Faculty Manual for

Study Abroad Courses

International Center / Student Affairs
University of North Florida
# Faculty Manual for Study Abroad Courses

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_revised August 2003_
Chapter 1
Policy Statement

1.0 The University of North Florida (UNF) is committed to offering a wide variety of Study Abroad opportunities. In addition to helping individual students find the appropriate study abroad experience for their academic and personal purposes, the International Center (IC) supports UNF faculty to develop short-term study abroad courses. Short-term Faculty-Led Study Abroad courses are self-supporting programs in which all or a portion of an academic course is offered through experiences in another country or countries. Typically, the international portion of the course is one-to-five weeks. In spring term Study Abroad courses, the international experiences usually are completed during the University’s Spring Break period. This allows students to take other spring term courses concurrently. Most Faculty-Led Study Abroad courses are scheduled during one of the summer terms (term “A” or “B”) and include an international experience of more than one week. This arrangement allows students to complete additional courses during the “other” summer term. The abroad component or the course itself could also take place during term breaks (e.g., in May, August, or December).

2.0 Faculty-Led Study Abroad courses are proposed and developed by a Faculty Leader(s). All Study Abroad courses must receive University approval. To receive approval, a Study Abroad course must go through a defined process. Information on and application documents for the approval process is available from the UNF International Center. Promotion and/or advertising for any activity abroad should occur only AFTER University approval is granted. Any overseas activity planned or operated by a member of the UNF community which does not receive official approval must publicly display a disclaimer specifically disassociating the University from any official or unofficial relationship to such activity. The disclaimer, to be put in bold face: “Important Notice: This activity is not sponsored or endorsed by the University of North Florida and UNF assumes no responsibility for this trip.”

3.0 UNF welcomes all qualified participants to Study Abroad. Since Faculty-Led Study Abroad courses are courses, participants must register for classes on a credit or audit basis. Anyone who is not a UNF student and who wishes to participate in a Study Abroad course must first be approved by the Faculty Leader. Approved participants then must be admitted to UNF as a Non-Degree / Special Student - Study Abroad student and register for the appropriate course as designated by the Faculty Leader. See appendix Non-Degree / Special Student - Study Abroad: Instructions for Admission Application for information and procedures.

4.0 Some disciplines, such as nursing, accounting, and education, require practitioners to earn or participate in continuing professional education to maintain certification or licensure. Each College may award such units as appropriate (e.g., as option for those students who did not need regular credits and after a set number of regular credit students have registered). UNF policy requires that all Study Abroad participants be registered in an appropriate Study Abroad course. Participants desiring continuing education credits only may be admitted as Special Students (if necessary) and register in a designated 1-credit Independent Study Course.

5.0 Students’ spouses and children will not be allowed to travel with the Study Abroad course. An appeal process for a spouse and/or child’s participation must start with written justification of the spouse and/or child’s participation (including identification of caretaker for child).

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appeal must be reviewed and recommended by the Faculty Leader, the Department Chair, the College Dean, the Activities Abroad Risk Review Committee, and approved by the Vice President for Academic Affairs and the Vice President for Student and International Affairs.

6.0 To ensure the quality of Faculty-Led Study Abroad courses, the Faculty Leader planning a Study Abroad course must complete a University Activity Abroad Approval Request Form, obtain signatures of the Department Chair, College Dean, and VP for Academic Affairs, and then submit to the International Center for a Health / Safety review and approval of the VP for Student and International Affairs. The IC recommends that any Faculty-Led Study Abroad course be developed as early as possible. To allow adequate time for approval and course promotion, October 15 of each year is the deadline for submission of the Approval Request Form for Study Abroad courses taking place the following Spring or Summer semesters. The Approval Request Form for Fall semester programs (including Christmas break) should be submitted by April 1.

7.0 The IC will assist, if/as requested, with administrative tasks which include budget development, preparation of promotional materials, course applications, fee collection, and expense payments. The IC also will conduct a mandatory pre-departure risk management session for the student participants. At this session an IC prepared Program Handbook will be distributed to students.

8.0 The Faculty Leader is responsible for all communication regarding program budget, itinerary, travel and accommodation arrangements, site arrangements for faculty and students, emergency plans, promotion, course syllabus, academic assignments, grading policies, and post-trip incident report. A destination(s) specific orientation, in conjunction with or separate from the IC orientation (see 7.0 above), should be presented by the Faculty Leader. Preparation and timely submission of a (pre-trip) Travel Authorization Request (TAR) and (post-trip) Voucher for Reimbursement of Travel Expenses is the responsibility of the Faculty-Leader.

9.0 Faculty who take 15 students (or whose students register for a minimum of 45 credit hours) on an approved study abroad program should receive the same compensation as if they had offered a course on campus; Colleges may develop specific and more detailed procedures for the implementation of this policy.

10.0 The health and safety of all study abroad students is of paramount concern. A major application of this concern is the UNF policy to limit the number of program students to no more than 15 per official Leader. See Chapter 6 for further information on health and safety.

11.0 The Faculty Leader is responsible for complying with all host country government regulations regarding in-country travel, study, and research. For example, if a permit is required for a course activity, it is the Faculty Leader's responsibility to obtain that permit and include the costs, if any, in the program budget.

12.0 Immediate family of Faculty Leaders may be authorized by the Department Chair or other immediate supervisor to accompany the faculty member. This authorization must be attached to the University Activity Abroad Approval Request Form. Proper attention to both the academic aspect of the course and the safety of students must be assured. Minor children will only be
authorized if there is an identified adult caretaker other than the Faculty Leader(s) or students. All costs of family members must be paid for independently of the course budget. An exception may be made for a spouse (or other adult relative) who is qualified and officially designated as an official leader.

13.0 Special Guests, i.e., anyone other than the Faculty-Leader, other official Faculty/staff, and registered students, must be approved by the Department Chair. There must be a benefit to the University to include a Special Guest in the Study Abroad course. A member of the Board of Trustees, or a prominent community member, would be someone who could be considered a Special Guest.
Chapter 2
A Step-by-Step Guide to Develop a Short-Term Study Abroad Course

1.0 The Faculty Leader should determine the need for a Study Abroad course. Before proceeding to the planning and development of a Study Abroad course, a number of preliminary questions and issues should be addressed. For instance:

A. Does the course fill a curricular need for the Department or College?

B. Does it enhance a major(s) or minor(s)? Does it fill major(s) or minor(s) requirements?

C. Is there a course already available which will meet the need? Will the proposed Study Abroad course complement or conflict with such a course?

D. Does it offer something that cannot be accomplished on campus?

2.0 The Faculty Leader should consider if there is potential for sufficient enrollments. Possible options might be to survey related classes (including inter-departmental and inter-college), discuss at department meetings, query student clubs, etc. It is very important that there be enough students to sustain the program. There are various budget implications if the enrollment is low. Some of the questions the Faculty Leader should think about are:

A. How many majors and minors are in the appropriate department(s)?

B. What are the enrollment figures in related courses?

C. What is the potential for students from other academic programs or campuses to attend?

3.0 The Faculty Leader should find out if the Department and departmental faculty are supportive of the course and if they will provide the necessary staffing for an ongoing (or one time only) offering. A Faculty-Led Study Abroad course should not be viewed as professor X’s course, but rather as the Department's (or University's). Like all curricula at UNF, Faculty-Led Study Abroad courses are offerings of academic departments, not of individual professors. As far as planning the course, this likely will entail identifying faculty or graduate students for some or all of the following tasks:

A. Help with planning, developing, and even implementing the course (possibly a planning and/or advisory committee);

B. Development of appropriate supportive programs;

C. Accompanying students as program leaders (possibly faculty “leaders in training” or graduate assistants), and;

D. Providing instruction.
4.0 The Faculty Leader should meet with the IC Study Abroad Coordinator to discuss the anticipated course and the University Activity Abroad Approval Request Form. The Study Abroad Coordinator will work with the Faculty Leader to develop a draft Approval Request Form and to help draft the budget, including tentative student payment schedule as well as methods of paying course costs (e.g., direct to vendor, via faculty advance, or reimbursement). A draft Emergency Plan that will detail procedures for students to take in the event of an emergency situation should also be developed at this point.

5.0 The Faculty Leader should finalize the Approval Request Form and begin approval procedures.

6.0 After receiving University approval, the Faculty Leader should establish the program course and credit. The preferred option would be to create a generic “Study Abroad in XXX” course through established university procedures. While that process is taking place, a “Special Topics” course or an existing UNF course can be used. This decision and inclusion of the course in the proper University documents are the Faculty Leader's responsibility. The usual Department and College procedures should apply.

7.0 After receiving University approval, the Faculty Leader should meet again with the Study Abroad Coordinator to discuss logistical matters, program promotion, IC document requirements, orientations, and so on. IC staff can provide the Faculty Leader with logistical support for planning, promoting, and administering the course. The IC also helps the Faculty Leader on the following:

A. Health Issues: The International Center will work with the Faculty Leader to determine health issues and required immunizations for the course site(s). Also to be discussed are issues relating to health conditions of any individual student, including access requirements. See also Chapter 6.

B. International Communications: The Faculty Leader is required at all times while overseas to have communication capability via international cell or satellite phone. This requirement is for safety/security needs and is intended for emergency use or other times when communication between the University and the Faculty Leader is required.

If a personal international cell phone is used to fulfill this requirement, the number and calling directions must be reported to the UNF International Center prior to departure. Similarly, rented equipment contact instructions must be also provided to the IC. It is the Faculty Leader's responsibility to budget for and acquire the international communication instrument appropriate to the program's destination(s), to confirm its working capability and condition, and to report contact information to the IC.

C. Travel Documents: Depending upon the course destination(s), each student must have a valid passport or other travel documentation, and possibly a visa. Be aware that, depending upon the country, obtaining a visa could take a considerable amount of time. Faculty Leaders should identify non-U.S. citizens applying for their Study Abroad course. Non-U.S. citizens (including permanent residents and international students) in
the course will quite possibly have different visa requirements than will U.S. students. Non-U.S. citizens also must have proper documentation for re-entry into the U.S.

D. Promotion and Recruitment: Promotion of an activity abroad should begin only AFTER the activity has been granted official University approval. Individual course promotion is the Faculty Leader's responsibility. Brochures, flyers, posters, and other materials may be produced and distributed. The Faculty Leader can hold student information meetings, set up a table at the Courtyard, arrange class visits, etc. Classroom visits by the Faculty Leader or previous students are quite effective. Each year the IC will produce a Study Abroad brochure and poster that includes all UNF study abroad courses; Faculty Leaders will need to provide the required text for their courses (and include appropriate costs in their budgets).

E. Application Processing: Students must fill out an IC “application” form for their Study Abroad course as soon as they decide to join the course and/or are accepted. Faculty Leaders might also have a course application or sign up form. IC application forms may be distributed by the Faculty Leader or picked up at the IC office. Completed forms should be returned directly to the IC as quickly as possible, but at least by 3 (three) weeks prior to departure.

The IC student application form includes a required waiver and release agreement, student emergency contact information, and a medical questionnaire. Students should also submit a clear copy of the photo page of their passport, or allow the IC to make a copy of that page. Copies of the student emergency contacts, medical questionnaire, and passport are provided to the Faculty Leader. The Faculty Leader should review the application material provided to be aware of student health conditions, medications, allergies, citizenship, and so on. Copies of the entire application will be provided upon request. The Faculty Leader must review the IC applications, especially if participation decisions are required (e.g., waiting lists, fee payment timing, etc.). Faculty might require interviews of prospective students.

F. Course Registration: UNF Policy requires that all study abroad participants be officially registered in either a regular Study Abroad credit course or an independent study course. Care should be taken that all departmental registration approvals are in place for each student to register in the independent study course. Participants in these courses may register for one-credit or as an audit student. Participants who never have been admitted to UNF may apply for a Study Abroad Special Student admission. They should contact the IC for information and an application form (also included as an Appendix).

G. Student-to-Faculty Leader Ratio: UNF Policy limits the Student-to-Faculty Leader ratio to 15-to-1. This is an important consideration in planning a Study Abroad program. If more than 15 students are expected, or if more than 15 unexpectedly apply, a second Official Leader must be included. If non-UNF faculty are involved in the course and are used to satisfy this ratio, justification must be provided by the Faculty Leader and approved by the Department Chair (this approval to be attached to the Approval Request Form). Some or all of the second Leader's expenses may be included in the program.
budget. See Chapter 6 for further information on the second Leader, including duties and responsibilities.

H. Program Orientations: The IC will provide a risk management session to all students prior to departure. The Faculty Leader should provide any other country-specific academic, cultural, political and/or safety orientation(s) as appropriate.

I. Faculty Travel Packet: The IC assembles two student information packets for each study abroad course (copies of passports, emergency contact information, health insurance information, student personal health evaluations, etc.). One packet is given to the Faculty Leader and one to the UNF Police Department which serves as the primary contact point in any emergency. The IC retains the student applications which include all packet information.

J. Incident Report: Upon return to Jacksonville, each Faculty Leader should turn in an incident report which documents any problems encountered during the course. Knowledge of trip events, especially problems or difficulties, aids the IC in preparing faculty and students for future study abroad courses. These faculty incident reports also provide information for the annual Study Abroad report to the President/Provost. See appendix for a sample Incident Report.
Chapter 3
Budget Development

1.0  Program Budget - A Program Budget is a critical part of the planning process as most course decisions will be affected by related expenses. The budget may be developed by the Faculty Leader alone, with one of their departmental staff, or with the IC Study Abroad Coordinator, depending upon who “owns” the budget account. The final budget is attached to the faculty TAR and is also required for the Travel Reimbursement Voucher (which is turned in to the Travel Office after the travel is finished). See the Appendix for sample budgets from past years. Principles regarding budget preparation are:

1.1  Identify all projected expenses of faculty and students - whenever possible, the figures for the projected expenses should be supported by documentation (e.g., airline ticket quote from travel agent, room reservations from hotel, etc.);

1.2  Show separately course expenses to be covered by student payments and expenses to be covered via other sources (department or college contribution, etc.);

1.3  The course budget may be an all inclusive package (covering all travel, room and board, academic and experiential costs, etc.) or it may cover only certain identified expenses with others noted as direct student costs;

1.4  For course expenses to be paid by student funds, show how each expense is to be paid, i.e., direct to vendor (also determine if in local currency or U.S. dollars; by check or wire transfer, etc.); through the faculty advance on the TAR; or local on-campus service (e.g., printing);

1.5  Allocate appropriate faculty expenses across student costs and calculate a per student course cost. Developing several budget versions assuming different numbers of participating students is recommended.

2.0  Student Costs - Students in Faculty-Led Study Abroad courses pay the full costs of the course, including faculty expenses. All such expenses must be identified in the study abroad budget. Following are items typically included in the budget as student costs:

- program planning - may include pre-course site visit by faculty or coordinator
- publicity and promotion (including advertising, flyers, application forms, etc)
- transportation (student and/or faculty) - international/local, air/other
- cellular or satellite phone for emergency usage
- travelers check fees
- airport taxes, surcharges, etc.
- airport transfer fees
- municipal transportation (bus, taxi, subway, trolley, etc.)
- travel passes - rail or bus
- housing (faculty and student) - hotels, campus facilities, or host families
- meals (faculty and student)
- instructional costs - salaries, replacement costs, honoraria, adjunct faculty/coordinator
- pre-departure orientation - room rental, refreshments, photocopying
- on-site orientation - room rental, refreshments, materials
- postage
- telephone/fax
- photocopying
- host institution/agency services - classroom rental, office space, etc.
- cultural events and excursions - field trips, admission fees, transportation, guides, etc.
- program events - welcome reception, group dinner, etc.
- money matters - bank charges, exchange fees, wire fees, etc.
- books and instructional materials
- insurance - emergency assistance and health/medical insurance
- contingency fund
- emergency reserve
- international student identity cards
- hostel cards

NOTE: Carrying Funds Abroad - The Faculty Leader may be responsible for large amounts of currency for making local payments. It is recommended that ATM or credit cards be used as much as possible and that cash or traveler's check usage be minimized. Faculty should determine the availability/reliability of local ATM's, and recognize that conditions may differ widely between urban and rural or back country areas. Prepaying expenses reduces the need for cash, but care should be given to insure services actually will be provided. A Faculty Leader should strongly consider acquiring a UNF Corporate American Express card, especially for emergency purposes.

3.0 Financial Issues Related to Student Costs

3.1 Airfare - Some budgets include student airfare costs; others do not. Whether to include student airfares in the course budget (which will then be part of what students have to pay for in advance) is a decision left to the Faculty Leader.

3.2 Personal Costs for Students - One recognizable but difficult to plan for factor which can upset a student's budget is personal expenses and/or travel during a Study Abroad course. Most courses allow free time in the afternoons, evenings, and/or weekends for absorbing the local culture. And many students will want to make personal purchases of souvenirs or larger cost items. Eating habits or preferences can also affect a student's pocketbook. Even at student rates, costs can add up quickly, and many study abroad students spend more than they plan. Obviously, these costs will vary depending upon the course destination, the amount of free time, and a student's inclination to explore and spend. Students should be informed during program preparation of an estimated amount they should have available to them to cover these types of personal expenses.

3.3 UNF Tuition and Fees - Participants must be registered for the specific Study Abroad course approved by the University, or a directed independent study course with the DIS faculty being the Faculty-Leader of the approved Study Abroad course. They must also pay all associated tuition and fees. Continuing education, personal development, and student-family “come along” participants are responsible for their one-credit registration
tuition (including audit registration). See also Section 3.0 in Chapter 1 for additional information.

3.4 Financial Aid - All students receiving financial aid of any sort are encouraged to discuss their individual situations with the IC. Federal financial aid may be used on study abroad courses; state or institutional aid is variable in study abroad use. The IC will develop a *Study Abroad Costs Estimates* sheet that students should submit to Financial Aid. This worksheet could allow students to increase the amount of aid available to them. In the event of a student being awarded aid by a Faculty Leader, or of a student's costs being subsidized by the Faculty Leader or department, this information MUST be provided to Financial Aid to insure UNF as an institution does not contravene federal financial aid regulations.
Chapter 4
Marketing and Promotion

The Faculty Leader is responsible for the marketing and promotion of an individual Study Abroad course. Course promotion and student recruiting may begin after the Study Abroad course has received University approval. The IC can assist with the creation and production of promotional materials as desired. Each year the IC produces a UNF Study Abroad Brochure and a UNF Study Abroad poster that include all UNF Study Abroad activities.

1.0 Recruiting - In many instances, faculty enthusiasm or preliminary student interest creates the impression that meeting enrollment targets will be easy for a given study abroad course. When faced with the financial reality of the course, however, student interest may fade. It may therefore take extra effort to meet student enrollment numbers in this case. Study Abroad promotions may be handled by the Faculty Leader or in cooperation with the International Center. The IC produces for general distribution an annual Faculty-Led Study Abroad brochure and poster presenting all UNF programs. The IC Study Abroad Coordinator can also work with each Faculty Leader in the design and production of course specific brochures and posters. Costs for the promotional materials should be included in each course budget as applicable. Following are some additional recruiting methods which might be considered:

A. UNF Student Newspaper - The Faculty Leader can write articles/blurbs for the campus-wide newspaper, the Spinnaker. These may have to be paid for as advertisements or may be accepted by the editor as student news. Reviews of past student experiences can be quite useful here. A Study Abroad course’s contribution toward major/minor requirements should be emphasized, as should assurances that the course should not delay graduation (as might happen in a non-UNF study abroad activity).

B. Campus Bulletin Boards - Although the IC does develop posters for campus boards if desired and budgeted for, additional posters might be useful. It is best to keep the visual message simple: world map with destination indicated, time and duration, and other key information (course number and name, location of the Faculty Leader's office and contact numbers, etc.). Use color and design to attract attention.

C. Information Tables - The Faculty Leader can set up a table in an area frequented by students. The Courtyard at the Bookstore is a popular location. Recruit one or two returnees of the same or similar courses to spend some time talking to students—study abroad “alumni” make outstanding recruiters.

D. Departmental Newsletters - If a course fulfills a specific academic requirement, the Faculty Leader can contact their own and related departments/student newsletters. These provide additional space for short blurbs about the course(s).

E. Fellow Faculty - The Faculty Leader should make sure all appropriate instructors are kept informed of course development and have multiple copies of course brochures to distribute in classes. Colleagues should be encouraged to make announcements in their
classes and department meetings. The Faculty Leader can also visit different classes in person to promote the course.

F. Campus Clubs - The Faculty Leader can send course descriptions to specific student organizations or clubs (e.g., "Law in London" course info to the Pre-Law Society).

G. Academic Advisors - The Academic Advisors, especially of the Faculty Leader's College, should be kept well informed of all course information. They are a source of information and recommendation, especially academic, that students regularly seek out. Academic advisors are good sources of information regarding majors, minors, or other programs whose students might be interested in the course. They often have important contacts in other Colleges. The Faculty Leader should keep in close contact with the advisors from beginning to end of the Study Abroad course development and implementation. The Center for Freshman and Sophomore Advising should be included for courses with lower level credit or General Education potential.

2.0 Application Procedures and Payments for Students - The IC will prepare a Faculty-Led Study Abroad application packet for students to complete. These packets will be available to the Course Faculty Leader for distribution to students. The application packet includes the following:

- student personal information (name, address, contacts, passport photo/number, etc.)
- program information to be read and confirmed by the student
- waiver and release agreement
- emergency contact information
- personal health statement

2.1 The Faculty Leader and Study Abroad Coordinator together determine application and payment deadlines (the latter is part of the budget process).

2.2 The IC establishes each year a set of Study Abroad accounts. All student payments are deposited directly into the appropriate course account. No money should be collected by the Faculty Leader. (Note: some Departments/Colleges may elect to handle their own Study Abroad account(s), as described in Chapter 5).
Chapter 5
Financial Policies and Procedures

This chapter deals with the development of a course budget, the creation of a course account, student payment guidelines, course expense payments, third party contracts, TAR development and cash advance requests, and the handling of funds remaining after all course expenses have been covered.

It is important to stress one point above all others: The more lead time provided for any financial activity, the smoother everything goes. There are usually a number of offices, on campus and off, that are involved with any given financial activity. There are also a number of study abroad courses in process at the same time. Faculty Leaders are urged to contact the International Center as early as possible to ensure that any financial activity is accomplished in a timely fashion and delays are thus not encountered. It cannot be stressed enough: the more lead time provided, the smoother everything goes.

Study Abroad course budgets at UNF currently can be of two types: (A) Accounts managed by the International Center, or (B) Accounts managed by a department or college. The only difference in these accounts is where the accounts reside and what department manages them.

When an account is needed to be established, please note the following general guidelines:

1. Obtain approval from your division Vice President. Requirements for when the Vice President will approve a request for setting up an account are usually at their discretion;

2. Submit the approved request to the Budget Office to establish the account.

Once the Budget Office has the appropriate data for the establishment of the account, they forward the request to the Controller's Office to set up in the accounting system with all the necessary coding. For further information or questions on establishing accounts, contact the Budget Office.

1.0 Develop a Course Budget - The faculty member is responsible for identifying all amounts to be included in a course budget. The course budget is the basis for all financial activities related to the course. A course budget should identify and include all necessary costs for an activity abroad. The budget sheet is the basis for any/all course related payments and is an accompanying document to the Travel Authorization Request (TAR) and the travel reimbursement voucher. The budget also is the basis for determining student course cost. Sample budget sheets are attached. NB: If a Faculty Leader wishes to use an International Center account for course funds, specific procedures will apply. Please see the International Center for further information.

1.1 The IC accounts in which the study abroad course budgets are held are “Agency” or “pass through” accounts. As such, unexpended funds may not be retained after the activity is finished. Accordingly, all IC study abroad budgets will be zero-based with no intention of profit to be made, by design or coincidence.
1.2 Tour versus Self-Developed Budget - There are differences between how costs/budgets provided by a travel agency for a complete tour package versus how a budget developed by an individual faculty member will be handled. The first issue to address, therefore, will be whether the course travel program will be developed completely by a travel agency which will result in a single cost amount, or the budget items will be developed separately by the faculty member. This decision is up to the faculty member. Nevertheless, even if a budget is determined by a travel agency, many of the issues brought up in these pages will still need to be addressed, e.g., TAR and voucher, insurance requirements, processing of student payments. In addition, even a tour package budget will have to be supplemented by any local costs/expenses such as medical assistance / insurance, local promotion costs, any contingency amount, and so on.

1.3 General Budget Considerations - The budget is based on the expected number of students. From this number and the per student cost, the total expected intake can be determined. The total intake is required to identify the necessary budget authority for each budget account (see 2.0 below). Each budget item should also identify the different payment types (direct to vendor, TAR advance, other), any/all foreign currency payment needs (and methods to make the foreign currency payments), and approximate payment dates. NOTE - sufficient funds are necessary in an account before any expenditure can be made. The schedule of student payments is therefore an important element of budget development.

1.4 It is extremely important that each budget line item be based on actual or as accurate as possible numbers. The use of current quotes from service or product providers is best. Historical figures should be confirmed or checked to be sure there have been no changes. “Estimated” costs are discouraged, and should be used only if absolutely necessary. Any budget shortfall will require obtaining additional funds from students or other sources.

1.5 Contingency Line Item - It is strongly recommended that each study abroad course budget include a line item titled Contingency. Although the contingency amount will vary for each course depending upon the number of students in that course, the purposes of the contingency amount are as follows:

1.5.1 to help cover expenses related to student emergencies,
1.5.2 to cover unfavorable rate of exchange fluctuations,
1.5.3 to cover price increases, and/or
1.5.4 to cover unexpected costs.

An estimated amount to start with for contingency purposes is 5% of total cost per student.

1.6 Travel agents - The use of a travel agency other than the UNF contract travel agency will require an alternate means of paying for airline tickets, just as when non-State (i.e., student) funds are used. If ordering groups of tickets for student travel, where the students have prepaid for their travel, Faculty Leaders through the International Center may request a direct payment provided sufficient funds are in their accounts.
1.6.1 If a faculty member’s ticket is being ordered at the same time as the students and is being paid by departmental funds (E & G or SR accounts), the faculty must have an approved TAR on file prior to ordering the ticket. The faculty member may be required to charge their individual ticket on their corporate American Express card and be reimbursed once the travel is completed. Faculty should not charge other travelers’ tickets to their American Express card, except in an emergency.

1.6.2 When using the UNF contract agency, group tickets for the students may not be charged to the University's central billing account. When making the arrangements for the tickets, the contract agency should be told to direct bill the University for the tickets, and the Controller’s Office will prepare a check for payment based on an invoice.

1.7 E & G Accounts - If E & G funds will be used in part or whole for a study abroad course, Faculty Leaders should be aware that not all expenses related to some study abroad course expenses are permissible from E & G accounts. An example would be admission fees to exhibits and theaters. Be prepared to provide alternate funding sources for these expenditures, e.g., from either an IC Study Abroad account or from a Foundation account.

1.8 UNF Corporate American Express Card - It is recommended that every Faculty Leader have a University Corporate American Express card for emergencies. If a Faculty Leader does not have this card or does not expect it would be useful at the course destination(s), then the faculty member must be prepared for alternative methods of handling student emergency situations, e.g., through on-hand course contingency funds, through personal finances such as cash or other credit cards, or through other arrangements with a UNF unit. Students will be responsible for reimbursing the program account for personal emergencies that arise during the trip where they receive assistance from either the contingency fund or any other UNF source.

2.0 Budget Account - After the budget for a course is developed, the International Center will create an account (number and name) for the specific course. Budget authority to spend the funds in the account must also be assigned to that account before any payments can be made. Budget authority is requested on all International Center Study Abroad accounts during the prior budget year. If the number of courses increases, or if the amount for the total budget authority approved for the International Center Study Abroad accounts is more than what has been requested, then an increase in budget authority must be obtained. For this reason, early development of a course budget is recommended to forestall any problems with paying expenses. Again, the more lead time provided, the smoother everything goes.

3.0 Student Payments - Money from students can be collected after a budget is developed and a budget account is opened.

3.1 The schedule of student payments should take into account the timing of course expenditures; student funds are needed in an account before any expenditures can be made. Student payments are made directly into the appropriate program account.
Directions and necessary forms for such payments will be provided by the International Center.

3.2 If a travel agency has made an all-inclusive tour package arrangement, students can make payments directly to the travel agency, though students will still have to make some payments into the Study Abroad account depending upon the budget items (e.g., local promotion, emergency assistance and health insurance, local phone/fax costs, and so on).

3.3 If the cost of a course increases before the departure date, the Faculty Leader will have to inform students in that course of any additional amount they need to pay.

4.0 Course Expense Payments  - Course expenses may be paid in three ways: direct to vendors (typically prior to travel), as part of the TAR travel advance given to faculty, or through the travel voucher as reimbursement to the Faculty Leader.

4.1 No payments should be made by a Faculty Leader except for pre-identified expenditures during actual travel. All payments must be approved and signed by the International Center Director who has signature authority on the Study Abroad course accounts. If unexpected costs result during the course itself, the International Center Director should be contacted to determine any possible impact on the budget; it will have to be decided whether payment will have to be made from the contingency amount, by additional funds from the students, or by another university source.

4.2 Direct payments to vendors require an invoice or similar document. Requests for payments of air tickets and/or other group payments will need to include a list of all participants related to the course--faculty, non-Faculty Leaders, and students--with Social Security Numbers.

4.3 Cash advances from a TAR are based on the course budget. Faculty costs can be advanced at 80% of the budgeted amount; student costs can be advanced at 100% of the budgeted amount.

5.0 Third Party Contracts - When at all possible, third parties should not be used when arranging a Study Abroad trip. In the event such an intermediary is necessary, a written agreement or contract should be used detailing the arrangement. In addition, sufficient documentation to support each financial transaction with the third party will be required prior to any payment being made.

6.0 TAR Development / Advance Request - Completed TARs must be turned in to the International Center at least three weeks in advance of travel, typed or in ink, with the “OIP Form” available on the N drive (in the IntICtr directory) and/or the International Center website (“UNF Faculty” page), as per Academic Affairs requirements. The faculty member is responsible for completing the actual TAR and obtaining required signatures. The items and amounts listed on the TAR must match the course budget (the course budget is submitted as an attachment to the TAR), and must match what is turned in on the travel reimbursement voucher. When there is more than one account associated with a course, it is highly recommended to
complete the TAR well in advance of the three week requirement. TARs must be signed by the faculty member's supervisor and Dean, by those holding signature authority on any account identified on the TAR, and by the President/Provost.

6.1 Every Faculty Leader needs a TAR for the Study Abroad courses because they are representing the University and the TAR sets up the official relationship of the Faculty Leader with the University. Any other "leader" for the course will also need a TAR if they will receive any travel related costs.

6.2 For faculty expenses, reimbursement for actual lodging costs will be up to the maximum allowable according to federal per diem guidelines for the specific location and actual month (receipts needed). M&IE (meals and incidental expenses) at the published M&IE rate, less incidentals, do not require receipts. For E & G accounts, incidentals would not include admission fees, etc. (For State of Florida reimbursement policies, see the Travel Section of the Reference Guide for State Expenditures, at this website: http://www.dbf.state.fl.us/aadir/reference_guide/reference_guide.html)

6.3 Travel reimbursements are based on the budget and the TAR amounts. Where travel advances are issued, the State requires that the person who receives the advance must file a completed travel reimbursement voucher within 5 working days from the end of the travel. Travel reimbursement vouchers must be reviewed and signed by the IC Director before being turned in to the Travel office. Since funds identified on a TAR are budget items (expense estimates), and the travel voucher presents actual expenditures, a Faculty Leader may return with either excess or deficient Advance monies. Should there be an excess of funds advanced, these must be deposited with the Controller's Cashier's Office within 3 working days from the end of the travel. If the excess amount cannot be determined within the 3 days required, the faculty should deposit an estimated amount and settle any difference by the 5 days required. However, if actual expenditures on pre-approved course costs as identified on the program budget exceed budget estimates, the Faculty Leader must submit the reimbursement voucher within the 5 days allowed to recoup the personal deficit. Receipts are needed (see the Travel Section of the Reference Guide for State Expenditures, at this website: http://www.dbf.state.fl.us/aadir/reference_guide/reference_guide.html) and all items for reimbursement should have been included in the budget and reflected in the TAR.

6.4 Students do not need a TAR unless they are traveling on State funds. Students are not normally allowed to travel on a state account unless they can demonstrate they are traveling on “Official business for the University.”

7.0 Remaining Funds - All budgets will be zero-based. In the event of favorable rate of exchange fluctuations, or unexpected cost savings or decreases, any funds remaining in an IC Study Abroad course account will be returned to the students.
Chapter 6
Health and Safety

Designing, directing, and administrating a Faculty-Led Study Abroad course is a special challenge. The Faculty Leader is responsible for informing students of the special health and safety concerns that may be part of a given Study Abroad course. The International Center will assist the Faculty Leader in this area. The safety needs of the students (including the Faculty Leader) must remain a priority throughout course planning, development, and completion.

1.0 HEALTH ISSUES

1.1 Pre-Departure Preparation - Pre-departure preparation for Study Abroad courses is essential. The IC provides a pre-departure orientation that includes information on international health and safety. The Faculty Leader should include more specific country(ies) information in their specific course orientation. Students are also given by the IC a Study Abroad Handbook. Faculty are encouraged to read the Handbook and require that students do so. Included is current federal government and Centers for Disease Control (CDC) health information for the geographic region of the course.

1.1.1 Students should be told to consult their personal physicians on individual health concerns. Immunizations or other medical cautions may take some time to acquire or become effective, so the Faculty Leader should continuously remind students to seek medical evaluation and aid early. Faculty Leaders should see to their own medical needs equally early.

1.1.2 All Study Abroad students (and faculty) having special medical needs must plan accordingly. Prescription medication and other health aids sufficient for the Study Abroad program duration should be obtained. Medicine should be retained in the original pharmacy container and a copy of the original prescription should be available. A prescription copy for the "generic" named drug also is advisable. Many countries are extremely restrictive of drug transport and unproven medication might well be seized. Medication should not be packed in luggage that might be lost or stolen.

1.1.3 If the services of a host national are used, the Faculty Leader should clearly communicate to him or her the importance of health and safety concerns. The importance of these concerns should be reinforced to both host nationals and students during the course. Students, the Faculty Leader, and any host nationals involved should understand how to respond to health emergencies and should have a basic understanding of the health insurance claim process.

1.2 Medical Insurance - Emergency assistance as well as medical/health insurance is required for all UNF students going abroad under University auspices. Contact the International Center for information on University policy and procedures regarding medical insurance for study abroad students.
1.2.1 Some international insurance policies, including the one obtained through the International Center, provide for billing by the overseas physician/hospital directly with the insurance provider. However, students should be aware that this feature is entirely at the caregiver's discretion, and the greater likelihood is that up-front payment by the student will be required and then the student would file for reimbursement from the insurance company upon return to the U.S.

1.2.2 Faculty Leaders are not required to maintain medical insurance for themselves for overseas travel, but the IC strongly recommends such coverage. The costs for a medical emergency overseas could be quite large, and medical evacuation or repatriation of remains is typically not provided in a domestic policy. If desired, Faculty Leaders may purchase through the IC the same coverage afforded students. Faculty Leaders may check with the IC to review the current product in use.

1.3 Overseas Medical Care - Study Abroad students and Faculty Leaders should recognize there are cultural and medical differences in health care overseas. In some countries, physicians are far less likely to prescribe drugs than in the U.S., and in other countries a patient's family provides care and food for the patient if hospitalized. The Faculty Leader should prepare the students for the unexpected, both in occurrence and in practice. There may be a severe shortage of medicine or an unavailability of technology. On the other hand, students may be surprised at the efficient and reasonable care they will receive in many countries as compared to the U.S.

1.4 Special Precautions - If the program involves research in the field or physically rigorous activities, the Faculty Leader should check on the latest local conditions and take necessary precautions before the course is undertaken. If the course includes unusual activities, the Faculty Leader should inform students of the potential risk. This may include such things as specific physical activities, political instability, or health and environmental concerns. Environmental concerns may be anything from poisonous snakes and insects to air or water pollution to nuclear hazard. Many diseases are transmitted through animal or insect bites, untreated water, improperly prepared food, etc. and pose a major health threat to the unaware or unprotected.

1.4.1 Students with allergies should always wear a medical alert bracelet or carry an identification card to inform overseas health care personnel in the event of an accident or emergency. The Faculty Leader should never distribute any medicine to students. Faculty Leaders should inform students that they should bring their own supply of common remedies such as pain relievers, anti-diarrhea drugs, antihistamine, and antacids. Students should also be aware that a local pharmacy may sell over-the-counter drugs which contain stronger doses than those available in the U.S.

1.5 High Risk Activities - Certain activities carry a high risk. Programs which include activities such as horseback riding, surfing, scuba-diving, skiing, mountain climbing, or swimming as a part of program-related excursions or activities require extra consideration in protecting students and the University. The risks for the group activity
should be weighed and special attention should be paid to safety issues when providing pre-departure orientation. Faculty Leaders should review with the IC what is and what is not covered in the health insurance policy; if necessary, additional coverage should be obtained. In many cases, additional coverage will be provided by the insurance company simply by asking.

1.6 Short-term Considerations - Faculty Leaders should consider questions such as the following and develop answers appropriate to their courses:

- If a student becomes ill at the beginning of a three or four week program and is unable to attend class for a week or two, how will credit be earned when so much time has been lost?

- If students have an accident while on a program which travels extensively, as many short term programs do, who stays behind to attend to the student's medical needs while the group moves on to the next site?

- What kind of local health care is available and how can the Faculty Leader access it should the occasion arise?

- Has the Faculty Leader warned students of any aspects of the program which may carry a higher risk of injury or danger?

1.7 Overseas Decisions - Most students' health complaints will be colds, intestinal upsets, and minor aches and pains, conditions that require no professional medical assistance. Food and waterborne diseases, transmitted through contaminated food or water, are the number one cause of illness to travelers. It is only when these complaints escalate, or other emergency situations requiring further treatment arise, that decisions for local care, or even evacuation, should be made. Taking a taxi to a hospital or emergency room is the easiest, quickest solution. All students are enrolled in an emergency assistance program that can provide 24 hour help. For non-emergency medical needs, however, the Faculty Leader can typically obtain the services of someone at the hotel or a local program contact to translate. Even if the Faculty Leader is well experienced with a good command of the local language, there may be difficulty communicating without a medical terminology vocabulary. One way to avoid this problem is to prepare in advance. The Faculty Leader can work with the IC to develop a list of English-speaking doctors and/or health care providers for each program destination. This information will be easier to obtain for urban centers/areas than for smaller towns/locations. Reliance on the advice of local contacts may be necessary if the class spends only a short-time in one location or travels extensively. Creating a network of local contacts (e.g., in the health field, tourism industry, academic colleagues, government offices) is of the utmost importance and should be in place prior to departure. This precaution needs to be followed seriously by the Faculty Leader to avoid the dangers of the unknown and unrecognized.

1.8 Alcohol and Drug Abuse - Two major causes of injury and even death overseas, particularly in study abroad programs, are driving or swimming (and even walking) under
the influence of alcohol or drugs. Despite the ready availability overseas of alcohol and other drugs, laws in other countries are quite severe and stringently enforced. The use of either alcohol or drugs carries enormous risk and students should be warned early and often of the consequences of their actions.

1.9 Swimming - Swimming carries a high level of risk unless in a well-chlorinated pool, and even these can be a health hazard. Of special concern to those studying in certain tropical or developing areas is the risk of disease from contaminated water. This can cause a variety of skin, eye, ear, and intestinal infections. Ocean swimming is usually the safest, but it is always a good practice to check with local authorities before venturing into unknown bodies of water. Tides and undertows can be deadly to the uninformed swimmer. Beaches and coastlines which are marked with the international code for “no swimming allowed” are to be avoided.

1.10 STDs/HIV/AIDS - Sexually transmitted diseases such as gonorrhea, syphilis, and herpes continue to pose health risks in virtually any country. The HIV virus, which is responsible for AIDS, is not only transmitted sexually, but also through contaminated blood supplies and thus could present a serious risk abroad. In any situation demanding extensive medical treatment or surgery, medical evacuation should be considered carefully, especially if an unscreened blood transfusion is possible. Invasive medical procedures, including transfusions and injections, may pose high risks because the instruments may not be sterilized. Insist on needles and syringes that are single-use, disposable, and pre-packaged in a sealed container.

1.11 Access for Special Needs Students - Accessibility is an important consideration for the Faculty Leader. Few countries outside the U.S. have the physical accessibility we enjoy, or much interest in providing it. Extra planning may be required to serve certain students. The UNF Disability Resource Center can be an excellent resource and can assist the Faculty Leader in providing for the special needs of individual students.

1.12 Mental Health Concerns - The potential exists for Study Abroad students to experience emotional or psychological difficulties while they are overseas. Privacy and confidentiality issues may prevent the disclosure of previous mental health concerns to the Faculty Leader. While culture shock is a very real and normal adjustment phenomenon which most students experience on some level, it can have a disorienting effect on even the most secure students. In addition, pre-existing emotional or social difficulties are often intensified by living in a foreign culture. Unfortunately, there may be few resources in foreign settings to help a student cope with the challenges of living in another culture.

1.12.1 Knowledge of the predictable social and emotional manifestations of culture shock can assist the Faculty Leader in discerning whether a student's presenting concerns/symptoms are within an appropriate range. The following symptoms may indicate that a student is experiencing some level of distress which exceeds the normal manifestations of culture shock: lack of motivation,
talking about suicide, social withdrawal, mood swings, episodes of crying, confused thinking, chronic irritability or anger, changes in personal hygiene, unusual behavior, or reduced class attendance.

1.12.2 It is crucial to identify students who are experiencing emotional difficulties in order to provide assistance before the situation becomes a crisis. In the event that the Faculty Leader is uncertain whether a student’s current difficulties require assistance from a mental health professional, or pose a threat to his/her continued participation in the Study Abroad Program, the Faculty Leader should contact Dr. Tim Robinson or Dr. Don Graham at the UNF International Center (904-620-2657), who will then work with campus units to determine an appropriate course of action. Dr. Terry DiNuzzo, the Director of the UNF Counseling Center (904-620-2602), is also available for consultation for any mental health concern before a program departs the U.S.

NB: Much of the above Health section was adapted from NAFSA's Guide to Education Abroad for Advisers and Administrators, Health and Safety Issues in Study Abroad (Chapter 13), Contributors: Mickey Hanzel Slind, Deborah C. Herrin, and Joan Gore.

2.0 SAFETY ISSUES

Travel and study abroad are enriching and enjoyable. But there are also risks associated with travel and being in an unfamiliar location. Faculty and students alike should be as familiar as possible with not only the academic and cultural aspects of their host countries, but also the political, health, and safety aspects. Local natural and political situations will be different from the Jacksonville situation, and may well be volatile.

A personal or group disaster can have a drastic effect on a program. A debilitating health problem might require a student to withdraw quickly and return home. A serious health problem or accident to the Faculty Leader, natural disasters, political unrest, or terrorist activities have the same impact on the entire Study Abroad group. A student may be lost or abducted. The Faculty Leader must be aware of the many types of personal and group problems or situations which may endanger the students and the course.

2.1 Faculty Leaders and Safety - To insure maximum attention to safety requirements, a Faculty Leader, in addition to academic obligations, shall be responsible for:

2.1.1 Maintaining appropriate contact with course students.

2.1.2 Advising students of any and all changes in previously agreed-to travel, accommodation, or other course-related arrangements.

2.1.3 Preparing and distributing to students an Emergency Plan. This Plan should include at a minimum an emergency telephone contact with the Faculty Leader and/or local contact person and instruction on what to do in case of a natural disaster or political unrest. If the Study Abroad course includes visits to multiple sites, emergency instructions for each site should be provided. The
Emergency Plan is best distributed well before departure, probably with the course itinerary. Extra copies of both should be available throughout the course.

2.1.4 Advising the University as soon as possible of any emergency or injury related to a course participant or third party who might be considered a UNF responsibility. Such emergency reports should be made to the UNF Police Department at 904-620-2801. That telephone number is always answered, day or night, and the information will then be passed to appropriate UNF personnel.

2.1.5 Submitting Incident Reports upon return to Jacksonville. Faculty Leaders should receive from the IC prior to departure several Incident Report forms; these forms may be duplicated as necessary. An Incident Report should be completed for each course “incident” - any occurrence having a negative or detrimental impact upon a course participant or the total group. These reports and the information on the incidents are used in preparing for future activities abroad and also aid the Faculty Leaders and students in either avoiding altogether or properly handling these types of incidents when they do occur.

2.2 Student-to-Faculty Leader Ratio - UNF policy limits the Student-to-Faculty Leader ratio to 15-to-1. Should the number of students exceed 15 (or 30), a second (or third) Leader must be included. The Faculty Leader's role and responsibilities greatly exceed those of an on-campus teacher. In Study Abroad the role and responsibilities of the Faculty Leader are active for the full duration of the program: 24 hours / 7 days. It is neither safe nor reasonable to expect such responsibility from a single faculty for more than 15 students.

The role and responsibilities of the second Leader will vary with program objectives, destination, duration, etc., and with the interests and experiences of the primary Faculty Leader. A colleague from the same teaching field might serve well to complement the academic side of the program. However, the primary responsibility of the second Leader is group management, especially regarding health and safety. Faculty or non-faculty with experience in international travel, particularly in the destination country(ies), could offer significant support for the group. Example of activities for a secondary Leader are the following:

- assist the Faculty Leader in program logistics;
- lead one group of students while the Faculty Leader is leading another group;
- Be available (on call) for the full group should the Faculty Leader be occupied.

A second Leader need not actually be a UNF faculty member, nor even faculty at all. Any responsible person with training and/or experiences applicable to the needs of the specific Study Abroad program and its students might be beneficial. Host nationals even could be considered. If non-UNF personnel are involved in the course and are used to satisfy the Student-to-Leader ratio, justification must be made, approved by the Department Chair, and attached to the Approval Request Form.
2.3 The International Center and Safety - The IC presents each Study Abroad student a Handbook unique to each Study Abroad course that includes the following:

- UNF emergency contact numbers
- general and specific travel tips for students
- general information on the course destination(s)
- U.S. Embassy/Consular contacts in the destination countries
- Centers for Disease Control information for the destination geographic area
- U.S. Department of State international travelers information and warnings
- U.S. Customs Traveler Information links

The Handbook information is reviewed in a risk management orientation session provided by the IC. All students and the Faculty Leader should read the Handbook thoroughly. Much of the information included in the Student Handbook is from U.S. government websites. Web addresses are included so students may go to such sites for updates and further information.

2.4 Study Abroad Students and Safety - Students, too, have their responsibilities, among which are to make available to the program any information that will be useful in planning for their study abroad experience; to read and evaluate all materials issued by the provider that relate to safety, health, legal, environmental, political, cultural, and religious conditions at the site; to conduct their private life in a prudent manner, paying particular attention to local conditions as outlined by the program; to assume responsibility for the consequences of personal decisions and actions; and to purchase and maintain appropriate health insurance and abide by the conditions imposed by the policy. (From Promoting Safety in Study Abroad: Students, parents, and sponsors all have a role to play, by William Hoffa, in The Parent's Guide to Study Abroad by William Hoffa, Washington DC, NAFSA, April 1998).

2.5 Following are some specific suggestions for ensuring safety abroad:

- Because of the travel element of a Faculty-Led Study Abroad course, time is essential in the replacement of lost or stolen documents. Students and the Faculty Leader should have at least two extra passport quality photos with them. They should also have a copy of their passport and airline tickets or E-ticket confirmation. If a ticket or passport is stolen, the whole group may be required to wait with the victim until the consulate/embassy or airline can provide the necessary replacement document.

- To further ensure swift action, the Faculty Leader is provided a copy of each student's passport. In the event of natural disaster or political uprising, the Faculty Leader should have in place a contingency plan for emergency gathering and evacuation of the students. A local contact to help with this plan should be arranged if possible. If the Leader uses the services of trusted travel agents or airline representatives, they can be invaluable in assisting in an emergency. Check references before contracting with any company for your transportation and local arrangements.
Petty crime (particularly luggage theft and pickpockets) is a constant concern in many parts of the world. This may be a special problem in popular tourist areas. The Faculty Leader should continually remind students to watch out for each other. A “buddy system” might be instituted. This is especially critical in public areas such as airport terminals and hotel lobbies. The professionalism of petty thieves should never be underestimated.

To protect valuables and documents, students should be encouraged to wear a money belt and/or a neck wallet. Students should never bring valuables--fine jewelry, expensive watches or cameras, etc.--with them. A good rule of thumb is “If you can't lose it, don't use it!” Airline tickets should never be kept in luggage or left in a hotel room. Students' passports should be secured on their persons at all times unless they are required by local law to surrender them to the hotel or another agency. A copy of each student's passport is provided by the IC to the Faculty Leader. These copies should be kept separate from the original.

Students cannot always avoid unprovoked, random personal attacks, but they can avoid arguments with host nationals or other travelers. As a guest in another country, it is best to remain unnoticed and unobtrusive. Students travel to learn of other cultures, not to teach their own.

Students also should be warned about the special dangers of public drunkenness in a foreign country. Although a UNF student who is of legal age in the host country may consume alcohol, all students should be aware that they also fall under all the other laws of that country. A very poor way to study another culture is from within its prisons. Local drunkenness laws may be much different from those at home, and usually are more stringent. Also, intoxication places one in much greater personal danger, especially in a foreign environment. One is easier prey to robbery or attack. Female students are at greater risk of sexual assault. All students should be cautioned to avoid alcohol.

Study Abroad students are advised not to participate in political activities of a local nature, and to avoid areas where these are likely to take place.

It should be stressed to all students that they are representatives of UNF and the United States. Their actions in the host country reflect on UNF and the continuation of the Study Abroad courses. Students on study abroad courses come under all rules and regulations of the UNF Student Handbook while aboard. It is suggested that the Faculty Leader outline and make clear to the students their roles and responsibilities in the program and the expectations regarding academics and appropriate behavior.

Although students may plan for pre- and/or post-course travel, Faculty Leaders should explain to students that any travel outside and independent of the course schedule is entirely on their own, and that the University is not associated with that travel. The University will authorize and approve only that travel included in the course schedule.
NOTE: Two good websites with additional information on health and safety abroad are the following:

* NAFSA, Section on U.S. Students Abroad (SECUSSA), Promoting Health and Safety in Study Abroad:
  http://www.secussa.nafsa.org/safetyabroad/default.html

* Safety Abroad First Educational Travel Information:
  http://www.usc.edu/dept/education/globaled/safeti/
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<td>Face cost / Student</td>
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<td>COAS - Strasbourg</td>
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SAFETY AND CONTINGENCY PLAN

Please memorize this safety and contingency plan or keep it in your possession at all times when you are in France.

While you are in Strasbourg, you will be fairly independent. You will be living with a family, taking public transportation to your classes at the language school, CIEL, and exploring the city together with friends you make in your classes or with me. As a general policy, let your host family know where you are going to be during the day or evening and when you are likely to get back. That way, in the highly unlikely case of something happening to you, your absence will be noted and acted upon.

I will have a telephone number where I can be reached in Strasbourg. The number for the hotel is 03 88 75 34 34, but after my arrival I will also have a number that goes directly to my room which I will give you. If I do not answer, always call the hotel number and they will take a message (they do not know when my “private” number is ringing–my room there is like an apartment). We will have regular contact of course through the Faces of France course. However, if you plan to do some weekend traveling on your own, you must let me know where you are planning to go and when you are likely to return. In the case of a health or safety emergency (you break an arm, your wallet is stolen), contact me immediately.

CIEL carefully selects and monitors the host families, but if you have any concerns about your hosts, come talk to me immediately.

Strasbourg is a reasonably safe city, but you should always exercise big-city caution. It is always better to be with a group at night. During the day you are quite safe, but in the more heavily touristed sites there are pickpockets, so be very aware of your belongings!

In the event of a general emergency in the city, go to my hotel, Citadines, 50-54 rue du Jeu des Enfants, and wait until everyone in the group is assembled. If the emergency precludes our meeting at that location, then proceed to outside the entrance of the cathedral.

When we are in Paris, we will be together most of the time, but you will have some free time to explore and shop on your own. Compared to American big cities, Paris is fairly safe, but once again, you must exercise caution and it is best to be in a group or with at least one other person. Paris is also particularly known for pickpockets, especially in the metro, so once again be very aware of your belongings! If you are going to go off at any time on your own, you must tell me where you are planning to go and approximately when you will return to the hotel.

In the event of a personal health or safety emergency in Paris, contact me at the hotel (Hôtel Montpensier, 12, rue de Richelieu; telephone: 01.42.86.02.70) or leave a message for me. If there is a general emergency, return to the hotel at once. If the emergency prevents us from meeting at the hotel, proceed to the square in front of the Comédie Française at the end of the Rue de Richelieu and wait until everyone in the group is assembled. If for any reason that location is not available to you when you try to get there, our backup location is the Place du Palais Royal right across from the Louvre.
There is no reason to think of Paris as a likely danger spot for Americans abroad, but all Americans should be aware of the State Department’s “Worldwide Caution,” the text of which can be found on-line at http://travel.state.gov/wwc1.html.

The following plan outlines specific procedures to be followed for EUH 3932 AA 002/ IDH 2935 DV 981, Paris: City on the Seine:

1. Hotel: Students will be housed for the entire trip at the Hotel Ibis Montmartre, 5 rue Caulaincourt, Paris 75018. Phone from US: 011-331-55-30-18-18. This is a modern hotel, well-lighted, with staff who speak English. In case of any emergency at the hotel, such as fire, students and professors are to follow evacuation procedures set by the hotel and explained to students on arrival. If told to evacuate to the hotel lobby, students should gather around faculty leaders Dale Clifford and Chuck Paulson at the side of the lobby area. If it is necessary to leave the building, students are to cross the rue Caulaincourt, take the stairway down to the avenue Rachel, and meet at the circle at the entrance to the Montmartre Cemetery, indicated by the red star on the map at right.

2. Students should carry their passports with them at all times, and should keep both passports and money secure – either by regularly locking their backpacks, by carrying purses or bags slung across the body, by placing wallets in front rather than back pockets, or in a money belt. With normal caution, the risk of theft can be minimized.

3. In case of illness or other emergency, contact one of the program leaders as soon as possible. Each leader will provide details about a daily itinerary available to all students. If feasible, one leader will carry a cell phone at all times, and students will be provided with the number. If not, the hotel desk will serve as central clearing point for information about any emergencies, and a faculty leader will check for messages regularly.

4. Students have been assigned to groups, and are advised always to travel in small groups or with at least one other person.

5. The web page of the US Embassy in Paris is at http://www.amb-usa.fr/. This page contains much information of utility to travelers to France. The page is located at 2 avenue Gabriel, 75008, in Paris, telephone number 33.1.43.12.22.22 (from inside Paris, eliminate the first 3 numbers).
Incident Report

UNF Activity Abroad

Sample will be posted soon
All participants in a UNF Faculty Led Study Abroad program who do not have an official affiliation with the University – student, staff, etc. – must be admitted to the University with a Non-Degree/ Special Student – Study Abroad status. All Special Student applicants except senior citizens (60+) must have a high school degree or its equivalent. Applicants with college or university credits must have a minimum 2.0 GPA at the last school attended. This must be verified via an official transcript.

The following instructions are to help in completing the attached admission application material.

This packet includes (1) a Non-Degree/Special Student – Study Abroad Application for Admission form, (2) a Transcript Request form, (3) a Health Form, and (4) a Registration/Add-Drop Form.

NOTE: Contrary to instructions that may be printed on individual forms, all material – forms and related documents – should be returned to the faculty leader or to the UNF International Center (address below).

The Non-Degree/Special Student – Study Abroad Application for Admission form

This is the standard UNF admission application form with minor changes for Non-Degree/Special Student processing. Instructions for completion are printed on the form. There is no application fee for Non-Degree/Special Student – Study Abroad admission.

Transcript Request form

If you have earned any college or university credits an official transcript from the last school attended is required. The Transcript Request form may be used to request your transcript. If the have not attended a college or university, proof of having graduated high school or its equivalent (GED, etc.) must be submitted.

A senior citizen (60+ years of age) need not supply any academic documentation.

Health Form

Florida law requires that all students who meet a class on a university campus complete this form. Although you are applying for a Study Abroad program, there will be at least a Pre-departure Orientation meeting at UNF and quite possibly other class meetings. The front side of the Health Form is a “Personal Health History.” The reverse side is your “Official Immunization Record” and must be completed by a physician or other appropriate health care provider.

All information on the Health Form will remain confidential.
Note on insurance: All Study Abroad participants are required to have full accident and health insurance (including emergency services) that is applicable overseas. Special Student – Study Abroad participants must participate in the same course insurance as do the student participants.

Registration/Add-Drop Form

All Non-Degree/Special Student – Study Abroad participants are required to register for a special one-credit Study Abroad course. The faculty leader will provide the course name and number. Registration may be “for credit” or “audit” (no credit). UNF tuition is the same for both. Either “audit” or “credit” registration may be completed on-line or in-person. The attached Registration/Add-Drop Form must be used for in-person registration. See the UNF Course Schedule or go to www.unf.edu/registrar/ for complete registration instructions.

Before attempting to register, check with the faculty leader as to the need for registration permission. If this is required the faculty leader may provide it. Assuming all other documents are received and in order, you should then be able to register.

All documents for Non-Degree/Special Student – Study Abroad admission should be returned to the Study Abroad Coordinator at –

International Center
Honors Hall (Bldg. 10) / Room 2470
University of North Florida
4567 St. Johns Bluff Rd. S
Jacksonville, FL  32224-2665
TEL: 904-620-2657  FAX: 904-620-3925
UNIVERSITY OF NORTH FLORIDA POLICY

DIVISION: Academic Affairs and Student Affairs

DEPARTMENT: International Center

SUBJECT: Student and Faculty International Travel

OBJECTIVE & PURPOSE: To provide for the management of institutional international travel risks.

AUTHORITY: SS 1001.74(10)

PREAMBLE:

Faculty are encouraged to develop and implement a wide range of international education programs for credit, including academic exchanges, study abroad courses, internships, and research projects, as a contribution to the mission of the University. Student non-credit international travel, for purposes such as research activity, conference attendance, grant development or implementation, artistic or athletic activities, may also contribute to the mission of the University.

POLICY:

1. All student international travel, by individuals or by groups, where such travel is sponsored by, conducted by faculty or staff, or officially affiliated with the University of North Florida, in whole or in part, must undergo a risk management review approved by the Director of the University of North Florida’s International Center, or designee. It is the responsibility of each Faculty Advisor, and each College, to advise students as to this requirement. It is especially important that students traveling individually, through a University exchange agreement or other self-identified program, register with the International Center before their departure so they can be contacted in emergency situations.

2. Risk management reviews will include, but not be limited to, health insurance, emergency assistance insurance, such as medical evacuation and repatriation of remains, overseas location risk assessments; and other related matters, such as academic advising review, certification to the Office of the Registrar and Student Financial Aid, and pre-departure risk management orientations.

3. Pre-departure risk management orientations should include a review of the standard informed consent form, information concerning local health and safety conditions, emergency contact procedures, and other pertinent country information available through sources such as the U.S. Department of State country travel advisories and the Centers for Disease Control.
UNIVERSITY OF NORTH FLORIDA POLICY

DIVISION: Academic Affairs and Student Affairs

DEPARTMENT: International Center

SUBJECT: University-Approved Activities Abroad

OBJECTIVE & PURPOSE: To provide criteria for authorized UNF activities abroad

AUTHORITY: SS 1001.74(10)

PREAMBLE:

Any UNF employee who plans, organizes, and/or leads any activity abroad is subject to the following policy. Faculty are encouraged to develop and implement a wide range of international education programs for credit, including academic exchanges, study abroad courses, internships, and research projects, as a contribution to the mission of the University. Student non-credit international travel, for purposes such as research activity, conference attendance, grant development or implementation, artistic or athletic activities, may also contribute to the mission of the University.

POLICY:

1. Definition

An “activity abroad” includes any program or activity, credit or non-credit, which is planned, organized and/or led by a UNF employee, or by a University-affiliated organization, and which is held, in part or in its entirety, beyond the borders of the United States.

An “approved activity abroad” is one that has been approved by the Offices of the Vice President for Academic Affairs and the Vice President for Student and International Affairs.

2. Approval Process

To be approved, an activity abroad must be recommended by the faculty leader's department chair and college dean, or the equivalent if the activity leader is not a faculty member. The VP for Academic Affairs will then review the request for academic approval. If academically approved, the Activities Abroad Risk Review Committee (AARRC) will review the proposed activity for health and safety considerations. After receiving the recommendation of the AARRC, the VP for Student and International Affairs will then review the proposed activity for health and safety approval.
**UNIVERSITY OF NORTH FLORIDA POLICY**

DIVISION: Academic Affairs and Student Affairs

DEPARTMENT: International Center

SUBJECT: University-Approved Activities Abroad

OBJECTIVE & PURPOSE: To provide criteria for authorized UNF activities abroad

AUTHORITY: SS 1001.74(10)

PREAMBLE:

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POLICY:

(Continued)

3. **Benefits of Approved Activity Abroad**

Officially approved activities abroad may reflect the University of North Florida as sponsoring or endorsing the program, make use of any UNF logo or other University representatives in program promotions, indicate the activity leader as representing UNF, and make use of UNF administrative support staff.

Students may apply for and receive University or State institutional financial aid to participate in such activities, as well as earned academic credit, and faculty may receive a salary for planning, leading and implementing such programs.

4. **Disclaimer**

Any activity involving international travel which is planned, organized, or led by a UNF employee that does not receive official approval must publicly display a disclaimer specifically disassociating the University from any official or unofficial relationship to such activities.