

CURRY COLLEGE

CENTER FOR GLOBAL AND CAREER SERVICES

Handbook for Study Abroad Program Leaders

Proposal Process

1. Contact Mireille McLaughlin, Director of the Center for Global & Career Services to schedule a preliminary discussion. Schedule an appointment [here](#).
2. After the meeting, submit the following documents to [Mireille](#) for review:
 - This Curry College Short-Term Faculty-Led Study Away Proposal
 - Program Budget Estimate
 - A detailed course syllabus
 - Day-to-Day Itinerary
 - If working with a tour operator or study away program provider, a proposal from the provider must be included and vetted as part of this proposal process.

Proposal Guidelines

- All travel courses must be academic in nature, credit bearing and directly linked to the Curry curriculum. Faculty should be explicit in how this program connects to various degree programs as well as the College's mission and strategic plan.
- Ideally, to ensure sufficient enrollment, courses should be open to all Curry students.
- Faculty should consider getting their course approved for General Education requirements, to make the course attractive to a larger applicant pool.

Proposal Deadlines

- Spring Semester Programs (Winter Intersession or Spring Break)
 - Priority Deadline- April 1 of the academic year prior to program
 - Final Deadline- June 1 of the academic year prior to program
- Summer Programs (late May-early June)-
 - Priority Deadline- May 1 of the academic year prior to program
 - Final Deadline- July 1 of the academic year prior to program

Program Models

Travel embedded in a course

For example, a course offered during the Spring semester with travel occurring either during Spring Break or Winter Intersession. Tuition is charged at the traditional per-credit undergraduate rate and is part of a student's Spring semester course load and thus eligible for financial aid.

Stand-alone course

For example, a travel course offered outside of the semester, with all teaching during travel, usually offered in late May-early June. Registration and payments are processed through Continuing Education.

Study Abroad Program Providers

Curry College has affiliation agreements with three study abroad program providers, any of whom can organize a customized program for Curry faculty. The College prefers that faculty work with one of these providers. Each has on-site staff who can arrange logistics on site and support the program in-country. More information on each provider's available locations is at the links below.

API Abroad- <https://apiabroad.com/faculty-led-customized-programs/>

AIFS Abroad- https://www.aifsabroad.com/customized/program_locations.asp

CIS Abroad- <https://www.cisabroad.com/custom-programs/faculty-led/>

Proposal Review

After an initial proposal review Mireille will schedule a meeting of the Study Away Policy & Proposal Committee. Faculty are expected to attend this meeting and should be prepared to

discuss all aspects of their proposal, which will be shared with committee members prior to the meeting. This process is designed to support high quality, sage, and affordable study away experiences for students and faculty.

Marketing & Recruitment

CGCS staff will partner with faculty to market programs. In addition to creating a program page in Via TRM and linking to it from our website and portal pages, we will also create a program flyer and share it on our social media channels and in our weekly newsletter (distributed every Monday morning). CGCS hosts a Study Abroad Fair each September and asks faculty to attend to advertise their programs. Faculty are also expected to market their program within their departments and through other faculty, for example by visiting classes and hosting information sessions.

Pre-Departure & Application Policies

Program Applications

Once a program is approved by the Study Away Committee CGCS will create a program page and application workflow in Via TRM, the College's study abroad application system. All students will apply via this program page and faculty will be given access to the system to review student applications and make admissions decisions. Enrollment forms will also be available to download from students' Via TRM accounts.

International Students

If a student is not a US citizen and the course will take place abroad, the student needs to meet with the Director of Global & Career Services to determine if they will need a visa to participate in the program and if it is feasible to receive a visa in time to travel.

Payment Guidelines

Students make payments for Study Away Faculty Led Programs via flywire at <https://curry.estore.flywire.com/>. Instructions and payment deadlines will be included on the program page and payments are processed by Student Accounts. CGCS will receive payment updates once per week and follow up with students who miss deadlines.

Participant Eligibility

Students must maintain satisfactory academic progress and receive clearance from Academic Affairs, Student Financial Services, and Student Conduct at the point of application and again prior to departure. CGCS staff will request these clearances from the relevant offices. Failure to maintain good academic, financial, and conduct standing may result in a student becoming ineligible to participate in Study Away programming. Some programs may have additional eligibility requirements which should be outlined in the program specific materials. Meeting eligibility criteria does not guarantee a student's acceptance to participate in a program, a

student's Study Away application and all supporting materials are considered during the application review process.

All applications should be reviewed together after the deadline. Students offered a spot on a program will receive an acceptance email from CGCS and must submit a deposit within five days of the offer. Should trips reach their enrolment capacity a waitlist will be enacted.

Program Waitlist

When a short-term program reaches its intended student capacity, a waitlist will be enacted. It is expected that students will pay the deposit to secure their spot on the waitlist. While students that are unwilling to pay the deposit will still be added to the waitlist, those that have paid the deposit will receive priority should a space on the trip become available. Students that have submitted a deposit to secure a spot on the waitlist but are unsuccessful in securing a spot in the program will be fully refunded by the College.

Course Registration

The Center for Global & Career Services will send a list of confirmed students to the Registrar's Office to register students for the faculty-led course. For summer programs, CGCS will send a list of students to Continuing Education for registration and billing.

Health & Safety

Pre-Departure Policies

Pre-Departure Meeting with the Center for Global & Career Services

At least one pre-departure meeting with study abroad staff from the Center for Global & Career Services is required for each faculty-led course. Topics to be covered in this meeting include but are not limited to:

- Insurance- GeoBlue & CFAR
- Culture Shock
- Emergency Procedures
- Student Conduct Policies

Required Enrollment Documents (available for students to download in Via TRM)

All students must complete and upload to their Via TRM account the following documents:

- Agreement & Release, Emergency Contact & Health Form
- Proof of COVID Vaccination

Students are also required to submit a paper copy of their passport to CGCS

Pre-Departure Notifications to College Employees Policy

At least one week prior to group travel on a Short-Term Faculty-Led Study Away program, the Director of Global & Career Services will circulate information regarding the trip participants, itinerary, and logistics with appropriate college employees including the Provost, Associate Provost, Associate Vice President of Academic & Strategic Partnerships, Associate Vice President of Student Affairs, the Student Affairs Administrator(s) on-call during the period of travel, the Chief of Public Safety, Study Abroad staff and trip leaders. Information that shall be circulated includes student passport information, student emergency contact information, student medical history and insurance information, information about and contact information for the program provider, U.S. Embassy information, local emergency services agencies, and local hospital information and any other information deemed relevant by the Director of Global & Career Services.

The lead faculty for each study away program will be considered the College Responsible Person "CSA" per the **Clery Act** and must complete the [Clery Reporting Form.docx](#) and submit it to the Director of Public Safety Paul King at paul.king@curry.edu within one week before any off-campus trip. Faculty must also identify the local Law Enforcement Jurisdiction for Clery Reporting, often the on-site resident director, if working with a program provider, can provide this information.

Smart Traveler Enrollment Program (STEP) Enrollment

All college employees and students who participate in an international Study Abroad program are required to register for the Smart Traveler Enrollment Program (STEP) through the U.S. Department of State. In some cases, CGCS will register the group. This program notifies the local U.S. Embassy or Consulate of U.S. citizens that are traveling abroad. The benefit of enrolling in STEP is that participants will receive valuable information about safety conditions in the destination country that will help in making informed decisions about travel plans, help the U.S. Embassy contact participants in an emergency whether natural disaster, civil unrest, or family emergency, and help the College, family and friends contact you in an emergency. Participants can register for STEP online at <https://step.state.gov/step/>.

Travel Alerts and Warnings Policy

Upon approval of travel programs, the Director of Global & Career Services will register for country electronic mailing lists through the Smart Traveler Enrollment Program (STEP) to receive travel alerts and warnings from the U.S. Department of State. Travel alerts and warnings can be quickly accessed by viewing the U.S. Department of State Alerts and Warnings webpage [here](#).

Should a travel alert or warning be issued for a location where a student or group is studying the Director will convene the appropriate staff members including but not limited to Study Abroad staff, the Provost (or designee), the Associate Vice President of Academic & Strategic Partnerships, the Vice President of Student Affairs (or designee), and the Chief of Public Safety

to review the situation and determine any alterations to planned programs or emergency procedures that need to be enacted.

Travelers Insurance

All travelers, both faculty and students, associated with Study Abroad programs shall be required to have travelers' insurance, which includes coverage for emergency medical and evacuation insurance. In most instances, the cost of the insurance will be added to the program fee and the College will arrange insurance coverage through GeoBlue. Alternatively, third party providers may include the cost of appropriate insurance coverage in their program.

Additionally, because of increased travel uncertainty due to COVID-19, all students will be required to purchase Cancel for Any Reason Insurance (CFAR) insurance, which provides reimbursement of up to 70% of travel fees in case of cancellation. The CGCS will provide details after students have been accepted to a program and the cost of CFAR insurance will be included in the program budget.

On-Site Policies

Faculty & Chaperones

All programs must have one faculty member and one chaperone (faculty or staff) and should have a third faculty or staff member available as back-up in case of emergency. This person should be available to travel during the time of the program.

Group Travel

Faculty leaders should plan for the group to travel together so that travel expenses can be incorporated into the overall cost of a program. If a program occurs during a time of year when all participants should be in the Boston area for departure (I.e., spring break or immediately following the conclusion of the semester), the group will be required to depart and return to Boston together. Should the travel occur at a time of year when participants may be traveling from various locations to the destination (I.e., the middle of winter intersession or the middle of summer) the program will be permitted to allow students to travel on their own to the destination.

Trip Extension Policy

Curry College employees shall make every reasonable effort to travel with students or plan their arrival and departure times in tandem with students who are participating in a study away experience. While not encouraged, employees who plan to extend their trips beyond the dates associated with the study away experience shall be responsible for ensuring the students' safe return to the U.S. or their home country. Employees shall be solely responsible for all expenses and risks associated with extending their trip.

Students participating in a program in which the College arranges airfare to-and-from the U.S. shall not be permitted to extend their trip beyond the approved dates of the experience. In

instances where students arrange their own airfare and they elect to extend their trip, the student shall be solely responsible for all expenses and risks associated with extending their trip.

Cash Advance & Expense Report

Many study away trips require faculty to have funds-on-hand whether they are in the form of cash or travelers checks to effectively deliver a quality program. It is preferred that faculty utilize credit cards whenever possible and submit reimbursement forms upon the conclusion of the trip, however, it is understood that it may not be reasonable to expect this in every instance.

Cash advance funds should be factored into the program budget. Cash advances should not exceed \$2,500 USD and should be requested at least three weeks prior to the group's departure. All expenditures that are paid for using a cash advance must be recorded and receipts must be submitted along with any unused funds to the Director of Global & Career Services within two weeks of the trip's conclusion.

Should extenuating circumstances require funding beyond the level outlined in this policy or the length of time to submit receipts, an appeal by the instructor should be sent to the Director of Global & Career Services no less than four weeks in advance of the trip. The Director will work in consultation with the Director of Finance to review such requests on a case-by-case basis.

Travel Companions

Employees who lead study away experiences have a unique set of responsibilities in providing round-the-clock support for students for the duration of the trip. Due to the round-the-clock support, employees are not allowed to have non-Curry employees accompanying them as travel companions. For the purposes of this policy, travel companions are defined to include, but are not limited to, spouse, partner, significant other, parents, children, other relatives, and/or friends.

Alcohol

While local laws in the destination country of a study abroad experience may conflict with American laws regarding the legal age of consumption, no employee of Curry College shall purchase, pour, or provide students on a study away experience with alcohol in any form. Employees are expected to use good judgement and act responsibly in their own consumption of alcohol during Study Away programs when they are responsible for the safety of the group and especially in the presence of students.

Responsible use of alcohol includes the following:

- Abiding by the laws of the country visited;

- Not missing scheduled events because of the effects of alcohol consumption;
- Not becoming ill due to the effects of alcohol consumption;
- Being respectful of others sharing the same housing, and avoid congregating in loud groups for social purposes;
- Not engaging in inappropriate behavior towards others as a result of alcohol consumption;
- Not engaging in behavior that causes embarrassment to the other members of the group and in-country hosts as a result of alcohol consumption, including public displays of intoxication;
- Not facilitating, encouraging, or ignoring a fellow participant who is abusing alcohol;
- Not transporting quantities of alcohol to program sites with the intent of sharing it with others;
- Not driving or trying to operate motorized vehicles or bicycles while under the influence; and
- Not providing common source alcohol container(s) and paraphernalia (kegs, beer balls, funnels, etc.).

Arrest or Crimes by a Participant

The College expects that all participants in Study Away programming shall obey laws and regulations in the country in which they are visiting or living. In instances where a participant violates the law and is arrested by a local jurisdiction, it is important that the arrested participant request that the U.S. Embassy or Consulate be contacted immediately. The trip leader should immediately contact the College's Office of Public Safety which will contact the local U.S. Embassy or Consulate for assistance.

The Department of State is committed to ensuring fair and humane treatment for U.S. citizens imprisoned overseas. The Department of State stands ready to assist incarcerated citizens and their families within the limits of their authority in accordance with international law, domestic and foreign law.

When a U.S. citizen is arrested overseas, he or she may be initially confused and disoriented. It can be more difficult because the prisoner is in unfamiliar surroundings, and may not know the local language, customs, or legal system.

<p><i>The U.S. Embassy or Consulate can:</i></p> <ul style="list-style-type: none"> • Provide a list of local attorneys who speak English • Contact family, friends, or employers of the detained U.S. citizen with their written permission • Visit the detained U.S. citizen regularly and provide reading materials and vitamin supplement, where appropriate 	<p><i>The U.S. Embassy or Consulate cannot:</i></p> <ul style="list-style-type: none"> • Get U.S. citizens out of jail overseas • State to a court that anyone is guilty or innocent
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<ul style="list-style-type: none"> • Help ensure that prison officials are providing appropriate medical care for you • Provide a general overview of the local criminal justice process • Inform the detainee of local and U.S. based resources to assist victims of crime that may be available to them • If they would like, ensure the prison officials are permitting visits with a member of the clergy of the religion of your choice • Along with the Department of State's Office of Overseas Citizens Services (OCS) can establish a trust account in the citizen's name to forward funds from friends and family in the States, when permissible under prison regulations. 	<ul style="list-style-type: none"> • Provide legal advice or represent U.S. citizens in court overseas • Serve as official interpreters or translators • Pay legal, medical, or other fees for U.S. citizens overseas
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If a student is arrested overseas, all expenses related to the arrest, including but not limited to alternative travel arrangements, bail, legal fees, and interpreter services, shall be the responsibility of the student participant. Additionally, he or she may be subject to Student Conduct proceedings upon their return to campus.

Policy adapted from information from the U.S. Department of State

<https://travel.state.gov/content/travel/en/international-travel/emergencies/what-state-dept-can-cant-do-crisis.html>

Sending a Student Home

Despite a student's conduct history at the College being a factor in their eligibility to participate in Study Away programming, incidents during a Study Away program could arise. Those incidents which are severely problematic, such as threatening the safety of themselves or other participants or causing general disruption to the group or others not associated with the group, may necessitate that student(s)' return to the U.S. early. Trip leaders may decide, in consultation with appropriate Academic Affairs and Student Affairs staff, to send individual students' home in response to:

- Criminal activity on the part of the individual including but not limited to arrest, drug use, physical or sexual assault, etc.
- Inappropriate behavior on the part of the individual including but not limited to a continuing pattern of culturally inappropriate behavior which does not improve with advising and which endangers the College's relationship with the host institution and/or community; or behavior which is insensitive to other group members and/or damaging to the program group's morale.
- An emotional crisis which affects the individual health of a program participant, or a death or serious illness in the family.
- Serious illness, either physical or psychological

The decision to send students home, even when made for the best reasons, may result in negative responses, including lawsuits instigated by the students or their families and difficulty in re-establishing the program in the future. It is therefore essential when contemplating an expulsion or an evacuation to consult immediately with the Director of Global & Career Services, who will, in turn, consult relevant College staff.

Program Cancellation Policy

There may be instances in which the College deems it necessary to cancel a Study Away program prior to a trip's departure or during the trip. Conversations regarding program cancellations will be initiated by the Director of Global & Career Services and/or the trip leader. Potential reasons for trip cancellations may include:

- Insufficient enrollment to support a Study Away program;
- Death of a program participant and/or a leader;
- Kidnapping of a program participant and/or leader;
- An outbreak of a highly infectious disease at the host site;
- A natural disaster;
- A political or civic emergency;
- A terrorist attack.

Notification of Emergency Situation from Site to Campus

In the event of an emergency during a Study Away program, the trip leader and/or affected student(s) are encouraged to contact Curry Public Safety (617-333-2222) as soon as possible to inform them of the situation. Public Safety will, in turn, notify the Student Affairs Administrator-on-Call and the Director of Global & Career Services who will engage other members of the Curry community to help.

Missing Student

All participants in short-term, faculty-led Study Away programs sponsored by Curry College must identify an emergency contact to be contacted by the College if the student is determined by Public Safety or local law enforcement to be missing for 24 hours. Students will identify this person in their enrollment forms. The confidential contact information will be accessible only to authorized Curry College officials and will not be disclosed by Curry, except to law enforcement personnel in furtherance of a missing person investigation. Students under 18 years of age who are not emancipated are advised that Curry is required by law to notify a custodial parent or guardian with 24 hours of a determination that the student is missing, in addition to notifying any additional contact person designated by the student.

If a Study Away participant believes that another participant is missing, he or she must immediately notify the trip leader of his or her concern.

If a Study Away trip leader has reason to believe that a student is missing, or otherwise receives a report of a missing Curry student, he or she must immediately notify Public Safety at +1-617-333-2222. Curry College Public Safety will generate a missing person report and initiate an investigation in conjunction with the College's Administrator on-call. After receiving the report, should Public Safety determine that the student is missing, Curry College will notify the local law enforcement agency with the appropriate jurisdiction (unless said law enforcement agency was the entity that notified Curry the student was missing), the local U.S. embassy or consulate, and the student's registered emergency contact no later than 24 hours after the student is determined to be missing.

Curry will initiate efforts to locate the student to determine his or her state of health and well-being through the collaboration of the Department of Public Safety, the Office of Academic Affairs, the Office of Student Affairs, and the trip leader. If the student is residing in a Curry-sponsored housing during their program, the Department of Public Safety will collaborate with the Administrator on-call from the Office of Student Affairs who will provide guidance to the trip leader to make a welfare check into the student's room. If the student is residing in a private residence or a hotel, the Department of Public Safety will enlist the aid of the police agency having jurisdiction over the matter. Concurrently, College officials will endeavor to determine the student's whereabouts through contact with friends, associates, Study Away partners, the U.S. Embassy or Consulate, and/or employers of the student. College officials will endeavor to determine whether the student has been attending classes, scheduled meetings or outings. If the student is not located within 24 hours of receiving the initial report, the College may notify the student's family, in addition to any additional emergency contacts the student has registered, to determine if they know of the whereabouts of the student.

Appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction over the matter. The Department of Public Safety will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law or treaty.

Group Communication On-Site

Faculty and chaperones should plan prior to departure for how the group will communicate with each other on-site. All participants should have access to a smart phone and a data plan while traveling. In the past, participants have used pre-existing plans through their mobile provider (for example, T-Mobile offers this option), added an international plan through their provider for the period of travel or purchased a sim card in the host country. CGCS recommends the use of WhatsApp. WhatsApp is used on Wifi, and both messaging and calls can be made via this app. All participants should download WhatsApp to their smartphones prior to arrival. Faculty should create a What's App group prior to departure and add all participants.

Evaluation of Study Away Program Logistics

- All students to be issued a survey to review the programs, to include program design and management, pre-departure experience, logistics- transportation, tour guides, tour companies, accommodations, meals, and technology used for communication, risk management associated with the trip, where applicable.
- Faculty must submit a report of their experience in leading a Study Away program that assesses pre-departure support, trip planning and logistics, an assessment of tour providers and guides, tools, technology or training that would have helped them better prepare for leading a trip, and ideas on how to improve marketing both during advertising/recruiting for the trip as well as once the group returns to the College. Also ask faculty if they are willing to mentor faculty interested in leading these trips in the future and if we can use their syllabus/itinerary as models for future courses.