



PRINCIPIA COLLEGE

*STUDY ABROAD  
& FIELD PROGRAMS*

# FACULTY & STAFF HANDBOOK

ACADEMIC YEAR 2025-2027



# Principia Study Abroad Contact Information

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For general questions and risk & safety communications, please contact the program's assigned Study Abroad Program Manager. If you cannot reach the program manager, please contact the Study Abroad Director, and sequentially the Dean of Students or Dean of Academics.

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Pre-departure, program faculty and staff will receive emergency contact information for the U.S. Embassy and local authorities in country(ies) of destination.

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**Note:**

This handbook provides information to the Principia College faculty and staff participating in the Study Abroad Office’s programming. Please review this handbook in its entirety.

**The information in this Handbook is current at the time of writing and is provided in good faith. However, Principia College takes no legal responsibility for any omissions or errors. This is a living document; please send comments or corrections to [studyabroad@principia.edu](mailto:studyabroad@principia.edu).**

*Updated 11.18.25, including:*

- Study Abroad Contact Information
- Visiting/Drop-In Faculty Job Description, Page 8
- Added VIA-TRM Risk Alerts, Page 45
- New Insurance Information, Page 47
- Health Information Form now includes vaccine status, Page 49
- Added Virtual Health & Well-being information from Student Life, Page 50
- Re-entry Module, Page 51
- Added signatures to Guidelines for Accompanying Adults, Page 57
- Updated CS references to spiritual practice/engagement
- For PDF version, added links to online resources in shared Google Drive



# Study Abroad Faculty & Staff Positions

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## *Study Abroad Faculty Job Description*

### **Study Abroad Program Faculty**

#### **Job Description**

Elsah Campus, Elsah, IL, US

**Title:** Study Abroad Program Faculty

**Department/Location:** Study Abroad Office

**Organizational Relationships:** Reports to the Director of Study Abroad;  
Works closely with the assigned Study Abroad Program Manager and Study Abroad Resident Counselor.

**Summary:** The Study Abroad program faculty delivers approved academic course(s) for the specified study abroad program, in accord with their primary faculty contract.

This position collaborates with the Study Abroad Office in the preparation, design, and implementation of program logistics, finances, and student welfare, with both an Academic Affairs and Student Affairs approach. The Study Abroad program faculty provides primary leadership to the program, on-campus and in-country, and is responsible for knowledge and coordinated implementation of Principia and Study Abroad policies and guidelines in regard to academic integrity, student welfare, student discipline, risk and safety, and communication.

#### **We expect study abroad program faculty will:**

- Serves as a leader, administrator, decision-maker, and diplomat.
- View instruction with a student-centered focus, maintaining both student enthusiasm and an active, rigorous pedagogical approach;
- Offer expertise in the course content areas for which a course will award credit;
- Have first-hand, relevant experience, prior to the commencement of the program, in the country(ies) of interest;
- Communicate clearly, frequently, and collaboratively with the Study Abroad Office;
- Be a responsible steward of Principia study abroad program funds;
- Take seriously the safety and security all program participants; and
- Commit to and uphold the policies, procedures, and laws governing Principia College, the State of IL, the United States, host institutions and organizations, and the host country(ies).

#### **Work Performed: Essential Duties\***

- Collaborates with the assigned Study Abroad Program Manager to develop and implement program logistics, budget, and assessments
- Collaborates and works with the contracted program Resident Counselor
- Coordinates with other program faculty, regarding integration of courses, if applicable.
- Designs program goals, course learning outcomes, and corresponding activities.
- Designs and implements program academics and corresponding individual course learning outcomes and assessments.
- Participates in regularly scheduled study abroad program meetings, beginning three semesters prior to the program commencement and through the conclusion of the re-entry portion of the program
- Operates within the outlined study abroad program planning schedule/cycle
- Takes a lead role, with support from the Study Abroad Office, in interviewing and selecting program students
- Participates in Study Abroad Office facilitated pre-departure finance, logistics, and risk and safety meetings
- Facilitates pre-departure/orientation sessions for program students, to include program-specific topics such as: safe/wise travel, group travel expectations, cultural and social norms/expectations, and program logistical and educational context.
- Lives/works in provided program accommodations for the duration of in-country program travel;
- Is on-call 24-7 to oversee the program and support student needs, for the duration of the program.

- Promotes and manages for a functional, traveling learning community
- Attends to and addresses program risk and safety aspects and needs
- Remains alert and informed regarding issues facing students including health, social, moral, gender, and diversity issues
- Reports issues of concern to the Study Abroad Office
- Provides post-program feedback through a prompted, written report and participates in Study Abroad assessment practices
- Facilitates study abroad program re-entry components, through a re-entry course or as integrated into another program course

**To perform this job successfully, an individual should demonstrate the following competencies:**

- Interpersonal - Focuses on resolving conflict; Maintains confidentiality; Active listening skills; Remains open to others' ideas; Demonstrates effective group management skills
- Oral Communication - Speaks clearly and respectfully in positive or negative situations; Listens and gets clarification; Responds well to questions;
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate stakeholders in decision-making process; Makes timely decisions
- Problem Solving – Takes initiative to identify and resolve problems in a timely manner; Uses reason even when dealing with emotional topics
- Diversity - Shows respect and sensitivity for cultural differences; Promotes an inclusive, safe, harassment-free environment
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to account for changing demands; demonstrates confidence in ambiguity and adversity
- Dependability - Follows policies and guidelines; demonstrates timely follow-through
- Responsible Traveler – Commitment to responsible and ethical travel in international contexts for self and program participants; Aware of and engaged with local and global issues; Displays respectful, thoughtful, and appropriate attitude and behavior while traveling.

**Minimum Qualifications:**

- Full-time continuing faculty member of Principia College
- Program proposal and faculty participation approved by the Study Abroad Director and the Dean of Academics
- International travel experience
- Experience with college residential life or travel with college students, preferred

**Special Requirements:**

- On-call 24/7 (*during program*)
- Ability and willingness to work and travel long, flexible hours in both group and self-directed settings
- Takes program provided accommodations and meals
- *May be additional program-specific requirements or preferences*

\* The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities and are subject to change at the discretion of the employer. Additionally, they do not establish a contract for employment.

**Position Remuneration:**

**Full-semester study abroad program faculty:** No additional remuneration is included. Courses and participation, during the study abroad program term, are counted as the faculty's course and service load for that term, within their academic year contract.

**Break-program study abroad program faculty:** Remuneration is provided through a secondary contract. Please see Principia College Human Resource's [Visiting & Auxiliary Faculty Compensation](#), to calculate remuneration based-on (1) current faculty rank and (2) number of teaching semester hours approved for the program.

## Study Abroad Visiting or Drop-In Faculty Job Description

### Study Abroad Program Faculty

#### Job Description

Elsah Campus, Elsah, IL, US

**Title:** Study Abroad Program Visiting Faculty OR Drop-In Faculty

**Department/Location:** Study Abroad Office

**Organizational Relationships:** Reports to the Study Abroad Director; Works closely with the program's full-time faculty lead, assigned Study Abroad Program Manager, and Study Abroad Resident Counselor.

#### Definitions & Context:

**Visiting Faculty** are contracted academic employees (not currently employed as full-time Principia College faculty) that meet the minimum qualifications of master's degree in the discipline they will be teaching OR a terminal degree in another discipline plus 18 SH of graduate study in the discipline they will be teaching. Study Abroad Visiting Faculty will be approved by the appropriate Principia College Academic Department and the Dean of Academics. Visiting faculty may contribute as a co-faculty leader\* of a study abroad program or as a drop-in faculty member.

*\*If contracted as a co-faculty leader, the Visiting Faculty shall be held to the Study Abroad Faculty Job Description and Expectations.*

**Drop-In Faculty** are current, full-time Principia College faculty members that contribute a support role, by providing a course of instruction for the study abroad program. (An exception may be made to provide more than one course). A Drop-In Faculty member collaborates with other program faculty to ensure courses are supportive of the program's academic learning outcomes and logistics, and to ensure that courses have adequate time and resources to be successful and meet course and program expectations. A Drop-In Faculty may teach their course with a combination of on-campus, remote, and in-country instruction. Drop-In Faculty typically join the program for 10 days-2 weeks in-country.

**Summary:** The Study Abroad program drop-in or visiting faculty delivers approved academic course(s) for the specified study abroad program. This position collaborates with the Study Abroad Office and the Study Abroad Lead Faculty in the preparation, design, and implementation of program logistics, finances, and student welfare, with both an Academic Affairs and Student Affairs approach. All Study Abroad program faculty provide leadership to the program, on-campus and in-country, and are responsible for knowledge and coordinated implementation of Principia and Study Abroad policies and guidelines in regard to academic integrity, student welfare, student discipline, risk and safety, and communication.

#### We expect study abroad program visiting faculty or drop-in faculty will:

- Serve as a leader, administrator, collaborator, and diplomat.
- View instruction with a student-centered focus, maintaining both student enthusiasm and an active, rigorous pedagogical approach;
- Offer expertise in the course content areas for which a course will award credit;
- Have first-hand, relevant experience, prior to the commencement of the program, in the country(ies) of interest;
- Communicate clearly, frequently, and collaboratively with the program faculty director and Study Abroad Office;
- Be a responsible steward of Principia study abroad program funds;
- Take seriously the safety and security of all program participants; and
- Commit to and uphold the policies, procedures, and laws governing Principia College, the State of IL, the United States, host institutions and organizations, and the host country(ies).

#### Work Performed: Essential Duties\*

- Collaborates with the assigned Study Abroad Program Manager to develop and implement program logistics, budget, and assessments
- Collaborates and works with the contracted program Resident Counselor
- Coordinates with other program faculty, regarding integration of courses
- Support program goals, course learning outcomes, and corresponding activities

- Participates in scheduled study abroad program pre-departure trainings and meetings, the semester prior to the program commencement (to include, but not limited to: finance, logistics, and risk and safety meetings).
- Operates within the outlined study abroad program planning schedule/cycle
- Supports the selection of program students (*Optional*)
- Lives/works in provided program accommodations for the duration of in-country program travel
- Remains alert and informed regarding issues facing students including health, social, moral, gender, and diversity issues
- Reports issues of concern to the Study Abroad Office
- Provides post-program feedback through a prompted, written report and participates in Study Abroad assessment practices

**To perform this job successfully, an individual should demonstrate the following competencies:**

- Interpersonal - Focuses on resolving conflict; Maintains confidentiality; Active listening skills; Remains open to others' ideas; Demonstrates effective group management skills
- Oral Communication - Speaks clearly and respectfully in positive or negative situations; Listens and gets clarification; Responds well to questions;
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate stakeholders in decision-making process; Makes timely decisions
- Problem Solving – Takes initiative to identify and resolve problems in a timely manner; Uses reason even when dealing with emotional topics
- Diversity - Shows respect and sensitivity for cultural differences; Promotes an inclusive, safe, harassment-free environment
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to account for changing demands; demonstrates confidence in ambiguity and adversity
- Dependability - Follows policies and guidelines; demonstrates timely follow-through
- Responsible Traveler – Commitment to responsible and ethical travel in international contexts for self and program participants; Aware of and engaged with local and global issues; Displays respectful, thoughtful, and appropriate attitude and behavior while traveling.

**Minimum Qualifications:**

- Appropriate academic discipline certifications & credentials, as determined by Department Chair and Academic Dean
- Program proposal and faculty participation approved by the Study Abroad Director and the Dean of Academics
- International travel experience (*strongly preferred*)
- Experience with college residential life or travel with college students (*strongly preferred*)

**Special Requirements:**

- On-call 24/7 (*while with program, in-country*)
- Ability and willingness to work and travel long, flexible hours in both group and self-directed settings
- Takes program provided accommodations and meals
- *May be additional program-specific requirements or preferences*

**Position Remuneration:**

Visiting Faculty remuneration is provided through an employment contract. Please see Principia College Human Resources' [Visiting & Auxiliary Faculty Compensation](#), to calculate remuneration based-on (1) current faculty rank and (2) number of teaching semester hours approved for the program.

Drop-In Faculty during a break program are compensated based-on (1) current faculty rank and (2) number of teaching semester hours approved for the program. To calculate remuneration, see Principia College Human Resources' [Visiting & Auxiliary Faculty Compensation](#). Drop-In Faculty contributing to a semester study abroad program do not receive additional compensation, as the course(s) delivered on the study abroad program are approved as a part of the faculty member's semester teaching load, included in their primary faculty contract.

*\* The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities and are subject to change at the discretion of the employer. Additionally, they do not establish a contract for employment.*

## *Study Abroad Resident Counselor Job Description*

### **Study Abroad Resident Counselor**

#### **Job Description**

Elsah Campus, Elsah, IL, US

**Title:** Study Abroad Resident Counselor (RC)

**Department/Location:** Study Abroad Office

**Organizational Relationships:** Reports to the Director of Study Abroad;  
Works closely with the assigned Study Abroad Program Manager and Study Abroad Program Faculty.

**Summary:** The Study Abroad RC lives and works with an assigned study abroad program for a specifically contracted period of time. This position assists the Study Abroad faculty and Study Abroad Office in the implementation of program logistics, finances, student welfare, and group/program wellbeing. Through example, support, mentoring, and intentional involvement the RC supports individual students and the holistic group/program to grow and develop in demonstrated personal responsibility, empathy, openness, and spiritual growth, during programming and travel.

#### **Work Performed: Essential Duties\***

- Lives/works in provided program accommodations; on-call 24-7 to oversee the program and support student needs
- Supports program goals, learning outcomes, activities, and decisions in collaboration with or as directed by the program faculty and the Study Abroad Office.
- Consistently watchful and spiritually discerning regarding student wellbeing, program activities, and safety
- Provides a framework for program participant engagement with Christian Science study and spirituality
- Conducts relationship building, one-on-one, sessions with each student in the program prior to and during the program
- Available for student support sessions as requested by students; advocates for student and group wellbeing needs
- Supports and organizes program activities for the purpose of building relationships with and between students to help create a sense of a living-learning community
- Alert to and carefully monitors student health care needs; coordinates care when necessary
- Remains alert and informed regarding issues facing students including social, moral, gender, and diversity issues
- Remains knowledgeable of rules and regulations affecting students at this college
- Reports issues of concern to the program faculty and Study Abroad Office
- Maintains thorough and professional participant incident reporting records, and provides to the Study Abroad Office in a timely fashion
- Under the direction of the Study Abroad Office, participates in pre-departure finance, logistics and risk and safety meetings
- Maintains and administers budget and finances during program, including working with the Study Abroad Program Manager to complete the end-of-program expense report
- Collaborates with and supports program faculty on logistics during the program
- Provides program feedback through a prompted, written report at the conclusion of the program

#### **To perform this job successfully, an individual should demonstrate the following competencies:**

- Interpersonal - Focuses on resolving conflict; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Demonstrates effective group management skills
- Oral Communication - Speaks clearly and respectfully in positive or negative situations; Listens and gets clarification; Responds well to questions;
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions
- Problem Solving – Takes initiative to identify and resolve problems in a timely manner; Uses reason even when dealing with emotional topics
- Diversity - Shows respect and sensitivity for cultural differences; Promotes an inclusive, safe, harassment-free environment

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to account for changing demands; demonstrates confidence in ambiguity and adversity
- Dependability - Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals
- Responsible Traveler – Commitment to responsible and ethical travel in international contexts for self and program participants; Aware of and engaged with local and global issues; Respectful, thoughtful and appropriate attitude and behavior while traveling.

**Minimum Qualifications:**

- Active membership in The First Church of Christ, Scientist, and/or in a Journal-listed branch church or society of The First Church of Christ, Scientist
- Christian Science class instruction
- International travel experience
- Computer literate; working knowledge of Microsoft Office and Excel
- Experience with college residential life or college students, preferred
- Five years of post-college professional or life experience, preferred

**Special Requirements:**

- On-call 24/7
- Ability and willingness to work and travel long, flexible hours in both group and self-directed settings
- Takes program provided accommodations and meals
- First Aid and CPR certifications or ability to complete training prior to program
- *May be additional program-specific requirements or preferences*

\* The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities and are subject to change at the discretion of the employer. Additionally, they do not establish a contract for employment.

**Position Remuneration:**

Starting RC salary is \$950/week. Each successive service as an RC merits a raise of \$50/week. RC salary is capped at \$1200/week.

If the RC participates in the Study Abroad Program Selection and Interview process, they receive an additional stipend (following the selection cycle) at \$15/applicant.



## *Official Program Approval Letter & Program Manager Partnership*

The faculty's final program proposal will be reviewed and recommended by the Principia Abroad Advisory Committee (PAAC), approved by the Study Abroad Director, and taken to the Dean of Academics for final approval.

Upon approval of the study abroad or field program proposal, the faculty will receive an official letter from the Director of Study Abroad Office with specific approval confirmations of program course offerings, duration of program, and program personnel. *These may differ from the final proposal submission.* A study abroad program manager will be assigned for the duration of the program planning and implementation, and both will work from the approved program proposal and subsequent stipulations provided by the Study Abroad Director's approval letter.

*\*If any significant changes are desired to be made to the approved program proposal, they must be approved by the Study Abroad Director.\**

Faculty will also receive a letter from the assigned study abroad program manager, outlining expectation of responsibilities within the program faculty-program manager partnership roles.



## Program Faculty & Staff Expectation of General Responsibilities and Roles

This is a checklist mechanism used and facilitated by your assigned study abroad program manager to set expectations on the division or overlap of roles and responsibilities between the program faculty (PF) and the program resident counselor (RC):

Study Abroad Program Staff General Overview of Duties Checklist Mechanism
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<b>I. Responsibilities <u>semester prior</u> to Study Abroad/Field Program</b>		
<b>A. Administrative duties</b>		
<b>PF</b>	<b>RC</b>	<b>RESPONSIBILITY</b>
		Academic course development and content
		Program course commitment sheet
		Assist with website and social media development
		Collaborate with Study Abroad Office to develop travel itinerary
		Prepare students for travel logistics: air, customs/immigration, money, tech use, arrival/departure
		Collaborate with Study Abroad Office to develop orientation agendas
		Participate in assigning roommates
		Communicate regularly with Study Abroad Office prior to departure
		Oversee post-program community sharing presentation; create re-entry plan before traveling
		Prepare students for on-campus living expectations (if applicable)
		Collaborate with the Study Abroad Office to develop luggage/packing list
		Direct orientation meetings prior to departure
		Stay abreast of risk, safety, and health in intended international travel locations
		Plan guest speakers, if applicable
<b>B. Metaphysical/Spiritual Practice duties</b>		
<b>PF</b>	<b>RC</b>	<b>RESPONSIBILITY</b>
		Weave spiritual practice into the program: orientation and during the trip
		Be a metaphysician for the program
		Direct and support student thought towards spiritual practice in preparation of program
		Prayerfully address issues confronting program
		Promote spiritual practice
<b>C. Group well-being</b>		
<b>PF</b>	<b>RC</b>	<b>RESPONSIBILITY</b>
		Prepare students for family homestay experiences (if applicable)
		Develop a memorandum of agreement with the group
		Help students to get to know each other before program begins: team building activities, lunches together, etc.
		Be sensitive to individual and group morale
		Prepare students for intercultural learning, exchange, and competence expectations for program

<b>II. Responsibilities <u>during</u> the Study Abroad/Field Program</b>		
<b>A. Administrative duties</b>		
<b>PF</b>	<b>RC</b>	<b>RESPONSIBILITY</b>
		Supervise and support website and/or social media content and process from the field
		Carry program funds while traveling
		Maintain accounting & finances during program, noting expenses and collecting receipts
		Communicate regularly with the Study Abroad Office per program proceedings
		Communicate with the group, especially with regard to changes in logistics
		Stay abreast and mitigate risk, safety and health during trip
		Make on-site arrangements: meals, field trips, meeting spaces
<b>B. Metaphysical/Spiritual Practice duties</b>		
<b>PF</b>	<b>RC</b>	<b>RESPONSIBILITY</b>
		Be a metaphysician for the program
		Prayerfully address issues confronting program
		Provide opportunities for daily spiritual practice and/or engagement with the group
		Support student thought towards application spiritual study and practice
<b>C. Group well-being</b>		
<b>PF</b>	<b>RC</b>	<b>RESPONSIBILITY</b>
		Be "on call" 24 hours a day, 7 days/week
		Be available for private conversations, even at night
		Call periodic meetings of the group to discuss and deal with topics of concern to the group as a whole
		Support positive group dynamics: communication, cooperation, team sense
		Be available to render assistance and support to individual students, as requested, or as the need is clearly indicated
		Maintain regular contact with each student
		Communicate with the group, especially with regard to changes
		Be sensitive to individual and group morale
		Be sensitive to the pace of the program; encourage students who may find it challenging
		Remind students of social expectations: RSVPs, thank-you notes, appropriate dress, etc.
		Help the students in the process of acclimation to the new environment(s)
		Act as an example of an ethical and responsible traveler

<b>III. Responsibilities <u>after</u> the Study Abroad/Field Program</b>		
<b>A. Administrative duties</b>		
<b>PF</b>	<b>RC</b>	<b>RESPONSIBILITY</b>
		Facilitate Re-entry course
		Support post-program community sharing presentation
		Complete program final report
		Complete program final expenses – submit to Study Abroad Office



# Assessment

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## *Principia Study Abroad & Field Program Mission*

***“To promote the development of interculturally competent, outward-looking, inspired learners through international and domestic off-campus study programs.”***

Principia’s Study Abroad program is anchored in our Institutional vision statement which proclaims, “Through transformative opportunities, a challenging curriculum, and character education based on the teachings of Christian Science, we examine, test, and strengthen our faith while developing the skills and understanding requisite for excellence. As global, outward-looking, inspired learners, we serve and better the world.” This statement supports the study abroad program’s emphasis on cultivating an international perspective and developing intercultural competence and multicultural professional development. Our programming also intentionally supports the Institution’s aim to “Nurture Success Beyond Principia”. Building on these foundational elements, study abroad and field programs are designed and approved with the following in mind: intercultural competence, multicultural professional development, global citizenship, spirituality, character education, and contextual learning.

## *Study Abroad Department Learning Outcomes*

### ***Demonstrate Intercultural Competence***

Students who participate in a study abroad or field program should exhibit intercultural competence characterized by understanding, appreciating, and respecting another culture. Sensitivity to the cultural context will develop as students 1) learn about another culture, 2) make reflective comparisons with their own culture, 3) develop an ability to navigate within the new culture and 4) return with a desire to enrich their own culture. In this process, students will break down stereotypes, become more open-minded, and develop intercultural communication skills and perspectives.

### ***Demonstrate Multicultural Professional Development***

Students who participate in a study abroad or field program will be able to articulate ideas and exhibit behaviors that cultivate teamwork, critical thought, and communication skills needed to function in a diverse workforce and global community. Students will be able to demonstrate techniques and utilize tools to appropriately articulate and leverage their study abroad experience in a professional context, for the benefit of professional pursuits.

## Holistic Assessment Process

### STUDY ABROAD & FIELD PROGRAM ASSESSMENT PROCESS

#### Orientation Semester

Study Abroad Learning Outcomes in-class Module provided by Study Abroad Office:  
prompted free write/professional goals identification #1



#### In-country Semester

~ Prompted Intercultural Competence free write #2, during study abroad program.  
~ Faculty encouraged to hold one-on-one check-in meetings with students, with intentional discussion of supporting development of multicultural professional competences.

*Note: The writing prompt should reference work done during the Orientation session.*

*The journal entry may be read by program faculty and may be followed by a group discussion or one-on-one conversations*



#### Close of In-country Semester

~ Student End-of-Program Satisfaction Evaluation (Survey) (A1)

~ Faculty written report(s) (A2)

~ Resident Counselor written report (A3)

~ Program Final Debrief

*Note: Written program debrief summary for Administration, Study Abroad Office, & PAAC (A4)*



#### Re-Entry Semester

Multicultural Professional Development in-class Workshop provided by Study Abroad Office.

*Revisit students' identified professional development goals from Orientation;  
Post-workshop satisfaction and professional development learning survey (A5)*

~ Learning Outcomes Reflection writing piece #3 (A6)

*Students upload artifact to Chalk & Wire;*

*Program faculty holistically assess students on departmental learning outcomes with the provided rubrics' criteria.*



#### Subsequent Years

~ Review program debrief summary in addition to the student/faculty/RC evaluations, if program repeats.

~ Review and incorporate feedback and findings from assessment pieces for overall and nuanced quality improvement.

~ Multicultural Professional Development Criteria #3 assessed through Alumni Survey(s), administered by the Institutional Research Office (A7)



**Study Abroad Learning Outcome #1: Intercultural Competence**

***Demonstrate Intercultural Competence:***

Students who participate in a study abroad or field program should exhibit intercultural competence characterized by understanding, appreciating, and respecting another culture. Sensitivity to the cultural context will develop as students 1) learn about another culture, 2) make reflective comparisons with their own culture, 3) develop an ability to navigate within the new culture and 4) return with a desire to enrich their own culture. In this process, students will break down stereotypes, become more open-minded, and develop intercultural communication skills and perspectives.

- 1- Demonstrate cultural self-awareness and knowledge of cultural worldview frameworks.
- 2- Demonstrate empathy.
- 3- Demonstrate openness.

**Intercultural Competence: Learning Outcomes Rubric**

	<b>Beginning</b>	<b>Developing</b>	<b>Target</b>	<b>Exemplary</b>
<b>Criteria 1A</b> Knowledge: Cultural self-awareness	Shows minimal awareness of own cultural rules and biases	Identifies own cultural rules and biases; has a strong preference for those rules shared with own cultural group and seeks the same in others	Recognizes new perspectives about own cultural rules and biases; not looking for sameness; comfortable with the complexities that new perspectives offer	Articulates insights into own cultural rules and biases; seeks complexity; aware of how her/his experiences have shaped these rules, and how to recognize and respond to cultural biases, resulting in a shift in self-description
<b>Criteria 1B</b> Knowledge: Knowledge of cultural worldview frameworks	Demonstrates surface understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or belief systems	Demonstrates partial understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or belief systems	Demonstrates adequate understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or belief systems	Demonstrates sophisticated understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or belief systems
<b>Criteria 2</b> Skills: Empathy  (appreciates and respects other cultural values; adapts/modifies behavior)	Views the experience of others but does so through own cultural worldview	Identifies components of other cultural perspectives but responds in all situations with own worldview	Recognizes intellectual and emotional dimensions of more than one worldview and sometimes uses more than one worldview in interactions	Interprets intercultural experience from the perspectives of own and more than one worldview and demonstrates ability to act in a supportive manner that recognizes the feelings of another cultural group

<p><b>Criteria 3</b> Attitude: Openness</p>	<p>Receptive to interacting with culturally different others but doesn't take risks to embrace the unfamiliar.</p> <p>Has difficulty suspending any judgment in her/his interactions with culturally different others, but is unaware of own judgment.</p>	<p>Expresses openness to most, if not all, interactions with culturally different others. Willing to occasionally try new things, take some risks, and embrace the unfamiliar.</p> <p>Has difficulty suspending any judgment in her/his interactions with culturally different others, and is aware of own judgment and expresses a willingness to change.</p>	<p>Begins to initiate and develop interactions with culturally different others. Regularly takes risks, tries new things, and embraces the unfamiliar.</p> <p>Begins to suspend judgment in valuing her/his interactions with culturally different others.</p>	<p>Initiates and develops interactions with culturally different others. Enthusiastically takes risks, tries new things, and embraces the unfamiliar.</p> <p>Suspends judgment in valuing her/his interactions with culturally different others.</p>
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**Study Abroad Learning Outcome #2: Multicultural Professional Development**

**Demonstrate Multicultural Professional Development:**

Students who participate in a study abroad or field program will be able to articulate ideas and exhibit behaviors that cultivate teamwork, critical thought, and communication skills needed to function in a diverse workforce and global community. Students will be able to demonstrate techniques and utilize tools to appropriately articulate and leverage their study abroad experience in a professional context, for the benefit of professional pursuits.

- 1- Demonstrate multicultural teamwork and collaboration
- 2- Demonstrate critical thinking
- 3- Demonstrate effective leveraging of multicultural experience and understanding for the benefit of professional pursuits.

**Multicultural Professional Development: Learning Outcomes Rubric**

	<b>Beginning</b>	<b>Developing</b>	<b>Target</b>	<b>Exemplary</b>
<b>Criteria 1</b> Skills: Multicultural Teamwork & Collaboration	Is aware of the importance of relationships but behavior does not always support the building of those relationships. Can work effectively with some members of the group but does not consistently assume shared responsibility, empathy and respect. Aware of one’s emotions but less aware of how that can affect others. Difficulty managing conflict with others. Sometimes willing to adapt in new situations and are able to do so with the support of others. Able to follow/support decisions made by others. Has an emerging awareness of multiple viewpoints from some diverse cultures, races, ages, genders, religions and/or lifestyles. Is beginning to recognize differences in how one communicates and works with others.	Is aware of the importance of relationships and takes steps towards building a collaborative team that includes shared responsibility, empathy and respect. Aware of one’s emotions and how their emotions can affect others. Willing to engage in conflict management strategies with support from others. Willing to adapt in most situations and sometimes able to do so with support from others. Willing to make decisions but not always able to effectively collaborate in the decision-making process. Aware of multiple viewpoints from diverse cultures, races, ages, genders, religions and/or lifestyles and begins to use this awareness to build collaborative relationships and communicate appropriately. The ability to appreciate, value, and learn from other cultures and perspectives.	Builds and maintains collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. Aware of how one’s emotions affect others and able to manage conflict with others to contribute toward a common goal. Willingness to adapt in new situations and are usually able to do so with some support. Generally makes effective decisions in collaboration with others. Respects the viewpoints of those from diverse cultures, races, ages, genders, religions and lifestyles to build collaborative relationships and communicate appropriately. The ability to appreciate, value, and learn from other cultures and perspectives to move beyond tolerance and build a productive, inclusive team or community.	Builds and maintains collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. Demonstrates the ability to manage ones emotions and conflict with others while contributing towards a common goal. Demonstrates adaptability and effective decision-making in collaboration with diverse partners and stakeholders. Respects the viewpoints of those from diverse cultures, races, ages, genders, religions and lifestyles to build collaborative relationships and communicate effectively. The ability to appreciate, value, and learn from other cultures and perspectives to move beyond tolerance and build a truly inclusive team or community.

<p><b>Criteria 2</b> Skills: Critical Thinking</p>	<p>Is able to identify assumptions at a surface level. Sometimes labels assertions as assumptions. Begins to identify some context when presenting a position. Is unable to clearly articulate a specific position that is grounded in context and that differentiates differences. Positions stated are simplistic and obvious. Conclusions are inconsistently tied to some of the information discussed; related outcomes (consequences and implications) are oversimplified.</p>	<p>Questions some assumptions. Identifies several relevant contexts when presenting a position. May be more aware of others' assumptions than one's own (or vice versa). Specific position (perspective, thesis/hypothesis) begin to acknowledge different sides of an issue without fully developing the rationale. Conclusions are logically tied to information (because information is chosen to fit the desired conclusion); some related outcomes (consequences and implications) are identified clearly.</p>	<p>Identifies own and others' assumptions and several relevant contexts when presenting a position. Specific position (perspective, thesis, hypothesis) takes into account the complexities of an issue. Others points of view are acknowledged within position (perspective, thesis/hypothesis). Conclusions are logically tied to a range of information, including opposing viewpoints; related outcomes (consequences and implications) are identified clearly.</p>	<p>Thoroughly (systematically and methodically) analyzes own and others' assumptions and carefully evaluates the relevance of contexts when presenting a position. Specific position (perspective, thesis/hypothesis) is imaginative, taking into account the complexities of an issue. Limits of position (perspective, thesis/hypothesis) are acknowledged. Others' points of view are synthesized within position. Conclusions and related outcomes (consequences and implications) are logical and reflect an informed evaluation and ability to place evidence and perspectives discussed in priority order.</p>
<p><b>Criteria 3</b> Skills: Effective leveraging of Study Abroad experience for professional benefits</p>				<p>Identifies and articulates professional competencies acquired through study abroad experience and acquired and/or developed knowledge. Expresses ideas effectively using oral, written and non-verbal communication skills appropriate for professional pursuits.</p>



## *Re-Entry Assessment Prompts – Student Artifact*

*Faculty will facilitate this assignment and help students upload artifact to Portfolio for assessment.*

Study Abroad Program

Re-Entry Student Learning Outcomes

### ***Assessment Piece - Writing Prompts***

Students who participate on a Principia study abroad program are expected to have grown in their understanding and demonstration of (1) intercultural competence and (2) multicultural professional development. These student learning outcomes include demonstrating skills of cultural self-awareness, empathy, openness, teamwork and collaboration, and critical thinking.

In a 500-word informal essay (2 pages, double-spaced), please speak to the following prompts:

- 1) How do you feel your study abroad experience has developed or enhanced your ability to understand, appreciate, and respect another culture?
- 2) Has your study abroad experience assisted you in making reflective comparisons with your own culture? How?
- 3) How has your study abroad experience cultivated teamwork, critical thought, and communication skills?
  - a. How will you transfer these learned skills to future professional pursuits and in your efforts to become an active participant in a global community?

## *Study Abroad Student Evaluation*

The Study Abroad Office administers a student feedback and satisfaction evaluation survey at the conclusion of each study abroad program. This online survey is anonymous and solicits feedback on study abroad departmental learning outcomes and goals, logistics, program faculty and staff, overall impact. To see the full questions included in this evaluation survey, please request from the Study Abroad Office.

## *Faculty & RC Evaluation Prompts for Final Report*

All program faculty and staff are expected to complete a final report, responding to specific prompts given by the Study Abroad Office. Program faculty and staff are welcome to provide additional context or comments outside of the provided prompts. The program faculty and staff final report, and the student evaluation compiled report are used as foundational discussion pieces for the program's final debrief session facilitated by the Director of Study Abroad. The Study Abroad Office will provide you with the final report prompts.



# Program Development

## Faculty Program 2-Year Planning Cycle & Schedule

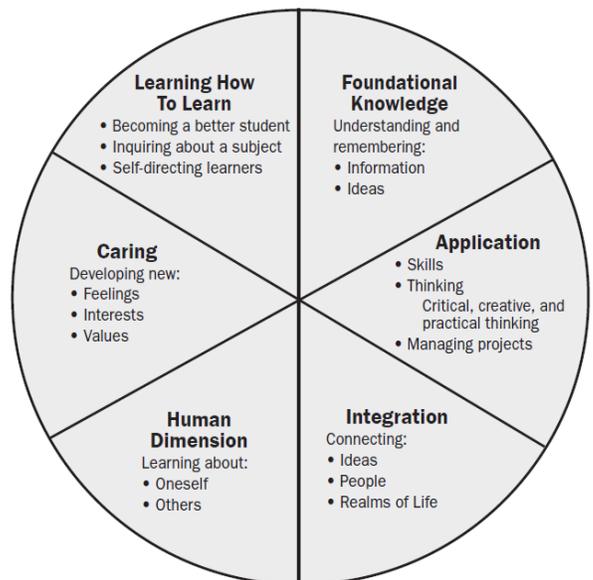
Program Planning Cycle – Template						
Study Abroad Program Planning Outlook - for Program Faculty						
Three Semesters Prior	Planning Trip	Two Semesters Prior	One Semester Prior	On-Campus	In-Country	Re-Entry
<ul style="list-style-type: none"> <li>• Bi-weekly meetings with abroad manager</li> <li>• preparation for planning trip</li> <li>• determine tagline for abroad</li> <li>• prep info meeting</li> <li>• preliminary info meeting materials</li> <li>• schedule info mtg</li> <li>• course commitment sheet/approved</li> <li>• Fac/RC hire – paperwork</li> </ul>	<ul style="list-style-type: none"> <li>• planning trip - research, travel</li> <li>• draft report from planning trip</li> <li>• compile planning trip expenses to be returned to AO manager</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly mtgs w/ A.O. manager</li> <li>• Debrief planning trip</li> <li>• Need Info Mtg materials by WK 1</li> <li>• Info Mtg – WK 2</li> <li>• Apps Due – Wed WK 4</li> <li>• Interviews &amp; Reference Checks – WK 5-7</li> <li>• Selection (list)– by Mon WK 8 (WK 7 sp)</li> <li>• Letters – WK 8 (fall); WK 7 (spring)</li> <li>• Group Welcome Mtg</li> <li>• Status of Finance</li> <li>• Status of Advising, if needed</li> <li>• Development of Itinerary – lodging, transport, activities,</li> <li>• Development of Budget</li> <li>• Development of Country Studies</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly mtgs with A.O</li> <li>• Cont. development of Itinerary</li> <li>• Cont. development of Budget</li> <li>• 2 group meetings for logistics (or Orientation class)</li> <li>• Packing list</li> <li>• Parent/Prac, Break Info from group</li> <li>• Airfare</li> <li>• Passports</li> <li>• Visas</li> <li>• Website development</li> <li>• Draft syllabi – WK 3, final syllabi end of term</li> <li>• Detailed/Final itinerary and budget</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings with AO Manager</li> <li>• Orientation</li> <li>• Complete website</li> <li>• Cash/notebook/out the door</li> <li>• Communications mtg with AO Director and Dean of Students</li> <li>• Coordinating with RC while RC is training</li> </ul>	<ul style="list-style-type: none"> <li>• Check-in with A.O.</li> <li>• Report Financials to AO Manager for credit cards</li> <li>• End of Program Eval fro students</li> </ul>	<ul style="list-style-type: none"> <li>• Turn in Director's Abroad Report</li> <li>• Turn in all financials to AO</li> <li>• Debrief Session with AO</li> <li>• Re-Entry course</li> </ul>

## Experiential Learning Model

Study abroad holistic programming is designed using an experiential learning model. Each program is developed and implemented with an orientation period, and in-country experience period, and a re-entry period. Program elements are encouraged to be developed utilizing an experiential learning model on more micro scales as well, for example, each day's logistics and schedule using an experiential learning model, and individual assignments can use this method as well.

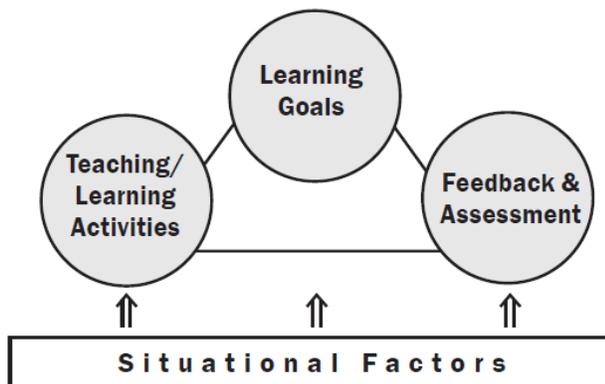
There are many experiential learning theories and models available. The Study Abroad Office focuses on L. Dee Fink's model as it relates to experiential learning.

Figure 2 • A Taxonomy of Significant Learning



©2003 by John Wiley & Sons, Inc. Adapted with permission from John Wiley & Sons from *Creating Significant Learning Experiences* by L. Dee Fink.

Figure 1 • A Model of Integrated Course Design



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## HIGHLIGHTS OF THE L DEE FINK MODEL AS RELATES TO EXPERIENTIAL LEARNING

### 1. KNOWLEDGE

Knowledge = understanding and remembering facts  
Understanding concepts, relationships, perspectives

### 2. EXPERIENCE

Experience = using foundational knowledge

1. Developing particular skills
2. Learning how to manage complex projects
3. Developing the ability to engage in various kinds of thinking

#### More on # 1 – Skills

Skills = ability to engage in particular kind of action such as:

- a. Inquiry & analysis
- b. Critical & creative thinking
- c. Written & oral communication
- d. Quantitative literacy
- e. Information literacy
- f. Teamwork & problem solving

“The goals is ... to move learners along a continuum in the direction of being able to perform an action at a higher level of competence.”

#### More on # 2 – Manage Complex Projects

Manage complex projects = application of skills in a complex project

“... students had to learn how to organize and coordinate many different tasks to successfully complete the whole project.”

#### More on # 3 – Engage in Various Kinds of Thinking

Kinds of thinking are:

- a. Critical thinking (analyze and evaluate)
- b. Creative thinking (imagine and create a new idea, design, product)
- c. Practical thinking (solve a problem or make a decision)

Examples in Creating Significant Learning Experiences by L. Dee Fink; page 41 exhibit 2.3

### 3. REFLECTION

“After students have encountered new information and ideas and had new “doing” or “observing” experiences, they need time to reflect in order to decide what meaning to give these other learning activities. Without this reflection, they have learned something, but they have not made that learning fully meaningful to themselves. ... Teachers commonly use two activities that encourage students to reflect on the subject of the course: participating in classroom discussions and writing term papers. ... when a class debriefs a simulation or problem-solving activity ... they have just had an experiential form of learning, and now they are reflecting on what new understanding of the subject this has given them.” (ditto; page 110)

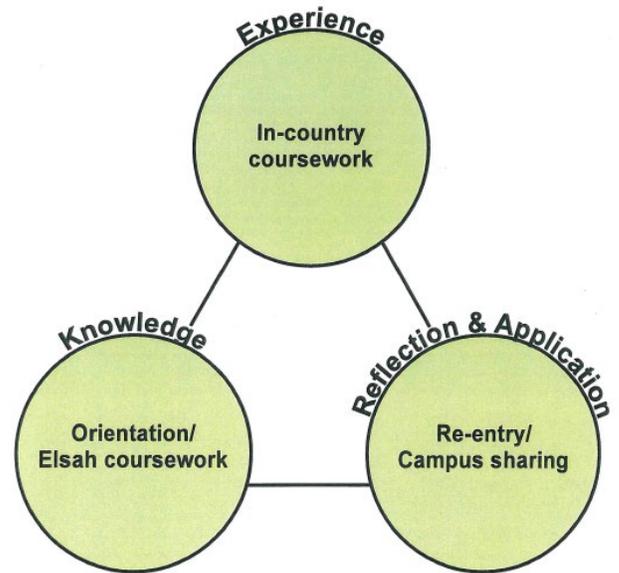
# L. Dee Fink Model

A Holistic View of Active Learning



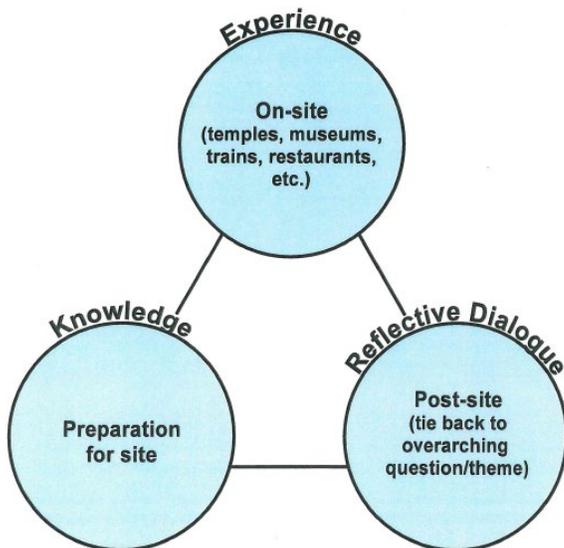
Recreation from John Wiley & Sons, Inc. Copyright© 2003.  
Adapted by John Wiley & Sons, Inc. from *Creating Significant Learning Experiences* by L. Dee Fink.

## Fink Model as applied to program development



- Develop overarching question/theme
- Develop courses that support overarching question/theme
- Develop itinerary that supports academics and overarching question/theme

## Fink Model as applied to in-country sites



Please request a full copy of this Idea Paper from the Study Abroad Office: *Integrated Course Design*; L. Dee Fink (2005) • University of Oklahoma. ([Link to Idea Paper](#))

Fink, D.L. (2003). *Creating Significant Learning Experiences: An Integrated Approach to Designing College Courses*. San Francisco: Jossey-Bass.



## Logistics & Itinerary Building

The Study Abroad Office maintains a detailed checklist to keep itinerary and logistics' development on track, throughout your program planning cycles. The Office also has various itinerary building examples available to organize, frame, and prompt your itinerary and logistics.

To get started here is a general itinerary building checklist. All "Examples" referenced below can be provided by the Study Abroad Office.

### BUILDING AN ITINERARY

The purpose of this collaborative process is to develop an itinerary that outlines day-to-day activities for your program. This will assist with determining that the itinerary will meet program goals and that it will be balanced in terms of pace, workload, and budget.

- 1. Draft/confirm your program's overarching question or theme.
- 2. Using a one-page 12-month calendar ([Example 1](#))
  - a. Highlight the weeks students will be:
    - i. In Elsayh
    - ii. In country(ies)
    - iii. Back in Elsayh
    - iv. Fall/Spring Breaks
  - b. Does it add up to 14 weeks of instruction? (*for semester long programs*)
- 3. Sketch the itinerary on a map ([Example 2](#))
  - a. Do pace, distances, and travel time appear reasonable at this point?
  - b. Are there areas of concern that we should keep our eyes on as the itinerary develops?
- 4. Draft a one-page broad stroke itinerary listing locations and number of days in each location. This may be similar to the itinerary drafted for the proposal. ([Example 3](#))
- 5. Complete Course Hours Worksheet for program's courses. ([Example 4](#))
- 6. Complete Academics-By-Class worksheets ([Example 5](#)) for each course listing:
  - a. Key assignments, supporting assignments, progress check-ins, blocks of instruction, key reading assignments and the text to be used
  - b. Note if each assignment is graded or not graded?
  - c. Where will each assignment be done? In Elsayh? In X city? Etc.
  - d. What itinerary/sites/experiences are needed to support this course?
  - e. Does course work support/answer overarching question/theme? Does this connection need to be strengthened?
  - f. What is culminating assignment? Is it a silo or integrated assignment? If it is integrated, is there sufficient activity and time for integration to occur?
- 7. Match Academics-by-Class with Course Hours worksheet. Do workload and course hours match?
- 8. Convert Academics-by-Class to Academics-by-Location. Bar graph each course by location. Is workload at each location reasonable? ([Example 6](#) & [Example 7](#))
- 9. Would it be helpful to share any of these documents with students?

- 10. Using a one page per month calendar ([Example 8](#)) fill in:
  - a. Locations, sites, transition days
  - b. Key assignment days, blocks of instruction drawn from the Academics-by-Location
  - c. Scheduled debriefs (i.e. ½ day/week?), scheduled group maintenance time (i.e. every 3 weeks?)
  - d. Blocks of free time (i.e. ½ day/week?)
  
- 11. Review this calendar sketch:
  - a. Is overarching question/theme supported and answered through activities in itinerary?
  - b. Is the logistical pace reasonable?
  - c. Is the academic pace reasonable?
  - d. Does the logistical pace support the academic pace?
  - e. Identify major shifts in pace. And shifts in learning styles. Prep students on them and the subsequent changes in expectations.
  - f. Is there a balance of activity and soak/process time?
  - g. Is there scheduled free time?
  - h. Are assessments scheduled? Including Sally's 3 pieces and the student evaluations?
  
- 12. Draft a daily schedule for time(s) in Elsayh (and other key locations if useful) ([Example 9a](#) & [Example 9b](#))
  - a. In-class time
  - b. Homework time
  - c. Group meals
  - d. Free time
  - e. This will be shared with students so they know what to expect. Our observation has been that these schedules are helpful to students as they specify different, more intense, expectations than they are generally used to. It may also be helpful to discuss this with students in your first few days.
  
- 13. Develop a full day-by-day itinerary ([Example 10-Empty](#) & [Example 10-Full](#))
  - a. Locations, sites, transportation, transition days
  - b. Key assignment days, blocks of instruction
  - c. Scheduled debriefs, scheduled group maintenance time
  - d. Blocks of free time
  - e. Morning, afternoon, and evening activities specified
  - f. Sunday and Wednesday church services scheduled
  - g. Meal plan (large group, individual, small group, etc)
  
- 14. Apply Fink model to key site visits and other sites
  
- 15. Apply exercises from Student Engagement module



## *Budget Building & Finances*

Individual program budgets are allocated by the Study Abroad Director in confirmation and approval with the Principia COO. Individual program budgets include all program expenses, including program staff salaries, program marketing and advertising, overhead costs, on-campus costs, and all in-country program costs. The budget costs span your pre-program terms, program implementation term, and re-entry term. The Study Abroad Office will provide general program budget categories for in-country program cost consideration, and you will build the in-country program budget together. With a commitment to fiscal responsibility, the in-country program budget will be based on general study abroad program guidelines and estimates, your planning trip budgeting information, and actual costs for lodging, transportation, vendors, etc.

Questions that should frequently be asked when budget planning is “Does this budget item support the program learning goals?” “And how?” “Is there alternative option, that is more fiscally responsible, that can provide the same level of support to the program and it’s learning goals?”

The study abroad program manager will create the framework for your program budget, will work collaboratively with program faculty to provide inputs for the program budget, and will maintain the program budget, with accountability to the Director of Study Abroad.

- Study Abroad program faculty and staff are responsible for appropriately and responsibly managing in-country finances. Study Abroad program faculty and staff will submit all finance receipts and a detailed accounting of finances.
- Study Abroad program faculty and staff will refrain from using personal funds for program expenses, unless deemed absolutely necessary.
- Study Abroad faculty and staff will refrain from using program funds for personal expenses.
- The study abroad program manager will reconcile all program expenses on program staff institutional credit cards.
- The study abroad program manager will execute the final program expense report, utilizing all finance records and receipts compiled and delivered by the program staff, and submit to Principia Accounting.

# Student Recruitment

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## *Marketing, Advertising, & Outreach*

The Study Abroad Office will coordinate marketing and advertising materials and forums for each program, in collaboration with the program faculty. Marketing and advertising of programs begins 3 semesters prior to the commencement of the program and includes print and digital materials such as –

- Poster in SOG/Concourse
- Fliers
- Flashy Box
- Prin App
- Study Abroad Instagram – <https://www.instagram.com/prinstudyabroad/>
- Study Abroad Website – [Current & Upcoming Programs](#) and [Application Process](#)

Additional outreach and promotion of the program is the responsibility of the program faculty and should include a minimum of at least two informational meetings (see below).

## *Program Informational Meetings*

In-person and/or synchronous online informational meetings are an opportunity for faculty to promote and garner interest for their programs to students. The Study Abroad program manager will coordinate, support, and attend the info meetings. They will also provide a detailed list of items to cover in an info meeting; items the program faculty should/may cover and items the study abroad program manager will cover.

[Link to potential Info Meeting topics.](#)



# Faculty Planning Trip

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Each study abroad faculty member is given the opportunity to conduct a pre-program planning trip, to support the development of the program. The Study Abroad Office will provide a detailed planning trip checklist.

As a general guideline, planning trips should be between 7-10 days in duration, and cost approximately \$4,000 per faculty.

If a faculty member wishes to conduct their planning trip during another Principia contractual engagement (for example, an Academic Dean's workshop), the approval to miss the engagement should be sought directly from the Academic Dean.

## *Pre-planning trip expectations*

The purpose of a pre-planning trip is to identify, test, and assess:

- Accommodations
- Modes of transportation
- Places to eat
- Sites to visit

Specifically, it is to:

1. Find the real costs and where the program can and cannot be modified
2. Make tentative reservations if appropriate; NOTE: firm reservations with deposits and dates will be done after you return
3. Identify and assess accommodations at each location – will they accommodate the size of the group, accept students, will the room arrangements work for you and your group, is the accommodation located sufficiently close to sites to be visited/shops, close to public transportation, room size, laundry, internet access, cost/group rates, identify a few appropriate accommodations for each location; obtain name, address, phone number, email, brochures; give them your business card, etc.
4. Identify and assess transportation options to and from each location as well as at each location – what are the options available for transportation, what will you use, what is its cost/group rates, is it reasonable, how long does it take to get from one site to the next; obtain name, address, phone number, email, brochures, give them your business card, etc.
5. Identify and assess eating options at each location – will the students find the food acceptable, cost/group rates, is the location appropriate to the day's activities; obtain name, address, phone number, email, brochures, give them your business card, etc.
6. Visit and try out on-site cultural/drawing/lecture locations – do they provide you with the educational experience you were hoping for; what assignments would you give students at this location; which class does this location support; does it contribute meaningfully to the themes of the program; time to get there and time at site; their hours and days of operation, best times to go; is there a place to eat there; cost/group rates; obtain name, address, phone number, email, brochures; give them your business card, etc.
7. Test out guides, their ability to give you tours that you need/understand, their cost; and to schedule them; obtain name, address, phone number, email, give them your business card, etc.
8. Assess the pace you have planned – is there sufficient 'soak', processing, and down time
9. Practice keeping track of money and expense reports
10. Try out various telephone and email communication links – what are the options and what is the most effective and efficient, cost
11. Make contact with the local CS community. In addition to providing mutual metaphysical support, these contacts may be able to help with the logistics of your abroad (home stays, cultural sites, get-togethers, etc.)
12. Identify and lay groundwork for community service activity

## *What is expected?*

Upon your return you will collaborate with the program manager to develop a detailed itinerary – including accommodations, sites, transportation, and costs/budget. All this information will be gathered from your research during your pre-planning trip.

## *Funding Request*

To receive Study Abroad Office funding for this trip a funding request and application must be completed and submitted to the Study Abroad Office. The study abroad program manager will review the request with the program faculty, and then submit to the Director of Study Abroad for final approval. ([Link to Planning Trip Funding Request Forms](#))

Program faculty are responsible for finance accounting and receipt collecting during their planning trip. The Study Abroad Office will assist with program faculty with the planning trip expense report, upon their return.

## *Report & Debrief Expectations*

An informal, written report is expected upon completion of the planning trip; submitted to the study abroad program manager. General report and debrief prompts include:

### For Academics:

1. Did the overarching theme of your abroad change or get clearer as a result of your planning trip? How would you currently state your theme?
2. What are the key sites and venues you plan to go to that contribute meaningfully to this theme?
3. Briefly describe how these sites provide the educational experience you are looking for and which course they support.
4. What assignments would you give students at these locations?
5. What thoughts do you have about other assignments (activities, readings, projects, speakers, etc)?

### For Logistics:

1. What are your current ideas for your itinerary? Are there any significant holes or missing pieces?
2. Are there any reservations we need to make immediately? Or in the very near future? What is your sense of the timing for reservations?
3. How is the pace of the itinerary? Is there time for students to immerse themselves in various locations?

# Student Selection Process

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## *Student Selection & Eligibility Criteria*

The study abroad program manager will assist in coordinating and tracking the program student selection cycle. All program applications are due to the Study Abroad Office by 5:00pm on Wednesday or Week 4 of the semester. Incomplete applications will not be accepted. Late applications will not be accepted. The program manager will prepare the applications' packet for the program faculty/staff review and reference checking. Interviews will be scheduled with each applicant. Participating faculty/staff interviewers are required to be present at each applicant interview for consistency. A minimum of two fac/staff interviewers are required.

A due date will be provided for the submission of the final applicant selection list, to the Study Abroad Office. A vetting meeting of the final applicant list will be facilitated by the Director of Study Abroad and include the interviewing program fac/staff and the program manager.

### **STUDY ABROAD OFFICE GUIDELINES STUDENT SELECTION & CONTINUED ELIGIBILITY CRITERIA**

#### *I. Eligibility Criteria*

##### **1. Class Standing**

Students with the appropriate academic background may apply for study abroad programs as early as freshman year. Student selection preference may be gauged on class standing.

##### **2. GPA**

Students need the cumulative GPA indicated in the program requirements. Certain programs are rigid in their adherence to the stipulated GPAs while other programs consider students whose GPAs approximately meet the requirement. Student selection preference may be gauged on GPA.

##### **3. Academic Progress**

To be eligible to apply for study abroad programs, students must be making satisfactory academic progress toward their degree. This requirement is typically gauged by the academic advisor's signature on the application.

##### **4. Disciplinary Status**

While studying off campus, students are responsible for representing Principia College well in all of their behaviors. As part of the selection process, therefore, Student Life records are taken into account. This information will be used in determining students' suitability for study abroad and may also be shared with the programs to which students apply. Students with sanctions of disciplinary probation or stronger (i.e., deferred suspension, suspension, or expulsion) may be excluded from study abroad selection and participation. The Study Abroad Office reserves the right to deny acceptance to students who have problematic disciplinary histories.

Students who commit violations after they are approved but before they study abroad will have their records reviewed by the Study Abroad Office and may not be permitted to study abroad. Students placed on disciplinary probation that extends into the term(s) that they intend to study abroad are not eligible to do so, even if their applications has already been approved.

##### **5. Program-Specific Requirements**

Some programs have specific requirements in addition to class standing and GPA. Please see the program's informational sheet for details. Reasonable accommodation will be considered for specific student needs, within the context of each program.

## **6. Demonstration of Appropriate Aptitude and Attitude**

It is the responsibility of the student to present a persuasive case for off-campus study and to be aware of all prerequisites and observe application deadlines.

To be considered for study abroad program selection, students should demonstrate:

- ✓ Seriousness of purpose and clear reasons for choosing a particular study abroad country and program.
- ✓ Emotional stability and maturity, indicating the ability to lead a stable, responsible, and healthy life abroad.
- ✓ Commitment to productive group/community support and learning.
- ✓ Commitment to productive spiritual engagement.
- ✓ Tolerance and a willingness to adjust and adapt to different living and learning conditions.

## *II. Selection Process*

Selection for study abroad programs is based on eligibility criteria, an application, references, and an interview. Admission to programs may be competitive.

The Study Abroad Director appoints faculty and staff interview and selection committees to screen and vet applicants for study abroad programs. A standard applicant dossier consists of:

- Application: including demographic information and the student's responses to program specific essay questions.
- Academic Information: transcript and academic informational matrix. A student's previous participation on another Principia Study Abroad program, may make them less competitive in the selection process.
- References: Resident Counselor (RC) reference, a Personal reference, a Group Learning reference,
- Interview: conducted in-person (exceptions may apply)
- Disciplinary Record: supplied by the Dean of Students

The interview and selection committee recommends students who not only meet the minimum eligibility criteria but who also show the type of intellectual curiosity, personal maturity, academic rationale, and social flexibility necessary for a successful study abroad experience.

Final participant selection recommendations are vetted by the selection committee, the assigned Study Abroad Program Manager, and the Study Abroad Director. The Director of Study Abroad has the final authority to accept or reject the recommendations of the selection committees.

## **Acknowledgements**

In the event that students wish to understand further the decision of the selection committee, they are encouraged (in their final selection notification letter) to be in direct contact with the interviewing & selection program faculty, to arrange for an in-person meeting, at any point during the remainder of the semester.

Acceptance on programs is always contingent upon a student's maintaining a level of academic performance consistent with previous work and satisfactorily completing course work in the semesters prior to the study abroad program. Students who receive academic warnings or probation prior to the program may forfeit final program acceptance and participation.

Likewise, students must maintain social and behavioral expectations prior to the program, in alignment with the eligibility criteria and the Study Abroad Student Code of Conduct. The Study Abroad Office reserves the right to withdraw a student based on code of conduct infractions, or failure to meet any of the outlined study abroad program eligibility requirements, at any time.

## Student Code of Conduct

### STUDY ABROAD OFFICE STUDENT CODE OF CONDUCT AGREEMENT

Please initial each item, print your name, sign and date the document. Return signed document to the Study Abroad Office.

- \_\_\_\_\_ I understand that I am responsible for my own conduct, and that my conduct will be a reflection on the group as a whole. I also understand that **I will be an ambassador of Principia College and for my country.**
- \_\_\_\_\_ I will abide by rules, parameters, and expectations set forth by the study abroad program faculty, staff, and Study Abroad Office.
- \_\_\_\_\_ I understand that social infractions, with regard to the Principia Standards, may result in formal discipline or immediate dismissal from the program. I understand that I may not receive the same on-campus due-process or appeals process, due to the restricted resources available while abroad.
- \_\_\_\_\_ I understand that laws in the host country may be different from those in the USA and I will obey all host country laws, and that if I break a host country law I will be immediately removed from the program.
- \_\_\_\_\_ I understand that disorderly, disruptive, threatening, or intimidating behavior, gestures, or actions that endanger the emotional well-being, health, or safety of any person, including myself, are prohibited and may result in engagement with a behavioral contract outlined by program staff and the Study Abroad Office and/or dismissal from the program.
- \_\_\_\_\_ I understand that full participation in the program and classes is expected, and failure to participate may result in negative impacts to my course grade(s) and/or potential dismissal from the program.
- \_\_\_\_\_ I will be **responsible** and **respectful** when dealing with fellow-students, faculty, staff, and local citizens.
- \_\_\_\_\_ I understand that if my program faculty/staff or the Principia College administration/Study Abroad Office staff determines, after informing me of an alleged violation and discussing it with me, that I have violated a student conduct regulation, that I may be terminated from the program immediately. I will be sent home at my own expense, and forfeit all privileges such as program instruction, program lodging, meals, excursions, and other organized events and activities. In these circumstances, no refunds will be given for any finances paid and any scholarships granted by Principia College.
- \_\_\_\_\_ I understand that in order to participate in a Principia Study Abroad program I am required to abide by the Principia Standards and this Principia Study Abroad Student Code of Conduct.
- \_\_\_\_\_ **I confirm that I have been made aware of the above issues** in order to make my study abroad experience and that of the entire group positive, productive, and safe.

Study Abroad Program \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Printed complete name of student \_\_\_\_\_



## Guidelines for Misalignment with Code of Conduct Expectations and/or Eligibility Requirements

### PRINCIPIA STUDY ABROAD GUIDELINES: FOR STUDENT INFRACTIONS AND MISALIGNMENT WITH PARTICIPATION EXPECTATIONS

The Study Abroad Office's priority is to engage in restorative justice practices.

However, the program and the group come first. If an individual participant causes harm or is in significant misalignment with Study Abroad expectations, they may be denied access to and/or removed from a program. Expectations are outlined in the **Principia College Community Standards** and **Grounds for Formal Discipline**, the **Study Abroad Selection & Eligibility Criteria**, the Study Abroad Office **Student Code of Conduct Agreement**, and each program's individual **application** and **informational sheet**. The Study Abroad Office reserves the right to withdraw a student based on code of conduct infractions, or failure to meet any of the outlined study abroad program eligibility requirements, at any time.

Complete restorative justice practices will *not* be employed if the program staff and the Study Abroad Office determines that there is not sufficient capacity and/or resources to address the infraction or harm fully, within the constraints of the program. The Study Abroad Office and the study abroad faculty/staff will mutually support each other in an efficient and collaborative assessment and decision-making process (with sufficient discussion and documentation). The final decision is determined by the Study Abroad Director, in consultation with the study abroad faculty and staff, Dean of Students, and Dean of Academics, unless the infraction is criminal or sexual in nature.

The participant's signature on the program application and the *Student Code of Conduct Agreement* acknowledge awareness and understanding of expectations for continued participation in a study abroad program.

#### Criteria for Taking a Restorative Justice Approach:

- Some harm has been done to other parties
- The offender expresses sincere remorse for the harm done
- The victimized parties express a willingness for restoration

#### Cases that are not appropriate for Restorative Justice include:

- Cases in which the offender does not take responsibility for the harm caused
- Cases in which the offender is seeking alternatives to a sanction they dislike (for example, if the victim wants the offender to move out of the residence hall and the offender simply isn't willing to move)
- Cases involving sexual or criminal offenses

Restorative Justice			
Retributive Justice	vs.	Restorative Justice	Benefits
Crime is a violation of the law/standards.		Crime is a violation of people and relationships.	More personal, case-specific outcomes/agreements.
Violations create guilt.		Violations create obligations.	Encourages the offender to take responsibility and have empathy for victim(s).
Justice requires the institution to determine blame and impose punishment.		Justice involves victims, offenders, and community members in an effort to make things right.	Focuses on obligations, not guilt (no intent to ostracize), through involving victims, offenders and community members in an effort to make things right.
<b>Focus:</b> Offender getting what they deserve.		<b>Focus:</b> Victim needs, and offender responsibility to repair harm.	Focuses on victim needs, promotes addressing and healing to individual(s) and community by facilitating best way to bring offender back into the community.

## Section I: Stakeholder *Considerations* for Student Infractions & Misalignment with Expectations

All student incident cases are considered Confidential.

- Student: gather student statement; schedule student in-person meeting to address alleged violation; provide an opportunity for an appeal by the student, if on-campus, or if circumstances allow.
- Study Abroad Faculty/Staff: meet with study abroad staff to gather statement/context, if appropriate.
- Study Abroad Office: gather abroad office staff statement/context, if appropriate.
- Study Abroad Group Participants: consider/address needs of study abroad group/context.
- Administration: Dean of Academics, Dean of Students, College President: consider/address needs.
- Principia Community: consider/address needs.
- Greater Community (local, C.S., regional, host country, etc.): consider/address needs.

In all cases, partnership and collaboration with the Dean of Students and the Dean of Academics will be prioritized.

If the alleged infraction is criminal or sexual in nature, the Study Abroad Director, Dean of Students, Dean of Academics, and the College President will be notified immediately, and included in the holistic process. The Dean of Academics will provide the ultimate determination in the case.

## Section II: Student Infractions *Prior* to a Study Abroad Program

### 1. **Academic Infraction**

- a. **Academic Warning:** If a student is placed on Academic Warning during a term prior to the study abroad program, the Study Abroad Office will work with the program faculty to determine the best course of action to support the student.
- b. **Academic Probation/Dismissal:** If a student is placed on Academic Probation during a term prior to the study abroad program, he/she will be dismissed from the study abroad program.
- c. Study Abroad Office Director provides brief written notice to student articulating the decision (CC: study abroad program staff, study abroad program manager, Deans).
- d. Students may appeal to the Academic Dean.

### 2. **Social Infraction or Misalignment with Study Abroad Participation Expectations**

- a. If time allows, prior to in-country portion of study abroad program, student may engage in on-campus Study Abroad and Student Life procedures for addressing the infraction.
- b. If time does not allow, prior to the in-country portion of the program, the student to engage in holistic Student Life and Study Abroad Office, on-campus, procedures to appropriately address the specific infraction, then the student will be dismissed from the study abroad program.
- c. Study Abroad Office Director provides brief written notice to student articulating the decision (CC: study abroad program staff, study abroad program manager, Deans).
- d. Students may appeal to the Academic Dean.
  - i. *Reprimand/warning/censure* - Written warning that the student has violated policies and/or regulations and that continued or repeated violations may be cause for further disciplinary action.
  - ii. *Disciplinary probation* - Written notice of a status imposed for a specified period of time during which a student must demonstrate conduct that conforms to Principia Study Abroad standards of conduct.
  - iii. *Dismissal* - Written notice of student dismissal from the study abroad program.

## Section III: Student Infractions or Misalignment During a Study Abroad Program

### 1. **Academic Infraction:**

- a. **Academic Probation/Dismissal:** If a student is placed on Academic Probation during the abroad program, he/she will be dismissed from the study abroad program.
- b. Study Abroad Office Director provides brief written notice to student articulating the decision (CC: study abroad program staff, study abroad program manager, Deans).
- c. Students may appeal to the Academic Dean.

## 2. ***Social Infraction or Misalignment with Study Abroad Participation Expectations***

- a. Violation of the Principia Community Commitment, Principia Standards, Principia Study Abroad Eligibility Requirements, and/or Student Code of Conduct:
  - i. Program faculty and staff, Study Abroad Director and Dean of Students assess severity of the infraction and the time and resources available to commit to addressing the infraction.  
Possible Outcomes:
    - ii. *Disciplinary probation* - Written notice of a status imposed for a specified period of time during which a student must demonstrate conduct that conforms to Principia Study Abroad standards of conduct.
    - iii. Restorative Justice – If a student has not been through Principia Restorative Justice previously, this process is initiated and facilitated within the context of the program, by the Study Abroad Office, program faculty & staff, and group. Reported to Student Life for coordination and noted in the student’s file.
    - iv. *Dismissal* - Written notice of student dismissal from the study abroad program.
    - v. Students may appeal to the Academic Dean.
- b. Disruptive or dangerous behaviors and/or actions, in misalignment with participation expectations:
  - i. *Warning/censure* - Written warning that the student has violated policies and/or regulations and that continued or repeated violations may be cause for further disciplinary action.
  - ii. *Probation* - Written notice of a status imposed for a specified period of time during which a student must demonstrate conduct that conforms to Principia Study Abroad standards of conduct.
  - iii. *Dismissal* - Written notice of student dismissal from the study abroad program.
  - iv. Students may appeal to the Academic Dean.

*The Director of the Principia Abroad Office makes the final determination regarding student continuation or student dismissal from a study abroad program, unless the nature of the infraction is criminal or sexual in nature, in which case the Dean of Academics make the final determination.*

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## *First Group Welcome Meeting*

It is expected that within 2 weeks of the final student selection for a program (typically by Week 10), the program faculty hold a group welcome meeting, for preliminary introductions and orientation to the program.

The study abroad program manager will assist in scheduling and coordinating the event. Here is an [overview of potential topics](#) to cover.



# Student/Program Orientation

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## *Orientation Module*

### **\*SPST 280 – Orientation Seminar**                      **0.5-1.0 SH [None]**

The orientation seminar is an opportunity for students to prepare academically, culturally, and logistically for upcoming study abroad and field programs. Offered only in association with study abroad and field programs. Title will be extended to describe the program location. May be taken more than once if associated with a different abroad or field program.

**Prerequisite:** acceptance on the associated abroad or field program.

In summary, this course provides:

- Academic preparation
- Cultural awareness & learning preparation
- Logistical preparation
- Group, Learning-Community preparation
- Metaphysical preparation

Faculty will need to schedule two speakers to their first or second sessions: Study Abroad Office Director and the program manager. The Director will talk with students about academic and social expectations/student code of conduct. The program manager will facilitate a Study Abroad Department student learning outcome workshop to introduce the program students to *Intercultural Competence* and *Multicultural Professional Development*.

***\*If the program courses do not include an SPST 280: Orientation course, the above is still expected to be incorporated into the pre-departure portion of the study abroad program.***

The Study Abroad Office is able to provide a guide/module for exploring a program orientation framework and components. [Link to Orientation Resources.](#)

## *SPST 280 Sample Syllabi*

The Study Abroad Office can provide sample syllabi for the SPST 280: Orientation course. [Link to SPST 280 Syllabi.](#)

## *Intercultural Competence & Professional Development Workshop*

In coordination with the program faculty and program orientation schedule, the program manager will facilitate a workshop to introduce the students to the Study Abroad Departments two student learning outcomes: *Intercultural Competence* and *Multicultural Professional Development*.

During the re-entry semester the program manager will facilitate a second learning outcomes workshop, focusing on translating their study abroad experience into professional competencies and skills.

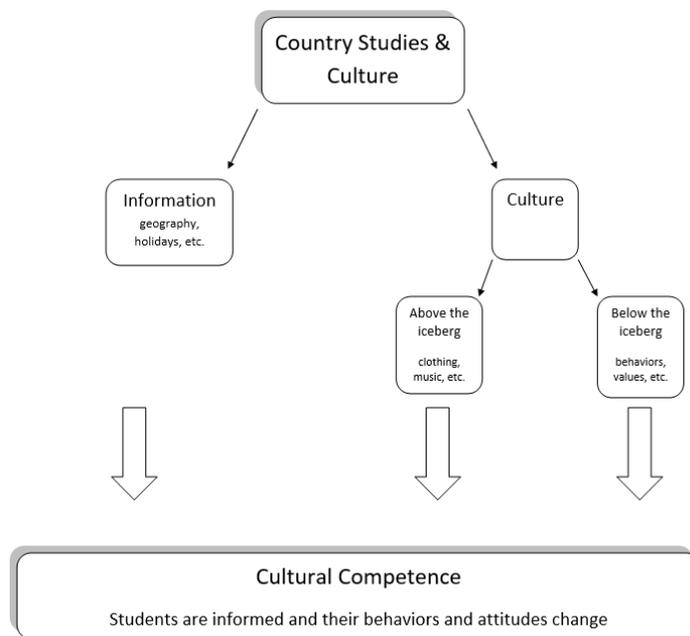
## *Pre-Departure Risk & Safety Session*

During the term prior to the in-country portion of the program, the study abroad program manager will facilitate a risk and safety, and travel awareness session for the program students. Additional Info on Study Abroad Website: [Student Resources/Health & Safety.](#)

# Faculty Pre-Departure Program Resources – Information & Preparation

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## *Intercultural Learning & Development (Country Studies SPST 285)*



### **SPST 285 – Country Studies**

**1.0-5.0 SH [None]**

Offered only in association with Principia abroad programs, this course provides an interdisciplinary survey of contemporary issues in the destination country or countries. These issues may include geography, cultural history, politics, economics, religion, foreign relations, environment, the arts, etc. May be taken more than once if associated with a different location.

**Prerequisite:** acceptance on the associated abroad.

The Study Abroad Office can provide a guide/framework module for developing the SPST 285: Country Studies course, as either an on-campus (prior to in-country) course, or an in-country course. ([Link to Country Studies Resources.](#)) The Office can also provide resources and strategies for [student engagement](#).



## *Pre-Departure Communication Expectations and Protocols Meeting*

Prior to departure, the Director of Study Abroad, in partnership with the Dean of Students, facilitates a pre-departure communication and protocols expectation meeting for program faculty, the program RC, and the program manager. Items covered include:

### **COMMUNICATIONS AND SAFETY PROCEDURES FOR OFF-CAMPUS GROUP PROGRAMS**

*Abbreviations: DSA (director of study abroad), PM (abroad manager), DOS (dean of students), PS (program staff);*

#### Communications

- Initial call:* program staff (PS) call Study Abroad Director (DAS) or Program Manager (PM) when all students arrive at start point of program
- Final call:* PS call PM when program officially complete.
- Regular communication:* staff contacts PM every week by phone or email with trip updates (especially important during program transitions moving to new city or country).
- Program staff daily communicates with each other; shares how the group is doing from the vantage of each; logistics; who needs help; who will address what; RC may share need for student rest or spiritual time.
- Daily metaphysical time/sharing for the group; church; spiritual focus.
- PS should touch-base with students frequently about their experiences

#### Financial

- PS call the PM for questions or special needs; contact Principia Accounting Department directly if unable to reach PM with an urgent need (*contact info at bottom of document.*)

#### Awareness and Safety

- Any safety or security concern should be reported to the PM immediately. PM will coordinate follow-up. PM will be in touch with PS with any safety or security concerns from Abroad Office intel.
- Transportation and public spaces; wisdom; using spiritual sense; if something feels wrong stay away.
- Social media: let PM know if anything on social media might cause concern to parents.
- Students not to be alone (go in pairs, take a phone, let someone know where you'll be, etc.).
- Alertness re: students not connecting with the RC, always asking when they have free time, etc.; can be red flag.

#### Character Education & Support

- Students are asked to hold each other accountable, for productive and safe learning community.
- Teaching social graces (thank you, cultural respect, clothing, phones, behavior, etc.)
- Education regarding group dynamics, cliques, inclusiveness, etc.

#### Accident or Health Challenge (physical or mental)

- PS immediately contacts DSA, PM. If Abroad Office not available then PS contacts DOS.
- Principia requires notification of DOS for items listed on the "Abroad Incident Report Procedure" document, and incident report form to match.
- Student contacts family and Christian Science Practitioner (CSP) if desired. If student cannot, program staff do.
- RC provides immediate metaphysical support until CSP is reached or medical path chosen.

- If appropriate, PS contacts PM to coordinate insurance carrier (STA Travel and ACE insurance).
- PS fills out Incident Report form for student or staff incidents (worker's comp may be involved). Emails form to PM. PM coordinates additional recipients of form.
- Student has right to choose CS or medical path; Principia supports without judgment either way.

### Moral and/or Emotional Challenges

- PS immediately contacts PM or DSA to share the situation and its effect upon the group.
- PM and DSA handles the particulars of the case in consultation with the DOS.
- No "Confidential Counseling" on study abroads.
- Issues other than health and social standards violations can result in sending a student home; for example dishonesty, cultural insensitivity, disruptive behavior.
- DOS reviews trip roster at this point in the meeting one last time in case of recent updates for PS.

*Note: the decision to withdraw a student for any reason is made only after consultation with PS, DSA, DOS. The Academic Dean and College President weigh in for final approval.*

## *Faculty Responsibilities on Principia's Campus*

If there is an on-campus component of the program, study abroad faculty are responsible for the coordination and oversight of program logistics and student engagement.

## *Off-Campus Travel Expenses*

All faculty and RC travel expenses, during the in-country portion of the program will be covered by the program budget. This includes program-related transportation, lodging, meals, activities, and laundry/dry cleaning. Any non-program related expenses are the personal responsibility of the program staff.

## *Passports & Visas*

All program faculty, staff, and participants are expected to personally secure or maintain a current passport (valid for at least 6 months after the planned return to the United States).

Any visa requirements required by the program destinations will be coordinated and fulfilled by the Study Abroad Office and paid for by the program budget.

## *Transportation (Flight Arrangements, Airport Transportation)*

The Study Abroad Office will assist in securing and approving program transportation, and the costs will be covered by the program budget. Per Principia Accounting directives, the program cannot pay for seat upgrades or priority/early boarding.

The program budget will cover round-trip airport transfers for faculty and staff.



## *Emergency Procedures and Crisis Response*

### STUDY ABROAD CRISIS MANAGEMENT GUIDELINES

#### Identifying the Situation

**Incident** – Any event which has implications for safety and liability.

**Emergency** – Any event that may require an urgent response on the part of the organization, but which is manageable by the organization's resources and does not threaten the organization's ability to operate.

**Crisis** – Any event that is a turning point for an organization. A crisis may overwhelm the organization's available staff/resources and impact an organization's ability to operate.

***When a crisis does occur, the on-site program faculty or staff should contact their study abroad program manager and brief them on the current circumstances. The study abroad office program manager will then identify and determine whom to communicate this information to next. Take meticulous notes recording the entire incident and keep an event log of what takes place after the situation is initially reported.***

#### Types of Crises or Critical Incidents

**Real emergency:** A genuine or imminent risk to participants or a disturbance that has occurred.

*Examples:*

- Serious physical/emotional illness or accident
- Trauma or physical assault
- Missing student for unknown reasons
- Death of a student or other program member
- Political coup or civil unrest
- Natural disaster
- Terrorism
- Incarceration
- Kidnapping
- Pandemic

**Perceived emergency:** No immediate significant risk, but perceived as threatening by student, family, university officials or others.

*Examples:*

- Sensationalized media reporting of overseas event
- Distortion of information provided by a participant
- Anxiety of family member or others with little or no international experience

**NOTE:** *Perceived emergencies can affect students, family members and staff as strongly as real emergencies. These need to be treated seriously and responses should be made in a timely manner.*

**Critical Incident:** Situations involving threats of harm to students, faculty, or facilities. In addition, academic or conduct violation, disruption of group, and potentially dangerous situations are considered critical incidents.

*Examples:*

- Tardiness
- Missing class or group functions
- Drug/alcohol misuse; belligerence
- Cultural inappropriateness
- Sexual harassment
- Questionable facilities or transportation
- Academic misconduct, cheating, plagiarism, copyright violations

### **Crisis/Emergency Response Plan**

This section is intended to provide recommendations for general procedures to be followed in the case of a crisis.

\*Each incident will vary and may require the use of only a portion of the recommended action or may require steps that are not included.

#### **Roles and Responsibilities for Staff: Crisis Response**

##### **On-Site Faculty/Staff:**

**\*\*Contact your study abroad program manager.**

When giving the crisis information to your immediate supervisor remember the following details:

- Fully identify the type of emergency and all related information. Evaluate your initial response needs (emergency medical attention, police report, contact next of kin required).
- State who is directly affected by the emergency.
- What you have done to intervene directly with the student/staff affected.
- What is your immediate need and how can the home institution staff help. (fac/staff replacement, transportation out of the area, contact affected family members, etc.)

\*\* If your program manager cannot be contacted and it is warranted, immediately contact the Study Abroad Director, Dean of Students, or other emergency contacts, listed on your Emergency Contact information document, to make a report or ask for assistance.

##### **Guiding Principles for Any Emergency Procedures:**

- Prevent life threatening situations.
- Provide a climate of safety.
- Maintain confidentiality where important.
- Defuse threat if possible and ensure health and welfare of participants.
- Maintain communication with appropriate personnel.

##### **Principia Study Abroad Office:**

Serve as first line of communication from the on-site program faculty, staff, or student.

The study abroad program manager will begin a careful process of gathering and, if warranted, reporting information immediately to the Study Abroad Director which includes the following information:

- Describe the imminent risk
- Describe status of affected participant(s) (location, physical condition, etc.)
- Describe what monitoring/assistance affected participant(s) is receiving

- Describe what impact this incident has on the entire group/program
- Report on others who may have already been notified of the incident (students, parents, onsite staff, media, etc.)
- Describe urgent need or expected response.

**Study Abroad Director (or other Direct Administrative Supervisor):**

- Gather information from all sources for making appropriate decisions about the management of the emergency.
- Coordinate with Principia Director of Campus Safety in the management of an emergency involving insurance.
- Coordinate with other administrative stakeholders (Deans, President, etc.).
- Determine if additional off-campus resources are needed—or are needed to “stand by”—to effectively manage the crisis and notify them if appropriate.
- Stay in contact with the leaders of the emergency service agencies and the law enforcement agencies working with the emergency.
- Serve as a clearinghouse of information for family and effective person(s) emergency contact(s).
- Make assignments to resources (persons and offices) for specific response needs.

**Considerations in response actions/decisions:**

- On-site assessment of the situation
- Determination of real or perceived risk
- Reliability/accuracy of information
- Health and welfare of participants
- On-site host involvement and considerations
- Academic credit and consequences
- Principia services that will be impacted (faculty, counseling, legal, PR)
- Family involvement and recommendation
- Available on-site contingency plans
- Evacuation feasibility
- Implications of return to U.S.
- Refund policy of the program
- Reimbursement, accountability, compensation for damage, legal issues, hospitalization, transportation to the hospital and/or airport
- News media
- Institution (Principia) responsibility

*Follow-up:*

- On-site staff complete an Incident Report and submit to the Study Abroad Office. Study Abroad Office follows Incident Reporting Procedure.
- Study Abroad Office initiates evaluation of specific event and the efficacy of the action steps with those involved and recommend modifications as needed.

**Critical Incident Evaluation and Response**

**Mental Health:** Student exhibits behaviors symptomatic of mental illness with sufficient severity to cause concern or is disruptive to others. *Examples:*

- Student threatens, attempts, and/or acknowledges ideation of homicide or suicide;
- Student is unable to participate in class or group activities;
- Behavior causes other participants to fear his/her actions

Information to Gather

- Description of student behavior (continuing or single incident)
- Description of discussion with student about behavior

- Discuss nature of concern
- Ask what the issue may be
- Determine if student is risk to self or others
- Response to the request that student voluntarily talk to a support staff
- Determine the student's support network
- Obtain input/observations from others who have been interacting with the student

**Action if Necessary**

- Begin an event log: gather background information and report crisis developments and responses. Focus on behavior; do not add personal comments.
- Ensure student is monitored and not left alone.
- Notify the Study Abroad Office.
- Collaborate with Office of Student Life, Dean of Students.
- Encourage student to be in contact with a Christian Science practitioner, family member or other support network.
- If student will not voluntarily seek/receive support (and does NOT appear to be an immediate threat to self or others), clearly state behavioral expectations, keep a log of all communications with student and related incidents, and continue encouragement to seek assistance.
- If disruptive behavior persists, contact the Study Abroad Office for consultation on next steps, which may include student dismissal.

**Follow-up:**

- Complete an Incident Report and submit to the Study Abroad Office.
- Evaluate the efficacy of the action steps with those involved and recommend modifications as needed.

**Student Misconduct:** Student behavior that results in sufficient disruption to the educational process such that disciplinary action is warranted.

Students may be issued a probationary warning or dismissed from an education abroad; the choice should be determined in consultation with the Study Abroad Office. This is intended to be an interim solution to deal with an urgent situation and does not necessarily impact overall student status.

Principia's policies, procedures and due process for suspension must be considered in any such action.

**Examples:**

- Missing class or group activities;
- Substance or alcohol use;
- Violence;
- Inappropriate and/or culturally insensitive behavior, and/or abusive physical or verbal behavior

**Action if Necessary**

- Begin an event log: gather background information and report developments and responses.
- Discuss issue with student by explaining how actions/behaviors are incompatible with success of program.
- If circumstances permit, the student can receive disciplinary probation and/or exclusion from the program.

If possible, the warning will be issued with another program staff or faculty member present and signed and dated by the student and program director.

**A warning should include:**

- Written document of warning
- Description of behavior that warrants dismissal or correction

- Clear expectation that misconduct is not to reoccur
- Clear indication of probationary status action to take place if student is dismissed (no academic credit, financial cost borne by student, escort to airport, etc.)
- The student may decide to terminate the program and return home at own expense

Depending on the severity of issue, student may be dismissed without a probationary warning although it is necessary that program fac/staff communicate and coordinate with the Study Abroad Office before taking such action.

*Follow-up:*

- Complete an Incident Report and submit to the Study Abroad Office.
- Evaluate the efficacy of the action steps with those involved and recommend modifications as needed.

### **Resources for Emergency Response**

#### **Insurance: coverage for all Principia study abroad participants**

- *Individual Policy (CISI Insurance):*  
Every student, faculty, and staff member participating in a Principia study abroad program is provided with an **individual insurance policy through CISI Insurance** and required to carry their insurance card in-country. It is expected that this insurance policy supplements personal insurance and provides coverage for the cost of accidents, sickness, and travel-related mishaps while on education abroad programs. The insurance coverage includes medical expenses, sickness and hospital benefit, emergency medical transport, repatriation of remains, accidental death & dismemberment, travel and/or baggage delays, travel documentation replacement, and 24-hour assistance services.
- *Group Policy (Principia Corporation):*  
Every student, faculty, and staff member participating in a Principia study abroad program is **included on Principia's corporate group international insurance policy**. It is expected that this insurance policy supplements personal insurance and provides coverage for the cost of accidents, sickness, and travel-related mishaps while on education abroad programs. Principia's policy is facilitated through the Director of Campus Safety: David Pate, (314) 514-3190.

#### **Via -TRM Risk & Safety Assessment System**

Principia Study Abroad retains contract with Via-TRM to utilize their Risk Alerts. Services provided include live alerts, intelligence, pre-travel country specific information, and response and crisis assessment and mitigation advice.

<https://principiacollege.via-trm.com/client/dashboard>

#### **State Department Warnings and Alerts**

The U.S. State Department issues current travel warnings, travel alerts, and country-specific information on its web site:

<http://travel.state.gov/travel/>.

*All Principia Study Abroad program participants are registered through the U.S. Government STEP (Safe Traveler Enrollment Program).*

*Travel Warnings* (as well as Country Specific Information) are issued when the State Department recommends that Americans avoid travel to a certain country.

*Travel Alerts* disseminate information about terrorist threats and other relatively short-term and/or transnational conditions posing significant risks to the security of American travelers. Travel Alerts are made when there is a specific threat that cannot be countered. In the past, Travel Alerts have been issued to deal with short-term coups, violence by terrorists, and anniversary dates of specific terrorist events.

***It is the policy of the Principia Study Abroad Office that if a travel alert or warning is issued for the area or region in which the education abroad program has been granted approval, permission to travel must be reassessed by the Study Abroad Director.***

*Country Specific Information* available for every country of the world, includes such information as location of the U.S. Embassy or Consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled "Safety/Security." Country Specific Information presents information in a factual manner so decisions concerning travel to a particular country can be made in the absence of a warning or alert.

### **American Consulate Emergency Services**

- *Replace a Passport* - If someone loses a passport, a consulate office can issue a replacement, often within 24 hours. If you believe a passport has been stolen, first report the theft to the local police and get a police declaration/report.
- *Medical Assistance* - If someone is sick, you can contact a consular officer for a list of local doctors, dentists, and medical specialists, along with other medical information. If someone is injured or becomes seriously ill, a consul will help you find medical assistance and inform family or friends.
- *Help Get Funds* - Should someone lose all his/her money and other financial resources, consular officers can help contact family, bank, or employer to arrange for them to send emergency funds. In some cases, these funds can be wired to you through the Department of State.
- *Help in An Emergency* - Family members may need to reach you because of an emergency at home or because they are worried about their student's welfare. They should call the State Department's Overseas Citizens Services at (202) 647-5225. The State Department will relay the message to the consular officers in the country in which you are traveling. Consular officers will attempt to locate you, pass on urgent messages, and, consistent with the Privacy Act, report back to your family.
- *Visit in Jail* - If someone is arrested, you should ask the authorities to notify a U.S. consul. Consuls cannot get you out of jail (when you are in a foreign country, you are subject to its laws). However, they can work to protect legitimate interests and ensure you are not discriminated against. They can provide a list of local attorneys, visit you, inform you generally about local laws, and contact your family and friends. Consular officers can transfer money, food, and clothing to the prison authorities from your family or friends. They can try to get relief if you are held under inhumane or unhealthful conditions.
- *Make Arrangements after the Death of An American* - When an American dies abroad, a consular officer notifies the American's family and informs them about options and costs for disposition of remains. Costs for preparing and returning a body to the U.S. may be high and must be paid by the family. Often, local laws and procedures make returning a body to the U.S. for burial a lengthy process. A consul prepares a Report of Death based on the local death certificate; this is forwarded to the next of kin for use in estate and insurance matters.
- *Help in A Disaster/Evacuation* - If you are caught up in a natural disaster or civil disturbance, you should let your relatives know as soon as possible that you are safe, or contact a U.S. consul who will pass that message to your family through the State Department. Be resourceful. U.S. officials will do everything they can to contact you and advise you. However, they must give priority to helping Americans who have been hurt or are in immediate danger. In a disaster, consuls face the same constraints you do—lack of electricity or fuel, interrupted phone lines, closed airports.

*A consular officer cannot:* Demand immediate release of a U.S. citizen arrested abroad or otherwise cause the citizen to be released. Represent a U.S. citizen at trial, give legal advice or pay legal fees and/or fines with U.S. Government funds.



## Insurance

The Study Abroad Office maintains two insurance providers/policies for each program/participant.

The first is a **group** international insurance coverage policy, through The Principia corporate insurance policy package:



Travel Guard®

### WorldRisk Assistance Card

Name of Insured Organization

THE PRINCIPIA CORP.

Policy Number:

WS11016733

*Please note this is not a credit card or medical insurance card*

**Call AIG Travel, when you are traveling outside the USA and Canada on a trip sponsored by the insured organization and you need help finding or arranging services such as:**

- › Medical Assistance and Travel Medical Emergency Services
- › Personal and Pre-Trip Services
- › Legal Assistance
- › Emergency Cash - From Personal Funding Source
- › Lost Baggage or Passport Assistance
- › Insurance Coordination
- › Evacuation and Repatriation
- › Emergency Message Center
- › Other General Assistance

AIG Travel can be reached collect at +1 (817) 826-7008 or within the U.S. or Canada, call (800) 401-2678.

To access your 24/7 travel assistance website, visit [www.aig.com/us/casualty/travelguardassistance](http://www.aig.com/us/casualty/travelguardassistance) or download the AIG Travel Assistance app to your Apple or Android smartphone

The availability of services is subject to the terms and conditions of the policy to the insured. All products are written by insurance company subsidiaries or affiliates of American International Group, Inc.

AIG Travel, Inc., a member of American International Group, Inc., is a worldwide leader in travel insurance and global assistance. Travel Guard® is the marketing name for its portfolio of travel insurance and travel-related services, including medical and security services, marketed to both leisure and business travelers around the globe. Services are provided through a network of wholly owned service centers located in Asia, Europe and the Americas.

In all cases, the medical professional, medical facility and/or attorney suggested by AIG Travel to the eligible person pursuant to the Service Agreement (Agreement) are not employees or agents of AIG Travel, and the final selection of the medical professional, medical facility and/or legal counsel is the insured's choice. AIG Travel assumes no responsibility for any medical advice and/or legal counsel given by the medical professional, medical facility and/or attorney, nor shall AIG Travel be liable for the negligence or other wrongful acts or omissions of any of the legal and/or health care professionals providing direct service pursuant to the Agreement. The insured shall not have any recourse against AIG Travel by reason of its suggestion of, or contact with, a medical professional, medical facility and/or attorney.

AIG Travel makes every effort to refer the insured to the appropriate providers and is not responsible for the quality of results provided. Services shall not be available if the insurance policy or specific coverage is no longer in effect or the policy limit has been exhausted. By requesting assistance, the insured agrees to assign AIG Travel the right to recover any incurred expenses from any of the insured's responsible insurers.

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The second is an **individual** policy, for each participant, purchased through a third-party vendor, [CISI](#):

## World Class Coverage Plan *designed for* U.S. Students Studying Abroad

### Eligibility:

Citizens or Permanent Residents of the U.S. with a current passport who are temporarily residing outside the U.S. and registered in a U.S. academic institution or on a recognized Study Abroad program engaged in educational activities. The coverage effective date is noted in the Confirmation of Coverage to cover short term trips. The effective and termination dates of coverage will appear on the Confirmation of Coverage and in no instance will coverage begin prior to the effective date nor extend past the termination date or exceed 6 months.

**Administered by** Cultural Insurance Services International • 1 High Ridge Park • Stamford, CT 06905-1322

**Insurance coverage included in this plan is underwritten by** Arch Insurance Company, a Missouri Corporation (NAIC # 11150).

Coverage is subject to actual policy language.

Non-Insurance Services included in this Plan are supported by AXA Assistance (Assistance Company)

### Question(s) or need assistance?

CISI Claims Department (9-5 EST, M-F): Phone: (800) 303-8120 | (203) 399-5130 | E-mail: [claimhelp@mycisi.com](mailto:claimhelp@mycisi.com)

Team Assist (24/7/365) – AXA Assistance: Phone: (443) 470-3043 | (855) 951-2326 | E-mail: [medassist-usa@axa-assistance.us](mailto:medassist-usa@axa-assistance.us)

Schedule of Benefits & Services	Maximum Limits	
INSURANCE BENEFITS	BASIC	COMPREHENSIVE
Accidental Death and Dismemberment Per Insured Person	\$10,000	\$10,000
Medical expenses (per Covered Accident or Sickness):		
Deductible	\$100	\$0
Benefit Maximum	\$50,000 at 100%	\$250,000 at 100%
Emergency Medical Reunion	Not included	\$1,500
Emergency Medical Evacuation/Repatriation	\$100,000	\$100,000
Return of Mortal Remains	\$50,000	\$50,000
Trip Interruption	Not included	\$500
Baggage and Personal Effects (not available for CT or NY residents)	\$1,000 \$50 deductible \$100 per article \$250 for cameras	\$1,000 \$50 deductible \$100 per article \$250 for cameras
<b>Non-Insurance Services:</b>		
Team Assist Plan (TAP): 24/7 medical, travel, technical assistance	Included	Included
Security Evacuation	Not included	\$100,000

21-01-AH01

Premium Rates			
<i>These rates are valid until December 31, 2021</i>			
BASIC		COMPREHENSIVE	
AGE	MONTHLY PREMIUM	AGE	MONTHLY PREMIUM
Up to 25	\$34	Up to 25	\$53
26-30	\$55	26-30	\$75
31-40	\$84	31-40	\$112
41-50	\$107	41-50	\$123
51-60	\$201	51-60	\$237
61+	\$297	61+	\$354



## Participant Health Information

Health information is collected from all program participants, including faculty and staff.

### HEALTH INFORMATION FORM

This form is required for each student who has been admitted to a study abroad program that is sponsored or approved by Principia College. It does not affect admission, and it will only preclude participation if appropriate accommodations are unavailable at the foreign site. This form allows the Study Abroad Office staff to identify participants who may require assistance, clarify individual needs, and make preparations for adequate support.

Candid responses will facilitate safeguarding your health and wellness while abroad. If you have a medical or mental health condition that may be affected by participation in the program, we want to recognize it, discuss your needs and concerns, and respond appropriately within the limits of available resources and facilities.

Privacy of Medical Information: The information provided will be protected as private student data under FERPA and will be shared with program staff, faculty, or appropriate professionals only if pertinent to your well-being in a housing placement, anticipated physical activity, or academic setting. The Study Abroad Office will make good faith efforts to provide reasonable and appropriate accommodations.

Future Medical Problems: Should you develop a significant health problem between the time you complete this form and begin the program, please promptly notify the Study Abroad Office. Similarly, please promptly notify your study abroad program faculty or staff if you develop a significant health problem while abroad or if an existing problem becomes acute or difficult to manage.

### TO BE COMPLETED BY THE PARTICIPANT

<b>Name:</b>	<b>Email:</b>	<b>Phone:</b>
<b>Program:</b>	<b>Program Term:</b>	

1. Are you comfortable discussing your health information by email and do you authorize us to use email to discuss these issues?

Yes  No

2. COVID COVID-19 vaccination \* Do you plan to get the COVID-19 vaccine (or are you already vaccinated)?

Yes  No

*\*If yes, you will be asked to upload your proof of vaccination. If do not have it at the time of submitting this form, you will need to send a digital copy to the Study Abroad Office.*

3. List all current prescription medications and any over-the-counter medications taken regularly, as well as your plan for continuing use abroad:

<u>Name of Medication</u>	<u>Condition Being Treated</u>	<u>Plan</u>

4. Do you have a present or past history of any diagnosed or suspected conditions, physical or mental?
5. If you have any conditions, what is your plan for managing conditions abroad?
6. Do you require accommodations for any conditions or concerns? Yes  No   
If yes, describe:
  7. Are you currently being treated by a doctor/counselor/therapist? Without overly divulging personal or private details, please provide enough information so that we can explore appropriate support and accommodations.
  8. Do you have any dietary restrictions (halal, kosher, vegetarian, vegan, food allergies, etc.)? Yes  No  If yes, please explain.
  9. Please share with us any other concerns you want us to be aware of to enhance and support your studies and travels.

**Note:** The Center for Disease Control (CDC) website, <http://wwwnc.cdc.gov/travel/>, includes a country-by-country resource for required/recommended immunizations, as well as recommended medical precautions. When visiting the site, you will notice a tab specific for extended stay/study abroad. Please also ensure that any current medications are legal in your destination country and that you travel with your needed supply or have a plan for renewing your supply.

*I certify that all responses made on this Health Information form are true and accurate, and I will notify the Principia Study Abroad Office hereafter of any relevant changes in my health that occur prior to the start of the program. I understand that the Study Abroad Office will attempt to provide reasonable accommodations for my needs, however, not all accommodations are possible or reasonable. I understand that it is my responsibility to visit a travel clinic and plan for my medical needs overseas in consultation with my health care providers and/or doctor(s), US insurance company, international insurance, and others. I also understand that I cannot expect accommodations for those situations that I have not disclosed and that any false or inaccurate information may affect my program participation and any request for refunds.*

**Participant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Free Virtual Health & Well-being Care for Students and Employees

Principia College provides free, 24/7 virtual health and well-being services for all enrolled students. Through either a mobile app or your desktop, TimelyCare provides 24/7 access to virtual care from anywhere in the United States at no cost. Whether you're feeling under the weather, anxious, or overwhelmed, you can talk to a licensed provider to get the care you need via phone or secure video visits. Check out the FAQs below to learn more.

### How can I access TimelyCare?

Visit [timelycare.com/principia](https://timelycare.com/principia) or download the TimelyCare app from your app store and register with your school email address. You can then start visits from any web-enabled device – smartphone, tablet, laptop, or desktop – anywhere in the United States. If you have an international phone number, use should enter (618) 374-5536 or any US number as your phone number. [International Student Guide to Access TimelyCare](#)

### What services are available?

- on-demand medical care and emotional support
- Scheduled Medical - Select the day, time, and medical provider of your choice.
- Health Coaching - Support for developing healthy behaviors.
- Basic Needs Support - Get connected to free or reduced-cost community resources.
- Self-Care Content - such as meditation and yoga sessions, helpful videos, and short articles from experts.

For more information or for help registering for TimelyCare, contact [studentlife@principia.edu](mailto:studentlife@principia.edu).

# Re-Entry

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## *Program Expense Report & Accounting*

Program faculty and staff are expected to responsibly steward, track, and account for all in-country program expenses, in alignment with program budget expectations and allowances, study abroad accounting procedures, and Principia Accounting expectations. This will include proper documentation and receipt collection for all expenditures and cash withdrawals. Upon completion of the program, the holistic expenses' documentation and collected receipts are to be submitted to the study abroad program manager who will compile the comprehensive expense report, and receive program faculty and staff final approval before submission to Principia Accounting to close-out the program expenses.

## *Final Evaluations*

The Study Abroad Office will administer an online, post-program evaluation survey to all program participants, to gather satisfaction and learning feedback on study abroad departmental learning outcomes, program logistics and framework, program faculty and staff, and study abroad program components.

## *Faculty Final Report*

Program faculty and resident counselors are expected to submit an electronic final program report, no later than one month after the conclusion of the program. The Study Abroad Office will supply the report prompts.

## *Program Debrief*

The final post-program debrief is facilitated by the Director of Study Abroad with the study abroad program manager, and program faculty and staff. The program faculty and staff final reports and the compiled participant feedback report serve as a basis for discussion for the final debrief and are used to triangulate patterns in successes and potential areas for growth/areas to address.

The study abroad program manager takes debrief meeting notes, and the Director of Study Abroad drafts a overview of the debrief discussion to include with the final program report packet that is kept in the Study Abroad Office for best practices and quality improvement purposes, as well as being shared with the Dean of Academics and the Dean of Students.

## *Multicultural Professional Development Module*

During the re-entry seminar/period of the program, the study abroad program manager facilitates an in-person/in-class workshop to program students for reflection and carrying-forward learning regarding the Study Abroad student learning outcomes: intercultural competence and multicultural professional development. The workshop session focuses on intentionally helping students translate their study abroad personal narrative into professional skills and competencies.

## *Final Student Learning Outcomes Essay – Portfolio Assessment*

To close the loop on Study Abroad departmental learning outcome development, all program students are asked to complete a final essay or writing piece that responds to the consistent prompt, provided by the Study Abroad Office. The writing pieces are then uploaded into Portfolio as an artifact to assist in the individual, holistic assessment of each student, regarding the two learning outcomes, by the program faculty.

## Re-Entry Seminar

**\*SPST 281 – Reentry Seminar**

**1.0-3.0 SH [None]**

This course provides exploration and identification of personal and academic learning, in specific regard to intercultural learning, professional development, and the associated program's academic focus. This course includes intentional reflection and the collaborative development of a related community presentation. Offered only in association with study abroad or field programs. The title will be extended to describe the program location.

**Prerequisite:** successful completion of the associated study abroad or field program.

Faculty will need to schedule time for the program manager to facilitate a second learning outcomes workshop, focusing on translating their study abroad experience into professional competencies and skills.

***\*If the program courses do not include an SPST 281: Reentry course, the above is still expected to be incorporated into the post-travel portion of the study abroad program.***

The Study Abroad Office is able to provide a guide/module for exploring re-entry framework and components. [Link to Re-entry Resources.](#)

## SPST 281 Sample Syllabi

The Study Abroad Office can provide sample syllabi for the SPST 281: Re-entry course. [Link to SPST 281 Syllabi.](#)

# Additional Study Abroad Policies and Guidelines

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## *Guidelines for Communication and Confidentiality*

### **Study Abroad Statement on Confidentiality and Communication Expectations**

The Principia Study Abroad Office takes the confidentiality of student and staff information very seriously and complies with federal and state law and with College policy. The Study Abroad office staff and program staff strive to be compliant with rules and regulations outlined by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA); with intent to ethically operate within these expectations and to make informed decisions during crises without violating federal regulations and risking litigation and fines.

Principia College Study Abroad may not disclose information in a student's educational records to anyone without the permission of the student, unless disclosure is permitted by an exception set forth in FERPA, 20 U.S.C.A., Sec. 1232 et seq.

Caution should be taken by Study Abroad Office staff and program staff to communicate any information regarding a program student, without his or her consent. This includes communication with parents and guardians. It is the expectation and practice of the Study Abroad Office to communicate study abroad related information directly and clearly to program participants. It is the prerogative of the individual participants to share and communicate this information with third parties.

## *Guidelines for Disclosing Sexual Assault and Misconduct*

### **Disclosing Sexual Assault / Misconduct**

Study abroad students and staff are strongly encouraged to report any sexual harassment or assault to their study abroad program faculty, resident counselor, or study abroad office staff. They can help the individual access Principia Student Life resources, seek any needed medical care, and file police reports.

Please note that all Principia employees are considered *Responsible Employees* under Principia College's POLICIES AND PROCESSES FOR THE PREVENTION AND RESOLUTION OF COMPLAINTS REGARDING: Sexual harassment (or harassment of any kind), Sexual violence, domestic violence, dating violence, assault or battery, Unfair bias or discrimination, Stalking, Bullying, Hazing, and thus may be required to report any incident of sexual assault that is disclosed to them. <http://www.principiacollege.edu/sites/default/files/college/grievancepolicy.pdf>

## *Guidelines for Reasonable Accommodation, and Self-Disclosure and Confidentiality of Health Information*

### **Disability and Health Accommodations**

Students may receive disability or health-needs accommodations, if self-disclosed to the Study Abroad Office well in advance of program departure. The Study Abroad Office reserves the right to determine whether reasonable accommodation can be granted in each individual case, considering risk and safety factors, and feasible program logistics and resources allowances.

### **Self-Disclosure**

The Principia Study Abroad Office strongly encourages students to **self-disclose health and dietary information** to the Study Abroad Office, through the administered *Health Information Form*. This information will then be shared with the program faculty and resident counselor. The information is held confidential, within the above stated "need to know" parties. This self-disclosed information should include mental health concerns, allergies, medications, dietary preferences or restrictions, physical disabilities, and so on. Any information that is disclosed will be treated confidentially.

It is strongly encouraged that program faculty and staff also self-disclose health and dietary information and complete the provided form.

## *International Travel Policy*

### **PRINCIPIA STUDY ABROAD INTERNATIONAL TRAVEL POLICY**

In the event that the U.S. Department of State issues a **Level 4 – Do Not Travel** and/or the Center for Disease Control (CDC) issues a **Warning Level 3 – Avoid all non-essential travel**, the Institution will not support Principia-sponsored travel to the destination(s).

The Principia Study Abroad Office conducts on-going holistic reviews and risk assessments for all program destinations. The decision to adjust, postpone, or cancel a Principia Study Abroad program will be informed by various risk assessment information, tools, and vendors; with the final recommendation given by the Director of Study Abroad to the Dean of Academics, for a final decision.

## *Guidelines for Program Cancellation*

Under these conditions a Program may be considered for cancellation:

- A Principia Study Abroad Program may be cancelled in response to the International Travel Policy.\*
- Principia Study Abroad risk and safety assessments deem international travel or specific international location(s) unviable for Principia-sponsored, student group international travel.\*
- The program faculty is unable or unwilling to proceed with leading the program.
- It is deemed by the College Administration that the program faculty is unfit to lead the program.

*\*If a program is cancelled by the Study Abroad Office, with no fault of the program faculty, the Study Abroad Office will pay the program faculty and program RC 10% of their expected contract salary.*

## *Employment of a Christian Science Practitioner*

The Study Abroad Office and Principia College Administration supports the employment, and subsequent compensation, of a Journal-listed, Christian Science practitioner to metaphysically support a study abroad or field program. Program faculty and staff should work with their program manager to hire a Christian Science practitioner to work for their group, if there is a need.

For individual needs, a Christian Science practitioner is the responsibility of the individual participant or staff.



## Guidelines for Accompanying Individuals

### FACULTY-LED STUDY ABROAD PROGRAM GUIDELINES FOR ACCOMPANYING INDIVIDUALS

The Principia Study Abroad Office seeks to promote an environment that is safe and conducive to learning during the study abroad experience. This policy delineates the role of and expectations for accompanying individuals on education abroad programs.

Principia study abroad programs are academic programs and should not be designed or conducted so as to cater to the needs of ancillary individuals who are not enrolled in the related academic course(s) and study abroad program. To this end, accompanying children, spouses, or partners generally **should not be permitted to participate in classroom and academic activities** (to include sitting in the classroom and/or participating in academic discussion), and their presence should not interfere with the success of the academic operation, impact the quality of the study abroad program, or present increased risk management considerations and liabilities for the college.

These guidelines are provided to assist program staff in making informed decisions related to including family members on their study abroad programs administered by the Principia Study Abroad Office. The Study Abroad Office must reiterate that such courses are, first and foremost, academic programs and, like their counterparts on campus, these classes, field trips, and cultural excursions cannot cater to the needs of accompanying individuals who are not enrolled students. However, the Study Abroad Office recognizes that accompanying individuals can and do provide a supportive role to the faculty/staff leading the program. Faculty/staff wishing to have non-students/non-employees accompany them on study abroad programs must first discuss their plans with their assigned study abroad program manager and subsequently with the Director of Study Abroad, *at least 1 semester prior to the time their program will commence.*

Within the context, specific needs, and constraints of each individual study abroad program it is the prerogative of the Study Abroad Office to set specific parameters and expectations or to deny accompanying individuals' formal participation on any Principia Study Abroad program.

#### Definitions and Guidelines:

Individuals, defined below, who are not enrolled students or non-employees will be collectively referred as "accompanying individuals."

##### a. Spouse/partner/support person

- i. A "spouse/partner" refers to either the spouse or the domestic partner of a faculty member or Resident Counselor, irrespective of sexual orientation.
- ii. A spouse/partner may accompany the faculty member or Resident Counselor for the duration of the program or a portion of the program as long as it does not interfere with the faculty/staff member's duties to the program and the students.
- iii. For liability and course credentialing purposes, spouses/partners should not have any responsibilities related to the academic program (e.g. taking roll, monitoring tests, managing finances, etc.).

##### b. Children

- i. The faculty member or Resident counselor's children or legal dependents may accompany the faculty/staff member for the duration of the program or for a portion of the program as long as it does not interfere with the faculty/staff member's duties to the program and the students.
- ii. If the child is under the age of 12, the faculty/staff member must provide a caretaker. This caretaker could be the spouse/partner of the faculty/staff member.
  1. The faculty/staff member must cover the caretaker's expenses.

2. Students on the program should never serve as a caretaker, as this detracts from the program and the student's experience, and students should never feel pressure to perform personal services for a faculty/staff member.
  3. The faculty/staff member cannot be considered the primary caretaker.
  4. Other faculty or staff members involved with the program cannot serve as a caretaker.
- iii. It is strongly recommended that faculty/staff members carefully consider the impact of taking children on these programs. Logistically, the more children that are involved, the more difficult it becomes to make accommodation arrangements, and the more difficult it is for the faculty/staff member to focus their full attention on the program, especially in areas/sites considered more challenging and posing additional hazards.

### **Financial Considerations**

- i. Faculty/staff members pay all expenses of accompanying individuals. The Study Abroad Office does not allow such expenses to be paid by student program fees or monies mixed into program budget accounts. This means that separate payments directly from the faculty/staff member to the College will be required for these expenses. Student program fees cannot, in any way, subsidize accompanying individuals.

### **Logistical Arrangements**

- i. All program accommodations are made in furtherance of an academic program designed to meet the educational needs of the students. Program accommodations are not designed to meet the needs of accompanying individuals.
- ii. Faculty/staff members are responsible for obtaining passports, visas, vaccinations (if required by host countries), and insurance coverage for all accompanying individuals.
- iii. Faculty/staff members must organize the travel arrangements of accompanying individuals whenever these arrangements deviate from those made for the planned study abroad program or if accommodation cannot be made for accompanying individuals within the planned study abroad program, such as (but not limited to):
  1. Transportation to and from the study abroad location(s)
  2. Excursions in the host country
  3. Accommodations
  4. Meals
- iv. Where appropriate, accompanying individuals may room with the faculty/staff member if accommodations allow, per approval of the Study Abroad Office.
- v. Accompanying individuals are not permitted to share accommodations with students.
- vi. Accompanying individuals should not compromise the planned academic program in any way, such as (but not limited to):
  1. preventing the faculty/staff member from attending or leading excursions or other academic elements of the program.
  2. disrupting class or field trips.
  3. preventing students or other faculty/staff members from engaging fully in the academic or student-affairs aspects of the program.
- vii. Accompanying individuals should not make any further, undue work for the Study Abroad Office staff or program:

### **Principia College Personal Conduct Standards**

It is the expectation that all accompanying individuals will respect Principia College's personal conduct standards regarding alcohol-related products, recreational drugs, tobacco/nicotine-related products, and violence.

*Disputes or variances regarding any of the guidelines whether specifically covered above or otherwise, will be subject to decision by the Director of Study Abroad, in consultation with Study Abroad Office Staff and Dean of Academics.*

**All parties have read and are in agreement with the above stated guidelines. Please include a formal request with the proposed logistics (arrival/departure days, where staying, etc.)**

\_\_\_\_\_  
Accompanying Individual

Date \_\_\_\_\_

\_\_\_\_\_  
Faculty/Staff

Date \_\_\_\_\_

\_\_\_\_\_  
Stephanie L. Lovseth, Study Abroad Director (*after reviewing formal request*)

Date \_\_\_\_\_

## Guidelines for Multi-Program Student Selection

### STUDY ABROAD OFFICE GUIDELINES FOR STUDENTS APPLYING TO PARTICIPATE IN MULTIPLE STUDY ABROAD PROGRAMS

1. **Students applying to participate in an additional study abroad**, during their time at Principia, are given lower priority in acceptance than those applicants who have yet to participate in a study abroad or field program. However, there are some instances when a student may be accepted to an additional program:
  - Academics – the study abroad or field program provides an academic experience needed by the student as part of his/her major. Even though the program supports the major, all other on-campus options should be considered before accepting this applicant for an additional program.
  - Undersubscribed – sometimes a study abroad or field program is under subscribed, which means that there are fewer qualified applicants than the number planned for the program. In this case, applicants for an additional study abroad are welcomed.
  - Group dynamics (Aptitude and Attitude) – the experience provides a leadership opportunity for the applicant and/or the student brings a significant and desired leadership contribution to the program. In these situations, the faculty and accepted student need to be clear and explicit about these expectations and roles.
2. **Students applying to participate in a third study abroad** should only be considered if the program is under subscribed.
3. **Break Programs** The faculty should honor the spirit of the above guidelines in evaluating students who are applying for a full semester program after having already participated in a break program or are applying for a break program after already participating in a full semester program.
4. **Equity, Diversity and Inclusion** Please see the Study Abroad Office statement on and commitment to equity, diversity, and inclusion, in consideration of student selection.

The Director of the Principia Abroad Office has final approval of the list of accepted applicants for each program and will review the list with the study abroad faculty and resident counselor prior to final decisions being made.

## Guidelines for Book/Supply Purchases

### STUDY ABROAD OFFICE GUIDELINES FOR PROGRAM FACULTY BOOK AND SUPPLY PURCHASES

As with any academic course, book and supply purchases are the responsibility of the corresponding Department. Each Study Abroad program may allocate a small budget-line for books and supplies that are directly related to cultural and/or country-specific learning.

To determine if a book is paid for by the faculty's Academic Department or by the Study Abroad program we look to see what material is covered in the book: is the content related to the academic work of the trip or the logistical side of the trip? For example, if a guidebook to Vienna were purchased it would be associated with the logistical side of the trip and the program would pay for it. If a book about the life of Beethoven were bought, it is associated with the academic side of the trip, and the faculty's Department would pay for it. Books associated with a SPST 280: Orientation or SPST 285: Country Studies course can be paid for by the study abroad program.

All book and supply purchases made utilizing study abroad program budget resources, should be pre-approved by the study abroad program manager.

# Expectation of Ethical Conduct & Alignment with *Standards of Good Practice*

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## *Statement of Code of Ethics*

Principia Study Abroad is committed to placing the interests of our students first, to the delivery of superior academic programs and to providing excellent service to our students and educational partners around the world. These are our highest priorities. Principia Study Abroad believes transparency, best practices, and maintaining the integrity of our Principia College's mission and values is in the best interest of our students, our staff, our global academic partners, and our institution.

Principia Study Abroad strives to be in alignment with the *Standards of Good Practice* and the *Code of Ethics for Education Abroad* maintained by the Forum on Education Abroad. <https://forumea.org/resources/standards-6th-edition/code-of-ethics/>

## *Forum on Education Abroad Context*

The Forum on Education Abroad is recognized by the U.S. Department of Justice and the Federal Trade Commission as the Standards Development Organization (SDO) for the field of education abroad. As such, it is The Forum's responsibility to monitor changes in the field of professional practice and maintain, update, and promulgate the *Standards of Good Practice for Education Abroad* according to the needs of the field. <https://forumea.org/resources/standards-6th-edition/>

Principia College is an institutional member of the Forum on Education Abroad. The Study Abroad Office strives to be in alignment with the *Standards of Good Practice*. The *Standards of Good Practice for Education Abroad* can be used as a tool to:

- guide program development,
- evaluate program quality,
- advocate for resources and support,
- train new professionals,
- educate stakeholders such as parents, faculty, students, etc.,
- establish and maintain respectful, sustainable relationships between partners.

The Forum on Education Abroad's *Standards of Good Practice* include Guiding Principles regarding:

- Mission and Goals
- Collaboration and Transparency
- Ethics
- Equity, Diversity, and Inclusion
- Policies, Procedures, and Guidelines
- Financial and Human Resources
- Student Learning and Development

The *Code of Ethics for Education Abroad* provides direction to institutions and organizations involved in education abroad and helps ensure that students achieve the maximum benefit from their education abroad experiences. The *Code* assists organizations as they seek to provide services in accord with the highest ethical standards, with the ultimate goal that students' international educational experiences are as rich and meaningful as possible. The *Code* should be understood as a complement to the field's *Standards of Good Practice for Education Abroad*.

*Four Questions to Guide Ethical Decision-Making in Education Abroad:*

1. Is it true, fair, transparent?
2. Is it equitable and inclusive?
3. Does it prioritize the interests of the learners, and contribute to their growth and wellbeing?
4. Does it foster international understanding?

# Expectation of Equity, Diversity, and Inclusion

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## *Statement of Equity, Diversity, and Inclusion*

Principia Study Abroad is committed to providing international and intercultural learning experiences for students from diverse backgrounds and communities through our programming. We believe equity and inclusion is an asset that enriches individuals, organizations, and society. We believe that international education and exchange deepens our appreciation of the complex contributions of human society as well as our understanding of the consequences of social division. We strive to maintain policy and practices that welcome diversity of opinion and positions in its pursuit of shared goals and continued development in intercultural competence.

We seek in principle and in practice to make Principia Study Abroad increasingly equitable and inclusive, to encourage participation by underrepresented groups, and to explore new opportunities to use our inclusiveness as a resource for strengthening our department and advancing its mission.

Principia Study Abroad acknowledges and intentionally supports Principia College's Diversity, Equity, and Inclusion (DE&I) Statement. <https://www.myprincipia.com/system/files/Principia%20DE%26I%20Statement.pdf>