



# Short-Term Study Tours

## Guidelines for Faculty

As a result of his travels across borders and among peoples of diverse cultures, ethnicities, languages and religions, Francis of Assisi came to a deep respect for the inherent dignity of all. Inspired by his example, Study Abroad at Siena College aims to develop within students the knowledge, the generosity, and the skills which will contribute to the building of a more peaceable and just world.



**SIENA COLLEGE**  
CENTER FOR INTERNATIONAL PROGRAMS

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## **Introduction**

In accordance with the *Standards of Good Practice for Short-Term Education Abroad Programs* established by The Forum on Education Abroad, the Center for International Programs at Siena College seeks to facilitate the development and delivery of short-term international study courses that uphold and are appropriate to the mission, objectives and purpose of Siena College. An effective and successful international study course should:

- 1) foster student learning and development through the establishment of learning objectives and goals;
- 2) incorporate the same academic framework and rigor as any Siena College course;
- 3) involve significant pre-departure, onsite and post-travel support/advising;
- 4) integrate the principles and parameters of the Siena Code of Conduct in order to ensure its ethical and programmatic integrity;
- 5) operate within a well-conceived, reasonable budget; and
- 6) include adequate expert supervision to ensure the health, safety and security of all persons involved.

A significant amount of planning and preparation is required when leading a course which involves such structured, meaningful international travel. The following guidelines are intended to:

- 1) facilitate planning for international travel and thereby assist faculty in achieving course goals and objectives;
- 2) outline the roles and responsibilities of various offices and individuals on campus;
- 3) explain the processes through which students register for, and pay for, travel courses;
- 4) provide information on safety and security;
- 5) provide required forms and waivers; and
- 6) serve as “talking points” between a faculty member and the Director of International Programs, with the understanding that flexibility, individuality, innovation, and creative ideas will lead to a unique, enriching program design.

## Initial Planning and Course Design

Short-term, off-campus travel is coordinated through the Vice Presidential area to which the faculty or staff member reports. The Center for International Programs will assist in the coordination of all credit-bearing international travel courses developed through the offices, schools and departments that report directly to the Vice President for Academic Affairs.

In general, the Center for International Programs will assist in the distribution of required travel forms and is the only office on campus authorized to issue the International Student Identity Card.

### **Approval**

All short-term, faculty-led study tour courses must be discussed, reviewed, and approved by the Dean, the faculty member's Department Chair, and the Director of the Center for International Programs *at least 12 months (one calendar year) before the start* (first day of classes) of the academic semester in which the course is to be taught. This timeline applies to both newly designed and previously taught courses that include a travel component.

First, the faculty member must discuss and seek approval for the proposed international travel course with his/her Department Chair. It is expected that any travel associated with a course falls within, or complements, the faculty member's area of research interest or expertise. A concurrent conversation with the Director of International Programs may prove to be very helpful at this stage, as it may reveal duplicate proposals or other relevant concerns.

Second, the faculty member submits to the Dean, the Department Chair, and the Director of International Programs a course proposal which includes: rationale, syllabus, learning objectives, and plan for assessment, as well as a tentative itinerary. At this time the faculty member requests the approval of the Dean, which is required in order to proceed.

No course which involves international travel may be advertised or posted without the explicit prior approval of the Dean.

Once approved, the Director of International Programs serves to facilitate and help design the travel component of the course, and to ensure compliance with Siena policy governing short-term programs. The Director may advise a faculty member regarding the suitability of certain aspects of travel in relation to course goals, but the content of the course and course requirements are determined by the faculty member with approval of the Department Chair and Dean.

### **Approval – Safety and Risk**

The Director of International Programs, the College's Risk Officer, and College Counsel may deny authorization for travel based on safety, security, or viability of any given proposal, or on the basis of non-compliance of stated policies (herein).

A location with a State Department travel Warning or Advisory must be reviewed by the College's Risk Officer and by College Counsel.

### **Assistant Dean's Office**

Faculty should remind department chairs to check the "Travel Included" box when submitting course offerings to the Assistant Dean for the following semester.

### **Embedded versus "Stand-Alone" Courses**

Travel may either be embedded within a course based on the home campus, or the course may be conducted entirely abroad.

Courses with embedded travel have a far greater rate of success in reaching minimum enrollment. Because the student will have paid for the course within that semester's tuition, the additional cost to the student is for the travel only, not for additional credits. When a course is taught during the winter break or during summer as a stand-alone entity, students must pay both for credits outside of a regular semester, plus the cost of travel.

Fall semester courses with embedded travel ordinarily hold class times during the fall, with travel during winter break in January. Spring semester courses with embedded travel ordinarily hold class times during spring semester, and travel either during spring break, Easter holiday, or in May following finals or following graduation. There may be exceptions to these general principles, depending upon course goals.

### **Instructional Hours on Campus/On Site**

The total number of classroom/instructional hours on campus, balanced against those abroad, is generally determined in consultation with the Director of International Programs. Ordinarily, a regular semester-long time-slot is reserved for the class, though it may not meet for each scheduled session. On-campus class meetings should include practical preparation for travel. A staff member from the International Programs Office is available to assist with this preparation through class visits.

While on site abroad, it is expected that a study tour will include structured classroom time or lectures lead by the faculty member or guest lecturers. Arrangements for classroom space or materials should be made well in advance of departure.

### **Two Courses, One Tour**

A “team” approach, with two faculty members each teaching a separate course related to the study tour, may help increase enrollment, and therefore viability, of the travel component. Course load for faculty is a matter of discussion with the appropriate department chair and dean. A team-taught course, i.e. two faculty members each receiving course credit for teaching the same course, is not the norm.

If two separate classes are offered at the same day and time, students will enroll in either course (3 credits). Faculty may exchange lectures and hold common meetings with both classes when appropriate, such as special meetings to deal with practical matters related to travel.

If two separate classes are offered at two different times, students may sign up for both classes (6 credits). It is up to faculty to determine how students will use the one travel component to fulfill the requirements for both classes.

### **Rotation of Courses**

Competition with other travel courses, whether scheduled at the same time, or overlapping in theme or destination, should be avoided. The Director of International Programs attempts to coordinate campus-wide rotation of study tours to avoid duplication or competition.

### **Number of Participants**

The ideal number of student participants for the course, based on suitability of the location, course goals and objectives, budget, local logistics, availability of housing, etc. is determined by the faculty member in consultation with the Director of International Programs, the Assistant to the Vice President for Academic Affairs designated to oversee travel budgets, and any travel agent who may be involved.

### **Participation of all Registered Students**

Course design must specify if all registered students will be required to travel as a requirement of the course. It is usual to require all registered students to travel, but there may be exceptional circumstances that preclude ultimate participation of some.

### **Second Leader**

No faculty leader may travel without one other leader – either another faculty member or other Siena administrator or staff member willing and capable of serving in the capacity of leader. The second leader must offer some level of expertise in the area of travel or in the subject matter studied, or be chosen for skills in student life management. In some instances this may include faculty from another college. Spouses or other family members may not serve in the role of second leader of a study tour. The cost of the trip is to be covered for the second leader.

Ratio of students to leaders is discussed with the Director of International Programs, usually at a rate of no more than 10 students per leader. Local contractors, faculty, or guides, may sometimes be factored in, with the understanding that the primary responsibilities for student instruction and supervision should fall to the faculty leader(s). Male-female ratio, and objectivity in relation to the lead faculty member, should also be considered when choosing a second leader.

No program will be approved without appropriate faculty or staff on site and available to address student needs and concerns.

### **Adjunct faculty**

Adjunct faculty and part-time employees may serve as second leader, but may not take the role of lead faculty member.

### **Non-Students**

Individuals who are not officially registered as students in the class, or who do not have a defined role on the trip as leader or lecturer (e.g. friends of students or friends of faculty), are not permitted to travel with the group, even if they pay for the cost of the trip.

### **Budget**

All budgets are managed by the Assistant Vice President for Academic Affairs, who also serves as liaison with Business Affairs for the purpose of paying invoices, arranging for cash advances, etc.

Faculty may choose to work with a travel agent, with a study abroad provider, or with local contractors, *etc.* to work through the logistics of the study tour and determine a per-student cost, but oversight of the budget and budget approval is the responsibility of the Assistant Vice President for Academic Affairs.

All agents, providers and contractors must be previously vetted through Finance and Administration. The Assistant Vice President for Academic Affairs maintains a list of pre-approved agents.

The Assistant to the Vice President for Academic Affairs creates a budget worksheet, including determining at what dollar amount the cost might become prohibitive as well as the minimum number of students needed in order for the course to run. The budget makes adequate provision for unexpected cash expenses, tips, and emergency funds.

The budget is not to include any compensation for the faculty/staff members leading the trip, either in cash or goods. Faculty/staff travel is covered by the established student fee, and ultimately, through prudent budgeting and frugal travel, the goal should be to refund any unused portion of the fee to students after the study tour is completed.

The faculty member is responsible for providing adequate documentation and receipts for all expenses.

### **Credit Card**

The Assistant to the Vice President for Academic Affairs will assist the faculty member in securing a temporary College credit card, set up against anticipated funds collected from students. Funds may also be accessed through check (requested through Business Affairs) or travel advance. A separate travel account (with a FOAPAL) is set up in Business Affairs (see section: "Travel Account – Business Affairs").

## **Itinerary**

The itinerary is determined by the faculty member and is reviewed by the Dean and the Director of International Programs. Given the academic nature of a study tour, any itinerary must include time for instruction and must reflect the learning goals of the course.

## **Contracts / Insurance**

Faculty may not sign any contract involving financial obligation or responsibility, including agreements with travel agents or study abroad providers. Contracts may only be signed by the Vice President for Finance and Administration and pre-approved by the College Counsel. This approval process takes a minimum of one week, and ideally, faculty must submit any contracts two to three weeks in advance.

Any outside (whether in US or on-site) contractor, guide, provider, transport company, rental vehicle, driver and the like must be insured. It is the responsibility of the faculty leader to make sure that these companies or individuals are insured.

## **Visas**

Faculty must determine what documents are required for travel to the particular destination. The Center for International Programs may assist in researching the need for documents and may assist in advising students if the faculty member should make such a request. However, the Center for International Programs cannot guarantee that any individual student will be granted the proper visa needed for travel, and will not act as ombudsman in any attempt to secure a visa.

## **Medical**

Faculty must determine if there are any health risks involved in the host destination, or if there are any vaccinations or inoculations that may be required. It may be necessary or strongly

advisable for students to fill out a Medical questionnaire (samples available), especially if the time abroad will involve physical exertion. If needed, the Center for International Programs will recommend a travel clinic for further consultation and/or providing required inoculations or prophylactics.

## Travel Course “Goes Live”

### **Student Recruitment**

Courses with international travel must be offered as “Permission of Instructor Only.” The faculty member determines any parameters, prerequisites, skills, *etc.* (previous travel, language ability, a student in the major) for participation and should make this information known. Participants should be carefully selected. An application screening process, including an interview, is entirely appropriate and strongly encouraged by the Deans.

A basic itinerary outlining dates, destinations, price, what is included in the price, level of physical exertion and course theme is required before publicizing a course. An “Info Session” should be held at which course and travel expectations are made very clear. Students should be asked to fill out a form providing basic data (see sample forms) in advance of an interview or other screening mechanism.

### **Dean of Students**

As part of the screening process, faculty must provide a list of all interested students to the Dean of Students. The Dean will review the list for any behavioral violations or other indications of concern. A student may be denied participation in the course based on the assessment of the faculty member in consultation with the Dean of Students and the Director of International Programs.

## **Passports and Visas**

Faculty need to inquire at the initial stage, either through an intake form or other means, whether or not a student holds a passport, and from what country. If a student does not hold a passport the student must arrange for one immediately. The Center for International Programs should be consulted on matters relating to passports and visas. If a student is not a US citizen, it is important to determine whether or not the student will need separate or additional paperwork in order to travel. A student may not be denied permission to enroll in the class based on citizenship. However, it needs to be clear to both student and faculty whether the student will need special documents, and how these are to be obtained.

Passports and visas are ultimately the responsibility of the student. Siena College cannot guarantee that any individual student will be granted a visa, or issued a passport or visa in time for a trip. Advance planning is essential.

## **Travel Account – Business Affairs**

Once students are registered and the course is viable, the Assistant to the Vice President for Academic Affairs (Budget Manager) confirms a dollar amount (based on what will be collected from students) to be credited to an individual FOAPAL through Business Affairs. A temporary College credit card may be set up based on this account. The AVPAA and/or faculty member may use the credit card to pay those bills (airfare, hotels, and transportation) which may require payment in advance. The College credit card may also be used by the faculty member while abroad; in fact, this is recommended inasmuch as it is an easy way to track expenses.

Requests for payment of invoices are made through the AVPAA, who works with faculty to make timely payments. Payments are arranged through the AVPAA. Non-refundable payments or deposits should not be made in advance of assurance that the course will fully enroll and that enrolled students have signed off on payment.

## **Student Payment**

Students sign a form by which they agree to have their student accounts charged for the amount of travel. The signed agreement may allow for payment in increments. It may also allow for refunds up to a certain date. The agreement is drawn up on a course-by-course basis and is determined by the variables involved: a travel agent's fees, airline reservations, *etc.* The form may ask that a student agree to full payment all at once. Refunds beyond the agreed upon date are granted only if the money has not yet been paid out, is not due to creditors, or if the funds can otherwise be recovered. Should a student withdraw beyond the last date and request a refund, such a refund cannot be ordinarily given as payment ordinarily is not recoverable. In order for a student to be liable for payment it must be shown that a bill is in the student's name, that payment cannot be recovered, and that responsibility cannot be transferred to another student (in the case of a non-transferrable plane ticket, for example).

## **List of Participants / Forms and Waivers**

The faculty leader is responsible for providing a list of all participants to the Center for International Programs. Each participant's role should be clearly indicated (student, leader, faculty) and whether there are any non-Siena employees participating, such as a faculty member from another institution.

All required forms and waivers are produced and provided by the Center for International Programs. It is the responsibility of the faculty leader to have all forms completed in their entirety and returned to the Center for International Programs in a timely manner. A due date will be given by the Center for International Programs.

Forms include: Participation Agreement and Waiver; Emergency Contact Form; and Siena Code of Conduct Supplemental Guidelines.

## **Itinerary**

The faculty leader is responsible for providing the full final itinerary, including all transportation, lodging, and contact information, to the Center for International Programs.

## **Duplication and Distribution of Forms and Waivers**

The Center for International Programs will photocopy and distribute forms as needed / required. A copy of the itinerary and all emergency contact information is sent to Public Safety. Copies of the Emergency Contact information, passport bio pages, and other relevant information are sent to the faculty leader to take abroad in hard copy, or scanned and sent electronically to the faculty member if that is more convenient and if the information can be easily accessed abroad.

The original signed Participation Agreement and Waiver is archived in the Center for International Programs.

## **Supplement to Participation Agreement**

Section E of the Participation Agreement -- "Supplemental Guidelines" -- allows for the faculty leader to devise behavioral guidelines and expectations, a "code of conduct," specific to the location, local culture, itinerary, and course goals and objectives of the particular study tour (sample Supplemental Guidelines available). A disciplinary process must be determined and described. The difference between supervised and free time must be made clear.

## **International Student Identity Card – Travel Insurance**

To assure minimum across-the-board medical and emergency insurance coverage, all students who participate on a Siena-sponsored international study tour must purchase the International Student Identification Card, an insurance policy available through the Center for International Programs. All students are enrolled automatically and will be charged a nominal

fee for the insurance. Upgrades are available (travel insurance, supplemental medical coverage) and are the responsibility of the individual student.

If the travel destination is under any type of State Department Warning or Advisory, check with provider to assure that coverage will be honored in that location.

### **Travel Insurance**

Travel insurance is not required. Individuals may opt to purchase travel insurance or other additional insurance depending on specific need. The cost of any travel emergency (for example, food and lodging if flight is delayed) is incurred by the participant. Travel insurance is not a given through any provider or tour agent. Faculty should inquire about insurance and cancellation policies. In the event of illness of a faculty leader or student, or in the event of cancellation of a tour, travel insurance is the only way to recover any cost. The ISIC card offers supplemental insurance coverage for travel and/or additional medical needs.

### **Pre-Departure**

#### **Practical Preparation / In-Class Orientation**

A certain amount of class time should be reserved in order to review practical considerations related to travel and to what students might expect abroad. Issues that could be covered include: immigration control, currency, basic good manners and the need to maintain decorum, personal safety, and any behavioral cues which will not be evident to a student with little travel experience (personal space, volume of speech, *etc.*). Differences in standards of living should be discussed, and students should be reminded that they are to act as guests in the host country.

The “Supplemental Guidelines” for behavior must be reviewed and discussed prior to departure, especially expectations regarding alcohol and curfews.

Students should receive a packing list which would also include practical information about communication (use of phones, laptops) and accessing of funds.

Faculty must review with students how they are to arrive at the airport, where they are to meet, and how tickets and check-in will be handled. It is highly advisable for the faculty leader to have a cell phone number for each student, and vice versa.

### **Travel Advance**

Business Affairs often requires several days (to a week) to process requests for funds. Plenty of time should be given when making a request for a travel advance. Consult with the AVPAA budget manager to determine how funds can be used and what should be provided *vis a vis* receipts. It is important to clarify how tips or other cash expenses are to be paid and recorded.

The use of personal credit cards is to be avoided. Requesting a temporary College credit card through the AVPAA is recommended.

### **Communication**

Depending on the destination, email may or may not be readily available. It may also be advisable to arrange for a cell phone with a special chip/SIM card. This can be researched with local providers.

### **Itinerary with Parents/Family**

Students are to leave the full itinerary and all contact information with parents or family.

### **Confirm Reservations**

Faculty must call or contact airlines, hotels, *etc.* to confirm reservations.

## Clery Act

Faculty leaders are required to receive Clery training and to act as a Campus Security Authority. The on-line Campus Security Authority Training must be completed annually prior to the first trip of the academic year. Compliance with the training completion is monitored.

Please access the training module here. <http://www.siena.edu/pages/6970.asp>

In addition to Campus Security Authority Training (Clery), faculty leaders must also complete training the College's human rights training which includes sexual harassment and discriminatory policies.

Faculty must immediately (from on-site) report any serious incident to Siena Public Safety. In the event of a crime, a medical emergency, or an accident, the faculty member must contact Public Safety and describe the nature of the incident. Public Safety in turn follows the appropriate protocol in response to the particular type of incident.

A student behavioral issue that may require disciplinary action upon return to campus, such as harassment or intoxication, should be recorded in writing and reported to the Dean of Students and the Center for International Programs, for follow-up by the Dean of Students. There is an on-line Campus Security Authority report form for this purpose.

In the case of disciplinary action serious enough to be enforced on-site, such as dismissal from the program, the student(s) involved must be given notice of the complaint and an opportunity to respond to the allegations. A detailed summary of the incident, the complaint, response and action taken must be recorded in writing by the faculty leaders. Public Safety, as well as the Center for International Programs and the Dean of Students, should be notified (refer to "Emergency Prevention" addendum). In the event of an assault certain actions must be taken so as to comply with the Clery Act, therefore immediate notification about the incident to Public Safety is required.

Any student who is dismissed from the program is responsible for any costs incurred related to additional lodging, travel, meals, and airfare.

## Forms

All original signed forms are to be returned to the Center for International Programs by the agreed-upon due date.

A medical history may be requested once a student has been accepted into the course, especially to have on record such things as allergies or to have on hand a list of medications or relevant health concerns.

The faculty leader(s) should bring along on the study tour the Emergency Contact form for each participant, a photocopy of the bio page of each passport, the Supplemental Guidelines, the Medical form (if one has been required), and Siena contact information. Much of this information may be scanned and saved electronically. Samples of required forms have been included at the end of this handbook, and editable versions are available upon request.

Non-compliance on the part of a faculty member may result in that faculty member becoming personally liable.

## On Site

### Reporting “from the field”

A call or email to the Center for International Programs or Campus Safety and Security to verify that the group has arrived safely is required. Periodic updates via email are welcome. Any change in itinerary or contact information must be reported.

Faculty must immediately report any serious incident to Siena Public Safety and Security and to the Center for International Programs. (see **Clery Act**, above)

### **Use of “Free Time”**

Behavioral expectations must be made clear to students and summarized in writing in Section E of the Waiver. Students must not be allowed to venture alone, especially at night. Faculty need to be cognizant of serving in the mentor role.

### **Post Travel**

An evaluation or measure of assessment, as described in the original course proposal, is administered.

Any surplus funds at the end of the tour should be distributed equally back to the paying participants.

## Addendum: Emergency Prevention and Important Documents

### Emergency Prevention Guidelines

Siena considers the safety and security of our students and faculty to be of primary importance.

Discuss with students the concept of preventable accidents such as not driving abroad, pub and drinking culture, drug laws, and returning in the wee hours of the morning from a club. Caution students about the wise use of ATM machines and to keep their money and passports out of sight and in a secure place.

The following links may be of value in planning for travel to a particular destination:

SAFETI (Safety Abroad First – Educational Travel Information)

<http://www.lmu.edu/globalized/safeti/auditcklst.html>

U.S. State Department website

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

The Centers for Disease Control and Prevention maintains an international hotline, an automated fax-back service, and web site. The contact information is 888-232-3299. Also check the CDC website: <http://www.cdc.gov/travel/>). Read this information with caution, though it may be useful to write down the addresses of local medical facilities to have on hand in case of an emergency.

An emergency in an overseas program is any event that poses a genuine risk to, or has already endangered, the safety and well-being of program participants. This includes (but is not limited to) the following types of incidents:

- Serious accident or injury
- Serious illness, whether physical or emotional

- Hospitalization for any reason
- Physical assault
- Sexual assault or rape
- Robbery or mugging
- Disappearance of a student
- Local or national political crisis that could threaten the students' safety/well-being
- Terrorist threat or attack
- Arrest or questioning by police or other local security force
- Any legal action (lawsuit, trial, etc.) involving a student

#### Preparing for an Emergency:

1. Be prepared yourself. Consider how you will handle any of the emergencies listed above should they occur.
2. Explain to the students that they need to inform you about any emergency. Provide the students with a local telephone number for emergencies, or have a cell where you can be reached. Make sure they know how to operate local payphones.
3. If there is a US Embassy or Consulate in the city where you are located, have the address and telephone number handy.

#### How to Deal with an Emergency:

1. In the event of a crisis, it is important that you and the student(s) not panic or overreact. Students will count on you to take charge and get them through the crisis, and they will take their behavioral cues from you. Remain calm, establish contact with Siena, and handle the emergency using the guidelines below.

2. If an emergency occurs, your first responsibility is to safeguard the program participants. You must do whatever is necessary to assure this, whether it involves obtaining prompt medical attention, police protection, or seeking the intervention of the U.S. Embassy.
3. Once you have done all you can do to insure the students' well-being, contact Public Safety at Siena.
4. Notify the U.S. Embassy or Consulate about any emergency and follow any procedures that they may require. If there is an on-going risk to students and yourself (for example, during a terrorist threat), ask to have an authorized Consular or Embassy officer advise you on a regular basis about the development of the crisis and how you and the students should respond.
5. During an on-going crisis keep in steady contact with Siena.

**Bring with you a copy of each emergency contact form for each participant.**

**Return this form to:**  
**Due date:**

**Emergency Contact Form – Students**

**Faculty Leader:**

**Course or Service Trip:**

**Country of Program:**

**Dates of Program:**

**Student's Personal Information:**

**Last name:** \_\_\_\_\_ **First name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
Street City/State/Zip Code

**SID# 901 -** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_

**U.S. Citizen?** \_\_\_\_\_ *If not, explain* \_\_\_\_\_

**Passport #** \_\_\_\_\_ *(MUST HAVE THIS COMPLETED)*

**Email Address At Siena:** \_\_\_\_\_

**Post Office Box Number at Siena:** \_\_\_\_\_

**Student's Cell Phone Number:** AREA CODE (\_\_\_\_\_) \_\_\_\_\_

**Emergency Contact Information:**

**Last name:** \_\_\_\_\_ **First name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Address (IF DIFFERS FROM ABOVE):** \_\_\_\_\_  
Street City/State/Zip Code

**Home Phone:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**CONTINUED ON BACK**

*\*If your itinerary differs from that of the group, please attach separate itinerary\**

**THIS SIDE MUST BE SIGNED**

**Medical and Health Form**

**Medical Information**

List any medications you are currently taking:

\_\_\_\_\_ dosage: \_\_\_\_\_ frequency: \_\_\_\_\_  
\_\_\_\_\_ dosage: \_\_\_\_\_ frequency: \_\_\_\_\_  
\_\_\_\_\_ dosage: \_\_\_\_\_ frequency: \_\_\_\_\_

List any known allergies:

List any medical conditions of which we should be aware:

List any anxiety or stress issues of which we should be aware:

Have you received any immunizations for this trip? If yes, what and when?

Date of last tetanus shot: (if known) \_\_\_\_\_

In the event of a medical emergency, do we have your permission for treatment at a local hospital / clinic? If yes, please sign:

\_\_\_\_\_  
*signature of student / participant*

\_\_\_\_\_  
*signature of parent or emergency contact person  
(optional, but strongly suggested)*

If no, please explain:

**I attest that I have completed this form truthfully and that I will assume any medical costs which I may incur while on this trip.**

\_\_\_\_\_  
*Signature of student / participant*

\_\_\_\_\_  
*Date*

**Emergency Contact Information – Faculty/Group Leader**

**Course Name and Faculty Leader:**

**Country of Program:**

**Dates of Program:**

**Personal Information:**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Passport Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Access to Computer While Abroad:** YES \_\_\_\_\_ NO \_\_\_\_\_

**Phone Number of Hotel:** \_\_\_\_\_

**Cell Phone Number While Abroad:** \_\_\_\_\_

**Emergency Contact Information:**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone: Home:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Work:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*If your itinerary differs from that of the group, please attach separate itinerary.\**

## Siena Life Supplemental Guidelines

**COURSE TITLE/NUMBER:**

**SERVICE TRIP:**

**DESTINATION:**

**DATES:**

Please read and sign:

1. I understand that I am bound by Siena Life while abroad.
2. I understand that it is my responsibility to remain with the group and to participate in all planned classes and activities. I will inform the trip leader of my plans for free time, and should spend this time with other(s) from the group. I will not venture alone unless I have permission from the trip leader.
3. I am responsible for my personal belongings and my travel documents.
4. I will bring a copy of the itinerary so that I know the schedule and will not be surprised by the assigned activities. I will follow the schedule and always be on time.
5. I will be respectful to other guests in hotels or guest houses and not create any noise which may disturb others, especially at night.
6. I will be responsible for bringing the appropriate amount of money, medications, and other items that I will need for the period of travel. If I have any problems, I will communicate with one of the college supervisors to problem solve effectively.
7. I will eat appropriately—getting plenty of nutrition. I will also keep myself hydrated.
8. I will wear appropriate clothing—nothing with holes, tears, or any other “fashionably” ragged or possibly offensive (questionable quotes or words on shirts) apparel. I will have good walking shoes (not flip-flops or new shoes, or shoes with heels).
9. I will follow group rules and I totally understand that the use of drugs is forbidden. If I don’t follow that rule, I will be sent home immediately at my own expense.
10. I agree that if I use alcohol in excess I will no longer be allowed to travel with the group and be returned home at my own expense. It is not acceptable to drink to the point of inebriation, as evidenced by one or more of the following: slurred speech, unsteady gait, volatile emotion, loudness, and vulgarity. There may be occasions when it is culturally appropriate to consume a moderate amount of alcohol (with dinner, for example).

I understand the above guidelines and will adhere to them on the trip. In signing this document, I realize that I am expected to represent Siena College in a positive, mature, and exemplary manner, and I agree to do so.

---

Signature

Printed Name

Date

**RETURN THIS FORM TO:  
DEADLINE DATE:**

**Study Tour Participation Agreement and Waiver**

**\*(Please initial A-E, sign, date & date of birth)\***

I, \_\_\_\_\_ being a student at Siena  
(Print Name)

College and participating in the International Travel Study Tour to \_\_\_\_\_ for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_ understand and agree to the following:

*Please read through this agreement and **initial each section** to indicate that you understand and agree to the terms of the agreement and sign at the bottom.*

A) \_\_\_\_\_ **Program Policies**

I have read the Siena Life Student Handbook and agree to abide by all policies and guidelines set forth therein.

B) \_\_\_\_\_ **Obligation to Follow Rules and Regulations**

I agree to abide by all applicable rules and regulations of Siena College, all instructions of Siena College or its staff representatives or designees while participating in the program, and the laws of the governmental jurisdictions at the place(s) of program offering. I understand that any drug use, which is illegal in this country, is strictly forbidden while I am traveling abroad. I understand that noncompliance with any of Siena's rules, regulations and instructions, may result in dismissal from the program, forfeiture of program fees and academic credits for the term, and disciplinary action when I return home pursuant to the terms and conditions set forth in *Siena Life*.

C) \_\_\_\_\_ **General Waiver and Release** (This is your acknowledgement of risks inherent in travel abroad and a release to Siena College for loss or injury. It also states your obligation to reimburse Siena College for losses it incurs due to your acts or omissions. Please read carefully before initialing).

I acknowledge that I have voluntarily enrolled in an international study tour offered by Siena College. I understand that during the tour in which I will participate, certain risks and dangers may arise which are beyond the control of Siena College. Such risks include serious illness, injury, and even death, and property damage and loss due to, but not limited to, crimes committed by persons other than employees or agents of Siena College; political unrest; use of various modes of transportation, housing and dining services or other goods and services in connection with the program; and other activities arising on the part of fellow participants, host family members, agencies, and organizations, persons, or groups with which Siena College contracts or recommends for the provision of services for the study tour. I voluntarily assume all such risk that may result from participation in the study tour.

In consideration of the opportunity to participate in the study tour and by assuming the risks inherent in participating in the study tour, I do hereby release and forever discharge Siena College, its trustees, officers, directors, faculty, agents, employees, legal representatives, agents and assigns of and from any and all loss and liability in connection with any personal injury, accident, illness, death, damage,

claims, costs, expenses or other loss suffered or incurred by me during, arising out of, or in any way associated with my participation in the travel study tour, including, but not limited to, travel to and from and any and all other travel incident to my participation in such program, housing, dining or other goods and services, or arising out of any other activity related to my participation in the program. In addition, I hereby agree to release, indemnify and forever discharge Siena College, its trustees, officers, employees, agents and assigns of and from contribution or indemnification with respect to any claim made against me by any person or entity in connection with or arising from my participation in the study tour. Furthermore, I agree to indemnify and hold harmless Siena College, its trustees, officers, employees, agents and assigns of and from any actions brought against them in connection with my acts or omissions. This release does not apply to intentional, willful, or wanton acts of employees or agents of Siena College.

D) \_\_\_\_ **Medical Condition**

I declare that I am in good health and that, to the best of my knowledge, I have no medical condition which would prohibit me from participating in this international study tour.

E) \_\_\_\_ **Supplemental Guidelines**

I understand that the faculty member or college official organizing the specific study tour in which I am participating may require me to follow additional guidelines to which I agree to abide.

**I have carefully read this agreement and fully understand its contents. I sign it of my own free will.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_ Birthdate \_\_\_\_\_

**If student is a minor, parent or legal guardian must also sign.**

As the parent or legal guardian of the student whose signature appears above, I have read and understood the conditions outlined above and have given my child/ward permission to participate in the Siena College international study tour and agree to be bound by the conditions above as if I myself had signed above.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_