What is included and what is not
 - i. Passport, Visa requirements need met for non-citizens
 - ii. Trip Insurance
 - iii. Flights
 1. Seating (economy, business class)
 2. Suitcase/packing requirements
 3. Porterage
 - iv. Hotels
 1. Location and Rating
 2. Room Occupancy
 - v. Meals (including beverages)
 - vi. Transportation
 1. including transportation to and from the airport
 2. Transportation during trip
 - vii. Excursions
 - viii. Trip Risks and Expectations
 - ix. Realistic expectations
 - x. Physical requirements
 - xi. Country/location specific risks to be aware of (US State Dept notices, CDC resources, political and environmental risks)

- xii. Travel Accident Insurance requirement (purchased through the College)
 - xiii. Registration through International Travel Registry
3. The Trip Costs
- a. Application and/or Deposit fees
 - b. Payment deadlines
 - c. Cancellation policy
 - d. Currency Conversion
 - e. Communication Options (Phone, Data, Messaging)

Pre-Departure Orientation

1. Itinerary
 - a. Cities and countries that will be toured
 - b. Academic expectations / coursework
 - c. Daily Activities
 - d. Maps
 - e. Things to Do
2. Hotels
 - a. Location
 - b. Room Occupancy
3. Meals (including beverages)
4. Transportation
 - a. including transportation to and from the airport
 - b. Transportation during trip
5. Excursions
6. Conduct, Health and Safety Expectations
 - a. Conduct Protocol and Rules
 - i. Ivy Tech Code of Conduct applies
 - ii. Program specific rules and expectations
 - iii. Always Model Respectable Behavior
 - iv. Avoid High Risk Activities and Follow Local Laws: Excessive Drinking, Drug Use, Weapons, Sexual Misconduct, Cheating, Harassment, Diving without a legal license, or other illegal activities
 - v. Follow Directives from the Program Leader and Trip Guides
 1. Arrival and Departure Times, Curfews, Accommodation Requirements
 - vi. Understand the Procedures for Disciplinary Action
 - vii. Compliance with local laws, customs and cultural norms
 - viii. Discuss culture shock and adjustment to the host culture
 - ix. When/who/how to make notification of an incident
 - b. Health and Safety Awareness
 - i. Realistic expectations
 - ii. Physical requirements
 - iii. Recommend a physical health exam
 - iv. Trip leaders need informed of any traveler physical or mental health issues
 - v. Location specific risks to be aware of (US State Dept notices, CDC resources, health, crime, political instability and environmental risks)
 - vi. Locations to avoid
 - vii. Review International Travel Field Guide

- viii. Registration through International Travel Registry
 - ix. Registration with U.S. Department of State Safe Traveler Enrollment Program (STEP)
 - x. Travel Accident Insurance
 - 1. Everyone needs to carry their emergency assistance card
 - xi. When/who/how to make notification of an incident
 - c. Emergency Action Plan
 - i. Review of key components of the emergency action plan, including what to do in various situations (if you get sick, lost, are a victim of a crime, etc)
 - ii. Communication
 - iii. Local Resources and Contact Information
 - d. Required Information
 - i. Copy of Emergency Information and Release Form
 - ii. Copy of Passport
7. Money & Financial Transactions
 - a. Currency Conversion
 - b. Communication Options (Phone, Data, Messaging)
 8. Packing
 - a. What to bring
 - b. What not to bring
 - c. Copy of Passport, tickets, license, numbers for lost/stolen credit cards
 - d. Medications and medical supplies; ensure packaging and labeling are proper to avoid confiscation
 - e. Weather considerations
 - f. Cultural expectations on dress
 9. Return details
 - a. Expectations upon return for coursework / trip evaluation / final grade

Onsite Orientation

1. Itinerary
 - a. Cities and countries that will be toured
 - b. Academic expectations / coursework
 - c. Daily Activities
 - d. Maps
 - e. Things to Do
2. Hotels
 - a. Location
 - b. Room Occupancy
3. Meals (including beverages)
4. Transportation
 - a. Including transportation to and from the airport
 - b. Transportation during trip
5. Excursions
6. Conduct, Health and Safety Expectations
 - a. Conduct Protocol and Rules
 - i. Ivy Tech Code of Conduct applies
 - ii. Always Model Respectable Behavior

- iii. Avoid High Risk Activities and Follow Local Laws: Excessive Drinking, Drug Use, Weapons, Sexual Misconduct, Cheating, Harassment, Diving without a legal license, or other illegal activities
- iv. Follow Directives from the Program Leader and Trip Guides
 - 1. Arrival and Departure Times, Curfews, Accommodation Requirements
- v. Understand the Procedures for Disciplinary Action
- b. Health and Safety Awareness
 - i. Location specific risks to be aware of (US State Dept notices, CDC resources, health, crime, political instability and environmental risks)
 - ii. Locations to avoid
 - iii. Realistic expectations
 - iv. Travel Accident Insurance
 - 1. Everyone needs to carry their emergency assistance card
 - v. An understanding of sexual harassment laws and resources in the host country and how they differ from those in the U.S.
 - vi. How to report an incident of sexual
 - vii. Compliance with local laws, customs and cultural norms
 - viii. Discuss culture shock and adjustment to the host culture
 - ix. The importance of traveling in groups, staying together, and looking out for each other
- c. Emergency Action Plan
 - i. Review of key components of the emergency action plan, including what to do in various situations (if you get sick, lost, are a victim of a crime, etc)
 - ii. Evacuation of housing premises
 - iii. Assembly points
 - iv. Communication
 - v. Local Resources and Contact Information
- 7. Money & Financial Transactions
 - a. Currency Conversion
 - b. Locations and methods

How to Enroll Participants

Participant applications are necessary in order to learn more about the person applying and to conduct required pre-admission screening. Selective admissions programs may set criteria specific to program needs. Before making applications available, it is the Program Leader’s responsibility to make an informational session available to prospective applicants.

The Participant Application is housed in the Adobe Sign Library. To send the application, please follow these instructions:

- 1) Go to MyIvy>Employee Resources>Adobe Sign
- 2) Sign In using your corporate credentials
- 3) On the Home screen, under the section “Get a Signature”, select “Send from Library” and then select the International Travel – Participant Application.
- 4) Enter the email addresses of the prospective applications, then press send.

Get a Signature

Get a Document Signed

Get a signature in seconds

Send from Library

International Travel - Participant Application (shared by you)

Start

Use a Workflow

Select a workflow

Start

If a Program Leader wishes to make additions to the application, he/she may do so, but must also retain contents of the general application. Click on the application below to view a copy.

International Travel Study Programs Participant Application

Thank you for your interest in applying to an International Travel Study Program through Ivy Tech Community College. This application is for students who currently attend Ivy Tech Community College, or if applicable, guests of the College. Before applying, contact your program leader to attend an information session. Carefully research your destination and understand the program's requirements and expectations.

Participant Information	
Your Name:	
C#:	
Home Campus:	
Site Name (if applicable):	
Email Address:	
Phone Number:	
Home Address:	

Program Details	
Destination(s):	
Dates:	
Program Leader Name:	
Will you be taking this course for credit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you studied or traveled abroad previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, where?	
Student's degree program:	
Semester/Term and Year of Program:	
Please explain why you are interested in this particular program.	
How will this program help you meet your academic, professional, and personal goals?	

Screening Participants

The Program Leader is responsible for ensuring all participants have been screened according to policy and are fit to be admitted into an International Travel Study program. Due to the nature of study abroad programs, there is more rigor required in reviewing a participant's background prior to admission.

Steps to screen a student participant

1. Check the applicant against the National Sex Offender Registry, a free, public database. Go to <https://www.nsopw.gov/en>
 - a. In the right column under "National Sex Offender Quick Search" simply type the First and Last name of the individual in the appropriate box and click Search.
 - b. After you have authenticated your search, results will be displayed on the screen.
 - c. If the name you searched does not return any results, the screen will say "0" records were found.
 - d. Click on the name you searched to further authenticate that you have the correct record.
 - e. For common names, more than one record may appear. You may have to click on each record until you find the correct one.
 - f. If you still aren't sure, contact Systems Office Risk Management for assistance.
 - g. You will be redirected to the local sex offender registry where the individual is required to register as a sex offender.
 - h. You may be required to agree to more terms and conditions before accessing the local website.
 - i. The individual's record will now appear on your screen.
 - j. If you aren't sure you have the correct record, contact Systems Office Risk Management for assistance.
2. Request that the VCSS or VCESSS confirm that there are no disqualifying conduct issues.
3. Request that the Business Office confirm the student is in good financial standing.

Steps to screen a guest participant

1. Instruct the guest to request and pay for a comprehensive criminal background check through the College's third party vendor (vendor TBD).
2. The vendor or Ivy Tech, as needed, will review the background report. The following types of convictions, including but not limited to, may render an individual ineligible:
 - a. Drug distribution or felony drug possession
 - b. Sexual offenses, including stalking
 - c. Crimes of violence
 - d. Child abuse, molestation, child pornography or other crimes involving child endangerment, including neglect and abandonment
 - e. Kidnapping
3. Once the check is complete, the guest is provided evidence of completion (an ID card) and a satisfactory result. This ID card should be attached with the application.

Special Situations

Involve DSS as soon as practicable when a student applicant requests an accommodation. While a disability is not grounds for exclusion from participation, if reasonable accommodations are not attainable, then another suitable program should be sought for that student.

Non-US citizens without a passport may have special visa requirements for exit and re-entry into the country. Please make them aware of their responsibility to consult with the US State Department and their home country embassy well in advance of their travel. International students must also notify their campus designated school official (DSO).

Participant Emergency Contact Information & Program Agreement

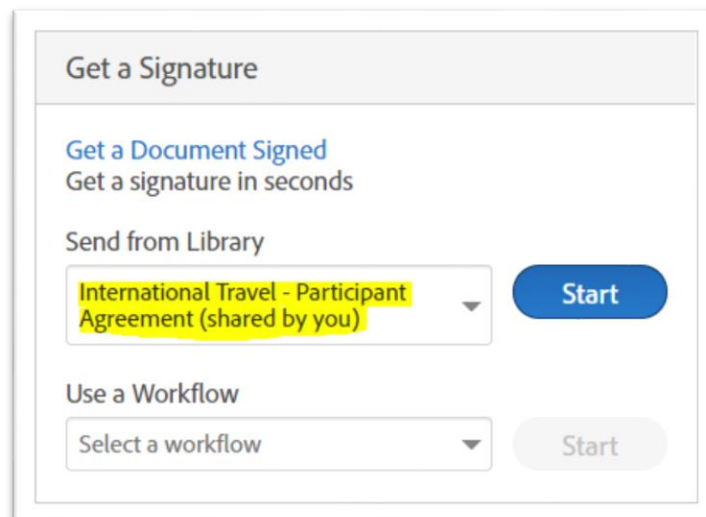
Once the requisite screening and selection has been completed, the Program Leader must request a Participant Emergency Contact Information & Program Agreement. The first page, containing key emergency contact information and authorization for emergency medical treatment, must be retained by the Program Leader from the point of departure through the return trip home.

Each participant will be responsible for paying for College-procured Travel Accident Insurance & Emergency Assistance Services. The fee is \$25 for students and \$50 for others who are not students, faculty or staff. You can view plan details here. Information about insurance is also linked on the Travel Field Guide and within the Participant Agreement. A traveler cannot waive the Travel Accident Insurance.

Once signed, the form will be automatically routed to Risk Management who will notify the Business Office to apply the fee.

The agreement is housed in the Adobe Sign Library. To send the agreement, please follow these instructions:

- 1) Go to MyIvy>Employee Resources>Adobe Sign
- 2) Sign In using your corporate credentials
- 3) On the Home screen, under the section “Get a Signature”, select “Send from Library” and then select the International Travel – Participant Agreement.
- 4) Enter the email addresses of the approved applicants, then press send.



Click on the application below to view a copy.

International Travel Study Programs Participant Emergency Contact Information	
Participant Information	
Your Name:	
C#:	
Home Campus:	
Site Name (if applicable):	
Email Address:	
Phone Number:	
Destination(s):	
Dates:	
Program Leader Name:	
Health & Emergency Contact Information	
Contact #1 - Name:	
Contact #1 - Phone and Email:	
Contact #1 - Relationship to Traveler:	
Contact #2 - Name:	
Contact #2 - Phone and Email:	
Contact #2 - Relationship to Traveler:	
Please list any medical conditions (physical or mental) for which the program leader should be aware of:	
Allergies:	
Prescriptions:	
Permission for Treatment and Release of Information	
<small>By my signature below, I hereby grant permission and authorize the provision of emergency medical treatment if I become ill or injured while participating in an Ivy Tech Community College sponsored Program. I consent to the disclosure of any medical information or any personally identifiable information from my education records to my parent(s), guardian(s), emergency contact(s), and/or any person or entity to whom Ivy Tech Community College refers me for medical treatment for reasons determined by Ivy Tech Community College as appropriate and which are related to my participation in the program.</small>	
Participant's Signature	Date
Participant's Name (printed)	

Health & Safety

It is important to recognize and properly evaluate the risks inherent with traveling to unfamiliar places, and then, to mitigate those risks in order to achieve safe and enriching travel. Excellent preparation of all travelers is key. A few essential resources are shown here:

The Center for Global Education

The [Study Abroad Student Handbook](#) is designed to prepare students for study abroad with resources and helpful tips on what to expect and what to prepare for as a study abroad participant. Country specific handbooks are also included.

U.S. Department of State Travel

The [U.S. State Department](#) website provides country specific information regarding safety, security, crime rates, travel alerts & warnings, judicial system, health care system, and emergency contact telephone numbers. A specific [Study Abroad](#) page is also available. All travelers should register through the [Smart Traveler Enrollment Program](#) (STEP). Keep abreast of warnings and watches to stay informed and ready to adjust when it is in the College's best interest to do so.

Centers for Disease Control and Prevention (CDC)

Be aware of and educate travelers on infectious diseases to which travelers may be exposed. The CDC provides not only [country-specific health information](#) but also a page specifically for [student travelers](#).

Federal Bureau of Investigation (FBI) The following [link](#) provides safety tips for travelers abroad.

Program Leader Tips

It is crucial for Program Leaders to stress the importance of being well-informed, well-prepared, and alert. Self-awareness and personal responsibility are imperative components of a positive experience abroad. Further, everyone is obligated to act in accordance with foreign laws, and it is necessary to become familiar with local customs and laws before traveling.

What you can do to help participants stay safe:

- Establish program-specific policies and communicate them to participants. The Student Code of Rights and Responsibilities and Sexual Misconduct Policies apply abroad, too.
- Prioritize preparation, sharing location-specific health & safety information.
- Take care to develop a comprehensive Emergency Action Plan (EAP) and share its contents with all participants.
- Ask participants to have the travel insurance 24/7 emergency assistance card at all times and understand what to do in the event of illness, injury, or emergency.
- Ensure each participant has access to a mobile device and will be able to give and receive communications at all times.
- Limit down-time outside of scheduled activities.
- Ensure participant check-in at regular times each day.
- Require participants to always travel in at least pairs, never alone.
- Never leave a sick or injured participant alone. A participant must always be accompanied by a Program Leader when receiving medical care.

Creating an Emergency Action Plan

The Program Leader is responsible for creating and maintaining an Emergency Action Plan (EAP) for handling issues that may arise in the course of a program. The EAP will designate an emergency response team, include emergency contacts in the destination country, insurance assistance contacts, contingency plans, and instruction on what to do in various scenarios.

The College's Director of Emergency Management (PSEP) can assist as you develop the plan. Once final, the EAP should be shared with your campus emergency response team members and key contacts, as well as with the Director of Emergency Management and the Director of Risk Management.

Click below to download the EAP template.



The image shows a form titled "INTERNATIONAL TRAVEL EMERGENCY ACTION PLAN" from Ivy Tech Community College. At the top left is the Ivy Tech logo, which consists of a stylized green leaf icon next to the text "IVY TECH COMMUNITY COLLEGE". Below the logo, the title "INTERNATIONAL TRAVEL EMERGENCY ACTION PLAN" is centered. The form contains three input fields, each with a yellow background and a thin black border. The first field is labeled "Program:", the second "Location:", and the third "Dates:". The fields are currently empty.

Reporting an Accident, Illness or Misconduct

The College's policies related to students and employees apply abroad just as they would on campus. Immediately report incidents as you would if you were stateside so that they can be promptly addressed through the proper protocols.

In your pre-departure orientation, participants must be informed of academic policies and procedures, including voluntary and involuntary withdrawal as well as disciplinary policies and procedures, including dismissal.

Further, the College may have Clery Act requirements depending on the structure of the trip, and the Program Leader is considered a Campus Security Authority (CSA). Please consult with the College's Director of Public Safety Regulatory Compliance to assess applicability & receive necessary training. You do have requirements to collect physical address of your hotel stays, room & floor numbers for Clery reporting purposes.

Program Evaluation

As you know, the program doesn't conclude when you return home. There may be additional course requirements to fulfill; if not, arrange for a post-program gathering and debrief. Find out from your participants what went well and what could have gone better.

The program personnel, logistics, health and safety protocols, financial resources, and student learning outcomes and experiences should be assessed at the program's conclusion so that subsequent programs are improved based on this assessment. Program leaders should arrange to debrief with the International Travel Committee.

Program Satisfaction Survey

A survey is highly recommended in order to learn from the feedback of your participants. The survey can be administered through a means preferred by the program leader. Sample wording and questions are shown below. Additional questions may be included, as desired.

The purpose of this survey is to obtain traveler feedback in an effort to assess this program's effectiveness and to improve our future programs.

- 1. Did you feel prepared for this trip? Did you get enough information from your group leader pre-departure? Was there any missing information pre-departure?*
- 2. What could your group leader have done differently to make this trip more satisfying?*
- 3. What were your expectations prior to this trip? During the trip? After the trip?*
- 4. What surprised you most about this trip? What did you take away from this trip?*
- 5. How does travel like this impact your learning and thinking about the world?*
- 6. How do you think a trip like this is useful beyond entertainment?*
- 7. What tips or suggestions do you have for future trips or travelers (itinerary, changes, travel tips, etc.)?*

Program Evaluation Form

The purpose of this form is to provide a comprehensive evaluation of the program in accordance with the academic standards of courses offered in non-traditional formats and as required by ASOM 4.30. It examines program, personnel, and financial resources as well as logistics, health, and safety; all are elements to be evaluated whether the program is tied to an academic course or not.

Following reflection and feedback from program participants, complete the evaluation form and debrief with your Dean, non-academic supervisor, and other campus leadership, as needed. Then, forward the form to the ITC for final review.

Click on the form below to download a copy.

International Travel Study Programs
Evaluation Form

The purpose of this form is to provide a comprehensive evaluation of the program in accordance with the academic standards of courses offered in non-traditional formats and with ASOM 4.30.

Course/Trip Information	
Course Title (if applicable):	
Destination(s):	
Dates:	
Program Leader Name:	
Email Address:	
Phone Number:	
# of Faculty/Staff Travelers:	
# of Student Travelers:	
# of Other Travelers:	

Instructional Information	
Number of instructional contact hours in the classroom:	
Number of other instructional contact hours, such as lectures during excursions and lecture tours of museums or monuments and other instructional experiences outside of the classroom. Please list each excursion and the amount of instructional contact hours for each.	
Excursions:	Contact Time:
Total instructional hours outside the classroom:	
Total instructional hours both in and outside the classroom:	