

Red Rocks Community College
Faculty-Led Student Academic Travel
- Faculty Handbook -



Spring 2015

This handbook provides information and guidelines on preparation, budgeting, marketing, emergency procedures, liability questions, etc. for Faculty-Led Student Academic Travel courses offered at Red Rocks Community College. The handbook will be updated by the Faculty-Led Student Academic Travel Committee as the need arises.

Table of Contents

Description of Faculty-Led Student Academic Travel at RRCC:	3
Policies for Faculty-Led Student Academic Travel at RRCC:	4
Role of International Student Services Department	4
Money and Budget.....	5
Course Promotion and Recruitment.....	7
Participant Recruitment and Enrollment.....	8
Travel Documents and Visa Requirements	9
Health, Health Insurance, and Medical Screening for Travel.....	10
Alcohol.....	11
Student Evaluations	11
Emergency Protocol/ Risk Management	12
Preparation for Emergencies.....	12
Emergency Contact List for Red Rocks Community College.....	12
Examples of Emergencies.....	12
Responses to Specific Level 2 and 3 Emergencies.....	13
Additional Important Telephone Numbers	15
Title IX.....	15
Appendix A: Faculty Checklist with Timeline.....	16
Appendix B: Travel Emergency Kit Suggestions.....	20
Appendix C: Emergency Action Plan for Faculty Leaders	21
Appendix D: Consent for Treatment Form.....	23
Appendix E: Medical History/Health Disclosure Form	24
Appendix F: HIPAA Privacy Authorization Form.....	27
Appendix G: CCCS Waiver of Liability for Domestic/International Travel.....	29
Appendix H: Additional RRCC Waiver Example.....	32
Appendix I: Additional Certificate of Insurance Example	33
Appendix J: “Rules of the Road” Example	34
References:.....	35

“Studying abroad isn’t just an important part of a well-rounded educational experience. It’s also becoming increasingly important for success in the modern global economy. Getting ahead in today’s workplaces isn’t just about the skills you bring from the classroom. It’s also about the experience you have with the world beyond our borders — with people, and languages, and cultures that are very different from our own.”

—First Lady Michelle Obama, speaking at Howard University, January 2011

Description of Faculty-Led Student Academic Travel at RRCC:

This designation refers to courses that are faculty led and have overnight travel that is sponsored by Red Rocks Community College. Past examples include a spring break trip or a 10-day trip between the terms. The course(s) can be domestic or international and based in one city, one country, or include travel to multiple cities or countries.

Faculty-led student academic travel is not tourism. The purpose of leading a class abroad must be specific in purpose. It should contain strong academic elements, which could not otherwise be achieved in the classroom.

The courses are, by nature, intense for both the students and the faculty leaders. The faculty leaders typically do not have ready access to traditional routines or resources; the responsibility is 24 hours per day during the duration of travel; and the faculty leaders will be expected to deal with issues that are outside the traditional realm of the classroom.

Unstructured time while traveling can be problematic for Faculty-Led Student Academic Travel course(s). While we don’t want students to feel overwhelmed and exhausted, too much unstructured time calls into question the academic integrity and amount of time counted towards course credit. For example, free time in a trip to India may be limited to one half-day off.

One of the significant differences between tourism and Student Academic Travel course(s) is that well designed Student Academic Travel course(s) frame experience abroad with ideas and concepts in which students engage with local populations and places. Pre- and post- travel meetings assist students with the integration of cognitive and affective learning.

Pre-departure meetings help to focus students’ attention on a particular set of ideas or concepts related to the places to be visited, academic and personal expectations. They also help the students prepare by providing practical information such a packing, money, safety, health issues, and comments from former student participants (what to expect).

Post-trip meetings allow students to interpret and integrate their learning into a whole experience. It is a time for students to reflect on their personal growth. It is also an opportunity for students to prepare presentations on their experience, analyze data they have collected, and find opportunities to share what they have learned with the community.

Resources such as NAFSA’s *The Guide to Successful Short-Term Study Abroad Programs* may be helpful.

Policies for Faculty-Led Student Academic Travel at RRCC:

Participants must be 18 years of age or older.

Faculty members are not allowed to take family with them during course travel.

All faculty-led student academic travel course(s) have in common the philosophy that the course incorporates travel for a particular reason. The course should be designed so that both the subject matter and pedagogy are adapted to the site of instruction and still maintain the overall objectives, competencies, and outcomes of the course.

As with all academic courses, these courses include assessment of student learning and grades. Student learning is evaluated while abroad, but also may be evaluated as part of a course pre- and post- travel. The majority of the travel time will involve academically-oriented activities linked to course content.

Note on academic journals: As it is difficult to access traditional tools of instruction while leading a course(s) abroad, an academic journal can be an effective tool for measuring and encouraging experiential learning. Journals can also reinforce course material and objectives and can be used as a part of a larger assignment. Objectives should be clearly explained in advance with specific questions and guiding themes. Timely feedback is important. Waiting until the end of the course(s) to evaluate journals is usually not a good practice and can lead to diary-like journal submissions. Early and frequent feedback keeps students on track. Establishing a grading rubric is beneficial for both the students and the faculty leaders.

Role of International Student Services Department

The International Student Services Department (ISS) performs three key functions in the context of Faculty-Led Student Academic Travel course(s).

1. Information Center for Short-Term Student Academic Travel Course(s)

ISS will be an information center for all faculty-led student academic travel course(s) and will participate in marketing and advertising the courses. Students who are interested in discovering the range of faculty-led student academic travel offerings can visit ISS and access descriptions of all current course(s), as well as contact information for faculty leaders. Faculty leaders will be responsible for ensuring that copies of all promotional materials are forwarded to ISS as soon as they become available.

2. Centralized Record Maintenance

ISS maintains all required forms and documents for faculty-led student academic travel courses. The following completed paperwork should be submitted by the faculty leaders to ISS:

For Each Participant:

- Photocopy of driver license or passport (and visa if necessary)
- Participant Information Form
- Medical/Travel Insurance Form and copy of card
- Any pre-departure medical and immunization forms

- Signed statement of “Rules of the Road” or a similar type of document (Appendix J)
- Consent for Treatment Form (Appendix D)
- CCCS Waiver of Liability for Travel (Appendix G)
- HIPAA Privacy Authorization Form (Appendix F)

Additional Paperwork:

- Copy of itinerary of entire trip (dates, locations, housing addresses, schedule of events and /or field trips)
- Course syllabus
- Contact information for all faculty leaders
- RRCC campus contact during travel

It is recommended that faculty leaders collect this information and submit it to ISS prior to departure.

3. Assistance to Faculty leaders

While the primary course(s) coordination role for faculty-led student academic travel course(s) rests with the faculty leaders, ISS is available to assist faculty and students in a variety of ways. Available services include:

- Assistance with passport information, as well as State Department and consular travel advisories.
- Assistance with college forms
- Assistance with course(s) promotion
- Assistance with student health insurance and travel insurance

Money and Budget

Faculty-led student academic travel course(s) generate their own revenue and are not included in the college’s budget. The faculty leaders prepare the budget. It is important to have very clearly defined budgetary items and be very responsible for following budget guidelines; honesty, integrity, and accuracy are very important. The balance between constructing a quality course(s) and an affordable course(s) can be difficult. For assistance and possible templates, talk to Business Services and/or faculty with previous experience leading trips.

Refund/cancellation policies will vary depending on the nature of the trip and be dependent on airline policies, tour policies, etc. Talk to Business Services and/or faculty with previous experience leading trips for suggestions on taking deposits and handling course enrollment in a timely manner. Be sure all of the policies are fully communicated to interested students.

Additional items to consider include:

- Students should work with the financial aid office to determine how financial aid applies to courses abroad
- Detailed collection of all receipts and recording of all expenditures is the responsibility of the faculty leaders.
- What is the minimum/maximum number of students per course(s)?

- What costs are included /excluded in the price charged students? Costs not covered often include: passports, immunizations, travel to/from gateway airport
- What faculty leader costs are included? Airfare, accommodations, food, travel expenses, mileage, entry fees, etc.?
- What are the deposit, cancellation, and late payment fee policies?
- What are the on-site options for faculty to pay bills?
- What happens if faculty leaders spend more money than budgeted?
- What is done with money left over at the end of the course(s)?

Final Course Price

The final price of the course(s) will be determined by fixed costs and per person charges. Fluctuating exchange rates can also ultimately affect final costs. Many course(s) set costs for students based on a set minimum number of students. The number of students generally has a greater effect on pricing than exchange rates. Calculate the extremes of high and low- set the price within that range. The final price can often be established a few months before the course begins. Advertise using the range of prices (e.g., figures for minimum/maximum students). Ensure that it is clear in advertising that the lower prices depend upon the best case scenario of strong enrollment, low airfares, and a good exchange rate. Significant world events can affect costs but cannot be predicted. Round up final costs for additional protection.

Additional budgeting items:

- Once policies are set, they need to be set and enforced consistently, firmly, and fairly.
- Booking airfare and hotel rooms in advance can reduce costs. Hotels need to be safe and clean, but luxury travel should not be the goal of any Student Academic Travel course(s). The type of accommodations that will be booked need to be made clear to all participants.
- Provide students with estimates for items not included in the advertised price of the course(s): food, spending money, gifts for hosts, transportation to airport and passports, tips, and required textbooks. List this information on advertising material for the course(s).
- Most credit card companies convert currency at the time of purchase and add 2-3% for each purchase. Inform students of the potential ability to use credit/debit cards in the travel destinations. Students need to be aware that not all countries have ATMs readily available. Exchange of US dollars can also be an issue in some locations. In many cases, cash should be exchanged before the travel date.
- The faculty leaders are responsible for keeping receipts for all expenses during the course(s).
- Faculty leaders should never act as bankers for course(s) participants.
- Faculty leaders need to be very cautious regarding unspent money. Exchange rates, forgotten budget items, or surprise bills can affect the final accounting. Do not give “surplus” money to students to spend on shopping during the final days of the course(s). The best policy is to wait until two months after the trip, once all accounting is settled. If there is extra money at that point, this money should be returned to the students. Business Services will facilitate this.

Course Promotion and Recruitment

Who are you recruiting? Students vary in their willingness to consider travelling abroad. While there may be some students at the college who are savvy travelers and take no convincing to join an academic experience outside the United States, many other students have obstacles which need to be overcome before they plunge into a Student Academic Travel course(s).

Students must be 18 years of age or older.

The quality of the promotional material for the Student Academic Travel course(s) is important. Faculty should contact Marketing and/ or the International Student Services office and consider the following when marketing:

- Market the course(s) as a valuable part of the curriculum. Showcase it as an opportunity for students to continue and enhance their studies beyond the classroom. Consider how to highlight the RRCC Common Learning Outcomes.
- Illustrate how the course/courses fulfill degree requirements
- Show how it can be exciting to meet new people, experience new places and have new opportunities to learn
- Include testimonials from students who have participated in previous Student Academic Travel opportunities
- Don't underestimate the power of word of mouth. Hard work in the first trip can make subsequent offerings easily marketable.

Marketing media which could be used to reach potential students include:

1. Posters
2. RRCC Schedule
3. RRCC Student Academic Travel Website
4. Departmental Websites
5. Information Tables
6. Social Media
7. Student Academic Travel Information Fair
8. Class Visits
9. Email Blast

Advertising materials might include:

- Application Process
- Cost and Payment Procedures. What do the course(s) fees cover? What do they not cover? Out of pocket expenses?
- Cancellation policy
- Course(s) level(s) and title(s)
- Course(s) and itinerary information
- Name and relevant background info of the faculty directing the course(s)
- Prerequisites
- Maximum enrollment
- ❖ Note of where courses might fit into academic degree plans

- ❖ When marketing, make sure that you emphasize the academic nature of the course(s) while making it exciting. Do not promise more than you can deliver.

Participant Recruitment and Enrollment

It is highly recommended that enrollment for courses be by permission of instructor only. Leaders can consider an application/information gathering process and should also speak to students directly. There should be clear criteria for how students are recruited and encouraged to enroll.

Having a well thought out recruitment process will allow the faculty leaders to:

- Articulate the academic and intercultural seriousness of the course(s). If students know that a selection process will be used, they cannot take their participation for granted. This ensures that students take their participation seriously, reinforcing the academic quality of the course(s). Students will choose the course(s) due to an emphasis on course content and academic expectations and not just geographic location. This distinguishes between course(s) that are touristic in nature and course(s) that are academic in nature.
- Reduce the institution's liability
- Limit questions from confused students.

All prospective students should be made aware of the following:

- Any application/form deadlines, wait-list policy, list of required courses
- Information contained in the Faculty-Led Student Academic Travel Student Handbook
- Procedures for student participation
- Academic information: requirements, course credit, grading, course(s) evaluation, enrollment process
- Physical requirements of the experience
- Student behavior expectations and disciplinary procedures
- Financial matters: course(s) costs, fees, exclusions, payment schedules, cancellation and refunds, financial aid
- Health and safety information: insurance, required and recommended immunizations, pre-travel physical if required
- Student identification card
- Pre-travel requirements
- Travel information: flight, visas, passports

Possible Criteria for Enrollment

- Academic preparation and strength
 - Sense of maturity, responsibility, and citizenship
 - Ability to describe how the Student Academic Travel experience will apply to academic and personal goals
- Students must meet passport and visa requirements and any institutional requirements

Student interest/information sheet

If collecting an information sheet from interested students, consider the following:

- student information, emergency contact information, and data determined by RRCC for statistical analysis
- student signature
- information regarding passport and citizenship- this allows for investigation into visa procedures for non-US citizens
- Essay or personal statement. Here are examples:
 - Why are you applying for this particular course? What do you hope to learn? Your desire to travel to the destination(s) of the course should not be part of your response.
 - Travel experiences which include academic requirements are very intense. What strategies will you use to deal with the intensity?
 - Describe your ideal cross-cultural experience either abroad or in the United States
 - Travel, especially travel with a group, requires flexibility. Give an example of how you have coped with an unexpected situation in the past.
- Unofficial transcript
- Acknowledgment of costs and ability to meet financial requirements

Travel Documents and Visa Requirements

If traveling outside the United States, students must meet any passport and/or visa requirements or any other requirements pertinent to an individual's situation. Some additional information on passports and visas are provided below.

Passports:

If a current passport will expire during or within six months from the end of the Student Academic Travel course(s), renew it.

US Citizens: Passport application forms can be found online at www.travel.state.gov or at a local post office designated for passport processing. It is recommended that a traveler apply at least six months in advance of departure.

Non-U.S. Citizens: Any non-U.S. citizen leaving the United States needs to be in possession of a valid passport from his/her home country. Additionally, US permanent residents must travel with their PR card and ensure that it will not expire within the six month window. US visa holders will need to comply with any visa restrictions that might affect re-entry into the United States.

Visas:

Visas are official documents issued by governments granting permission for visitors to enter a country. Visa processes and requirements vary greatly by country. Carefully research the visa process on the consular website of each country that will be visited during the Student Academic Travel course(s). Depending upon the destination country's consular rules, the visa application may have to be done in person at a consulate. Some consulates allow visa applications through mail and some can be done at an airport upon arrival in the country. Some countries do not require visas for US citizens; however, non-US citizens may require a visa depending upon their nation of citizenship. Processing times for visas can take anywhere from a few days to a few weeks or even months. It is important to plan for the time that will be needed for visa processing.

If there are multiple students participating in a course(s), it might be a good idea to consider using third party providers who can apply for visas on behalf of all of the participants.

It is important to take into consideration that each country has its own visa regulations and requirements. Short term Student Academic Travel participants may require a student visa application. Additionally, some countries will require that a student demonstrate that he/she does not have a criminal background. Depending upon the country, this may be satisfied through a check run by the student's local police station or it may require an FBI background check. Always consult either the embassy or consulate web site of each country the Student Academic Travel course(s) will visit.

Almost all visa applications will require a fee and passport-style photos. Some will also require proof of funds to support the participants while abroad, proof of housing, proof of enrollment, and/or biometrics. Check with the embassy or consulate.

NAFSA has an excellent section on visas and visa requirements:

http://www.nafsa.org/Find_Resources/Supporting_Study_Abroad/EA_Visas/Visas_For_Education_Abroad/

Faculty leaders should check with the State Department to see if completion of the consular registration process is encouraged. If so, faculty leaders should register for all participants who are US citizens. Each participant must be registered individually. The procedure is simple, and can be done online at: <https://travelregistration.state.gov/ibrs/>

Health, Health Insurance, and Medical Screening for Travel

Health Issues: Health issues are important to address in short-term Student Academic Travel course(s). Special precautions and extra preparation must be given if travel involves areas of particular health risk. The Centers for Disease Control and Prevention as well as the International Association for Medical Assistance to Travelers are resources for this information.

Medical issues can and will arise in most course(s), so it is important for faculty leaders to understand and prepare for issues including carrying a travel first aid kit along at all times. One of these can be borrowed from the ISS office for each trip. First aid training may be available through the school and is highly recommended for faculty leaders.

Immunizations: All participants in any Student Academic Travel course(s) should be up to date on any required immunizations. These vaccines are necessary for protection from diseases that are still common in many parts of the world even though they rarely occur in the United States. Some countries will have recommendations or requirements for certain immunizations. The Center for Disease Control and the World Health Organization are excellent sources for immunization information. Students must be informed of recommended immunizations or medication before departure.

Health Insurance: Health insurance for all Student Academic Travel participants is available through HTH Worldwide. The International Student Services Office provides assistance with HTH enrollment and plan information. Faculty leaders provide the ISS office staff with

participant information, the ISS office enrolls the participants, and provides the participants and Faculty leaders with enrollment cards, lists of participating providers in the destination areas, plan details. The ISS office will also coordinate with business services and the insurance company. Rates include repatriation as well as natural and political disaster evacuation. Check with ISS for current rates.

Trip Cancellation Insurance: Trip cancellation insurance protects travelers financially if they have to cancel or interrupt their Student Academic Travel course(s) for medical reasons, political instability, or in the event of bad weather disrupting or cancelling travel plans.

Medical Screening: After a participant has been selected for a Student Academic Travel course(s), the health form in Appendix A should be completed. The collected information is strictly confidential. Faculty leaders should have copies to take abroad and use in the case of medical emergency. The RRCC Health Clinic can work with your Student Academic Travel students to complete the form, although students may also use their personal doctors. The RRCC Health Clinic can also give an in class presentation on health while abroad.

Alcohol

At this time Red Rocks Community College does not have a policy in regards to alcohol and Student Academic Travel but expects participants to act responsibly. At minimum, participants must be expected to respect and follow local laws and customs as well as follow the RRCC student code of conduct. They must also understand and be responsible for following US Customs laws regarding the import of alcohol into the US upon their return. Course(s) also need to establish responsible alcohol use policies if it is decided that alcohol use is permitted in RRCC sponsored course(s). Responsible alcohol use policies include:

- Abide by the laws of the country or state visited
- Do not miss any scheduled event due to the effects of alcohol consumption
- Do not become ill due to the effects of alcohol consumption
- Do not engage in inappropriate behavior as the result of alcohol consumption
- Do not engage in destructive behavior toward property or person as a result of alcohol consumption
- Do not engage in behavior which embarrasses other members of the group, faculty/staff, or hosts as a result of alcohol consumption
- Participants and faculty/staff cannot facilitate, encourage, or ignore any participant who is abusing alcohol.

See “Rules of the Road” in Appendix J for an example of phrasing that may be used for students to agree to.

Student Evaluations

As in any academic course(s), student feedback regarding their experience with the faculty-led student academic travel course(s), logistics, and instructor evaluation are an essential part of ensuring the quality of a course(s) and providing feedback for future improvement. Rather than

relying on anecdotal comments such as “the course(s) changed my life” supporting data can affirm the statement and provide the students, faculty, and the institution with legitimate support for course(s) offerings. Plan appropriately to have participants complete the RRCC SOI forms by the required deadline.

Emergency Protocol/ Risk Management

While everyone hopes that there is never a need for emergency procedures, when an emergency occurs, preparation will help ensure the best possible outcome for all parties involved. It is the responsibility of faculty leaders and college administrators to follow the procedures outlined in this document to the best of their ability and of faculty leaders to inform the participating students of the procedures during their orientations prior to departure.

Preparation for Emergencies

Faculty leaders should carry information regarding: housing address and phone number, location of nearest US Embassy, copies of passports, copies of medical insurance, contact information for faculty leaders, law enforcement/police department, nearest hospital/emergency facility and English speaking doctors and /or health care providers, and contact information for the ISS department. Faculty should consider creating a wallet-sized “Emergency Contact Card” for students with space on the back to include additional contact information. Students should also bring an extra copy of their passports and health insurance information to store in their luggage.

In an emergency, the faculty leader’s prime responsibility is to safeguard the safety and well-being of the participants. The faculty leader will do whatever they can to ensure this, including but not limited to obtaining prompt and appropriate medical attention, US Embassy intervention, or police protection.

In addition, consider making a plan as to how faculty leaders can be contacted in the event of an emergency at home and a participant needs to be notified.

Emergency Contact List for Red Rocks Community College

Department	Name	Office Phone #	Cell Phone #
Campus Police (24 hours)		303-914-6394	?
Campus President	Michele Haney	303-914-6215	303-243-0225
Vice-President of Student Success	Lisa Fowler	303-914-6302	770-374-6164
Vice-President of Instruction	Linda Comeaux	303-914-6403	720-934-5459
International Student Services	Linda Yazdani	303-914-6536	303-513-2304
Faculty leaders are also encouraged to take contact information for their Dean(s)			

Examples of Emergencies

- **Family emergencies:** An incident may occur with a participant’s family member that will necessitate contacting the participant while he/she is travelling within the United States or abroad. Example: death of a participant’s family member.

Response: Faculty leaders are expected to notify the participant, assist the participant in preparations for early return, and if necessary assist the student with basic mental health

first aid. The faculty leaders will contact International Student Services to let them know what action has been decided upon by the student.

- **Participant, Group, or Locational Emergency:** Possible emergencies can vary in seriousness and level of response. In order to clarify response to emergencies, definitions of levels of emergencies are given below.

Level 1: Incidents/events of limited duration which have limited impact on participants, the college, and continuation of the course(s). Limited outside assistance is needed. Examples of level one emergencies are: minor theft (theft of a cell phone), minor medical issues, a minor change in schedule.

Response: The faculty leaders are expected to deal with the emergency and contact campus (see numbers, above) for advice if desired, although this is not required.

Level 2: More serious incidents/events which may cause alarm amongst participant family members or impact the college. Examples of level two emergencies are: airport closure, flight cancellation that affects the return schedule, health care issues that require professional medical care (not life-threatening, but impacts travel), criminal incidents such as mugging, civil unrest, or severe weather.

Response: Report all level 2 emergencies directly to campus (see numbers, above) before family members are notified or shortly thereafter. Students have the right to report to family members as they see fit. Campus contact(s) may notify family members and others at the college, as needed. The ISS Department will also provide administrative assistance as needed. See below for more specific information.

Please be aware that level 2 emergencies can escalate into level 3 emergencies.

Level 3: Major emergencies that directly involve the participants. Examples of level 3 emergencies include: major injury or death of participant, act of terrorism, pandemic disease, or severe weather that directly affects the group.

Response: All level 3 emergencies should be immediately reported to campus (see numbers, above).

Responses to Specific Level 2 and 3 Emergencies

Ill or Injured Student:

1. Seek immediate care for the student.
2. If applicable, contact medical emergency services provider, HTH Worldwide (see health insurance info provided on pg 10 of this handbook). HTH will arrange for emergency medical evacuation if necessary.
3. Contact campus (see numbers, above)
4. If needed, campus/ISS will contact the appropriate emergency response team members.

Ill or Injured Faculty Member:

1. The unimpaired faculty leader will seek immediate care for the ill or injured faculty member.
2. If applicable, contact medical emergency services provider, HTH Worldwide (see health insurance info provided on pg 10 of this handbook). HTH will arrange for emergency medical evacuation if necessary. Information about state insurance for employees can be found at: <https://resources.cccs.edu/wp-content/uploads/sites/6/2013/09/8914-PrudentialTravelAccidentCert.pdf>
3. Faculty leader will contact campus (see numbers, above)
4. If needed, campus/ISS will contact the appropriate emergency response team members.

Death of Student or Faculty Member:

1. If applicable, contact HTH to get them involved in the repatriation of remains.
2. Contact campus (see numbers, above). Campus/ISS will inform appropriate emergency response team members including the VP of Student Success.
3. If applicable, contact the nearest US Consular services to notify them of death of US Citizen. Inform them of HTH involvement in repatriation of remains.
4. VP of Student Success will contact family of student or faculty member.

Student or Faculty Member with emotional or psychological problems:

1. Contact campus (see numbers, above) to report problem. Campus/ISS will contact VP of Student Success or VP of Instruction as appropriate.
2. Campus/ISS will contact family of student or family of faculty member as needed.
3. Campus/ISS will arrange for repatriation of student or faculty member if necessary for smooth continuation of travel course(s).

Student or Faculty Member is the victim of a crime-theft, assault, rape, harassment, etc. or has been accused of committing a crime.

1. The faculty leader will contact campus (see numbers, above) including the VP of Student Success and the VP of Instructional Services.
2. If the incident is between a member of the group and an outside party, action taken will depend on legal requirements of the host country and the wishes of the group member.
3. CCCS legal counsel will be contacted through the VP of Student Success if necessary, for appropriate advice.
4. Campus/ISS will contact local on-site authorities if necessary, for appropriate action.
5. Campus/ISS will contact parents of student and/or emergency contact as designated by student.

A situation in-country arises that causes serious concern (political uprising, natural disaster)

1. Campus/ISS will contact faculty leader for preliminary assessment.
2. Campus/ISS will contact the US State Department to receive the latest public announcements or travel warnings.
3. Campus/ISS will take necessary action based on advice from US State Department and faculty leader. Action could include but is not limited to: evacuation, move to US Embassy compound, remaining on-site and maintaining low profile, or quarantine.

4. When the status of the group has been determined, campus/ISS, along with the faculty leader and senior college administration, will disseminate the information to appropriate parties.

Additional Important Telephone Numbers

State Department Switchboard: (Call this number and ask for the country desk)	202-647-4000
Overseas Emergency	202-647-5225
Consular Affairs	202-647-3600
After Hours Duty Officer	202-647-1512
HTH Worldwide (health ins. provider through ISS)	610-254-8771 (collect, 24 hours a day)
Travel warnings & consular information sheets	http://travel.state.gov/travel_warnings.html

Title IX

The RRCC community has the right to be free from sexual misconduct and violence. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others. RRCC believes in a zero tolerance policy for sex/gender-based misconduct. Should you witness or experience sexual misconduct or violence, it should be reported to the Title IX Administrator immediately:

Dr. Bill Dial
 Title IX Administrator
 Red Rocks Community College
 303.914.6298
bill.dial@rrcc.edu

Appendix A: Faculty Checklist with Timeline

More than a year before your intended trip (the sooner the better)

- Determine what kind of class you would like to teach, where you would like to travel in order to teach it, and how traveling will improve student outcomes. Consider interdisciplinary experiences of more than one course.
- Carefully review this Faculty Led Student Academic Travel Handbook in its entirety, including this Checklist.
- Talk to faculty who have taken students on academic trips previously. Get their advice about what has and has not worked.
- Choose one or more additional faculty member(s) whose expertise complements your own to work with. Also consider your likely teaching and traveling compatibility. At least one male and one female trip leader is a good idea.
- Determine whether or not the objectives of your class meet the parameters of a pre-existing course or courses in the CCCS database. If not, it may be offered as a Special Topics one time. After that, it is required to go through the curriculum approval process if it is something you anticipate offering again.
- Research your destination(s) and put together a rough idea of a possible itinerary.

Approximately one year before your intended trip

- Decide on the best dates for the trip. The ending date of the course must be prior to the start of the following semester.
- Establish the probable costs and parameters of the trip. Include flights, other modes of transportation to areas you want to visit, accommodations, meals, insurance, admission charges to museums/natural and historic sites/events, etc.
- Discuss your proposed trip with your Dean and revise your plans if necessary after that.
- Download and complete the Overnight Travel Request & Authorization form (<http://www.rccc.edu/human-resources/travel>). **Submit it to your Dean for approval one year or more in advance of your trip. The annual submission deadline is June 1 of the academic year prior to travel.**
- The Deans and VPI will determine how many and which trips will be approved by the school for each given time period, with the goal of having a diverse selection of trip offerings yet not so many as to decrease the likelihood of all the trips obtaining sufficient enrollment. Their decisions on trip approvals/denials will be made at **the first Instructional Leadership Team meeting in June** so that faculty may be notified in a timely manner.
- The Travel Authorization form will then also need to be signed by the VPI, the College President, and the CCCS President/Delegate before you can proceed. If your trip is approved, you will be notified by the RRCC President's office and assigned an RR travel #. Follow up with Business Services/Travel to make sure they are ready for booking.

- Determine how trip participants will be selected and prepare any necessary student application materials.

6-12 months before your trip

- Develop a more detailed itinerary for your trip.
- Figure out what course material you need to cover with students prior to traveling.
- Determine for how much time and how frequently you are going to meet during the semester prior to travel. Be sure you meet the required 1:2.5 credit-to-contact ratio (over the entire course) at a minimum. For example, a 4-credit course would be held for at least 150 hours (4 credits x 15 contact hours per credit x factor of 2.5). For calculating time during the trip, consider how many hours a day will be spent on academically-oriented activities.
- Get your course(s) in the schedule of classes for the appropriate term. Be sure it is set up so that students may register with Permission of Instructor only.
- Meet with Business Services/Travel to set up an account for the funds collected by students to be used for the trip.
- Consider how many students you want/need on the trip. Establish a minimum and maximum allowable, and also plan for what will happen if too few or too many want to participate.
- Make reservations for transportation, accommodations, etc. Some of this may be done on your own, but there may be benefits (such as included insurance coverage and being able to reserve with certain airlines without paying a deposit) to booking some items with the system's travel agent. It may also be required to do so for some or all of the trip components. Communicate with Business Services early and often to be sure all of their policies are being followed.
- Develop an overall trip budget, being sure to allow extra for any travel items that do not have a price fixed in advance (e.g. gasoline) and fluctuations in exchange rates. Speak to Business Services and/or faculty who have been through this process before for help.
- Determine the minimum and maximum cost of the trip per student by adding up the total cost for everyone (including instructors) and dividing by the number of students. If more money is collected than is ultimately needed, the extra can be returned to students by Business Services once all of the trip payments have cleared.
- Determine student payment deadlines. Have students commit to the course by paying a deposit prior to registration in the course(s). Consider having the students pay out the rest of the money in two additional payments. Make sure that students understand what is non-refundable. The Cashier's Office collects money from students. Faculty should not collect any money. Work out a plan with the cashiers to track who has paid and make sure that only those accepted to the trip do so.
- Work with Business Services/Travel to finalize costs, payment deadlines, payment procedures, and required information for all travel vendors.

- Arrange for at least one faculty member on the trip to have a RRCC credit card, to pay for emergencies as well as items that cannot be paid in advance or after the trip. Make sure the card's limit is sufficient to cover expenses.
- Recruit students for the trip. Methods include: advertising in class; asking other faculty to advertise for you; making and distributing flyers; requesting assistance from marketing to get the word out on the school website and social media; promoting the event during a study abroad fair; making sure the International Students Services Department has flyers and other relevant information on file, etc.

Pre-Trip (semester of, or before, the trip)

- Compose a syllabus specific to your trip. The syllabus should not only cover the campus portion of the course, but also the expectations while traveling and any work due after the trip is over. Assessment projects (such as journals and exams) should be used to promote and insure ongoing learning before, during, and after the trip.
- Distribute and go over syllabus, itinerary, and trip expectations during the first class meeting.
- Make sure students have their passport (or official government ID, for domestic travel) and any necessary visas far enough in advance of the travel.
- Have students complete all required waivers and other paperwork (see pages 4-5 and Appendices)
- Have students obtain necessary insurance for the time of travel (see page 10 and Appendices)
- Make sure all records (see list on pages 4-5) have been completed and given to the International Student Services Department and your Dean's assistant as soon as possible prior to departure.
- If grades will not be submitted by the standard grade deadline, SP grades must be submitted in Banner. Final grades must be submitted no later than 15 days after the last scheduled class meeting.
- Be sure there is someone on campus that is willing and able to serve as an emergency contact for the entire time you are traveling. That person needs to have all available contact information for the faculty on the trip (such as cell and hotel phone numbers), and faculty need to have multiple possible ways to contact that person while they are gone.
- Let students know how they can be reached in case of an emergency during the trip, so they can give this information to family before they leave.
- If traveling to another country, complete the consular registration process online (see page 10)
- Send full names (as they appear on official ID) of all travelers to the state travel agent for seat assignment and ticketing for the flights.

- Work with Business Services/Travel to make sure that all student payments are collected and applied to the trip account, and that all pre-trip payments to vendors are made in advance of deadlines.
- Teach content necessary prior to the trip and assess students on their learning of this material.
- Set clear expectations for behavior and scholarship for during the trip.
- Have students review all applicable content in the Student Handbook (e.g. Title IX)
- At the last class meeting prior to the trip, have students sign a “rules of the road” agreement for the trip that is customized for your trip (see Appendix J as an example). Remind them that they are representatives of Red Rocks Community College.

During the Trip

- Use a “buddy” system for safety and accountability of everyone at all times.
- Remind students of expectations and itinerary each day, and let them know if any changes of plan are necessary.
- Maximize learning opportunities.
- Keep emergency paperwork, supplies, and contact information with you at all times.
- Stay within budget, track all expenses, and keep all receipts in an organized fashion.
- Remember that this is a 24/7 time commitment for trip leaders.

After the Trip

- Let your campus contact know that you have returned safely.
- Have students complete trip/course evaluations
- Work with Business Services/Travel to make sure that any remaining payments are made as soon as possible after the trip is over. If there is a surplus of funds, have it divided equally and refunded to the students.
- Hold a post-trip meeting to allow students to share what they learned, reflect and provide feedback on the trip experience, etc.
- Have students complete course assignments. Assess students on learning conducted while on the trip.
- Report grades in a timely manner, no later than 15 days after the last scheduled class meeting.
- Keep a record of your completion of all of the items on this checklist.

Appendix B: Travel Emergency Kit Suggestions

First Aid

- antacids
- antibiotic skin lotions
- anti-diarrheal medications
- antihistamines for allergies
- antimalarial medication (if traveling in a malarial zone)
- artificial tears
- aspirin or acetaminophen
- bandages (ace wrap, adhesive tape, butterfly bandages, steri-strips)
- sunblock/sunscreen
- cotton swabs
- dental floss
- hydrogen peroxide
- insect repellent (with DEET)
- mole skin for blisters
- mosquito net, permethrin clothing spray (for insects)
- motion sickness medication
- safety pins
- scissors
- soap
- sterile wipes
- suntan lotion with sunscreen
- thermometer
- topical antibacterial ointment
- tweezers
- translation of common medications

General Emergency Kit

- flashlight and extra batteries
- Swiss army knife
- Satellite phone if travelling in non-urban areas
- Back up cell phone
- List of participants
- List of contact numbers
- Medical information on participants
- Copies of passports and visas

Appendix C: Emergency Action Plan for Faculty Leaders

Know Where to Go

Where should you go first in an emergency, and what method of transportation will you use to get there?
Be aware of all your emergency transportation options. Know the numbers for the following:
Airport:
Bus Station:
Train Station:
Metro Station:
Rent-a-car:
Boat/Ferry/Port Authority:

Know Your Emergency Contact Information

City or country 911 equivalent:
Local Government/Visa office:
Consulate/Embassy:
Police:
Fire:
Hospital:
Translator service:
Red Cross:
24-Hour Assist/Insurance Hotline:
Red Rocks Police:
Other:

Who will you call first, second, third, etc. in an emergency?

1.
2.
3.

Do your emergency contacts have each other's phone numbers so they can communicate and relay information about you to each other? Yes No

What are some alternate ways of communicating with our emergency contacts?

Consider these options: telephone, cell phone, text message, satellite phone, email/internet, post office/express mail, wire service, and fax

Who would you like those assisting you to contact in the case of emergency?

Do all of your emergency contacts know what your wishes are in the event of your serious injury or death?

Back-up Plan/Special Conditions

If the situation does not permit you to follow the original emergency plan, what is the back-up plan (Plan B)?

Are there any other special conditions to consider which are unique to your situation (i.e. weather conditions/hazards in your region of study/travel, a personal physical handicap, poor public transportation or phone service in your area, etc.)?

Emergency Kit/Money

Which items do you still need to add to your emergency first aid kit before it is fully stocked and ready?

Do you have emergency cash reserves, travelers' checks, credit cards, etc. on-hand, in case you can't count on banks/ATMs, or get to a bank/ATM?

Using the emergency supplies and reserve money you have set aside, for how many days would you be able to sustain the group and what would you use each day?

Source: <http://www.studyabroad.purdue.edu/safety/peap.cfm>

Appendix D: Consent for Treatment Form



In the event of any medical emergency (physical or mental), Participant hereby grants Red Rocks Community College or any of its representatives the full authority to take any action deemed necessary to protect Participant's mental or physical health and safety at Participant's own expense, including, but not limited to, placing Participant under the care of a doctor or hospital or any place for medical examination and/or treatment or returning the Participant to the United States at Participant's own expense if such return is deemed necessary after consultation with medical authorities. In the event Participant is returned to the United States, Participant shall not recover any money paid for in connection with the Course(s). Student agrees that RRCC and its representatives are not required to take any such actions if they are not aware of the emergency or in their discretion determine no emergency exists. Should the need arise, RRCC and its representatives are authorized to provide any personal information of Participant to any healthcare provider.

Please read these forms and follow all instructions for completion. **FULL DISCLOSURE IS REQUIRED.** The information on these forms will assist healthcare providers in the event of a medical emergency. It is very important that all sections are fully and accurately completed.

Name of Course(s): _____

Participant Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

First Emergency Contact:

Name: _____ Relationship: _____

Address: _____ Contact phone: _____

Second Emergency Contact:

Name: _____ Relationship: _____

Address: _____ Contact phone: _____

Primary Care Physician:

Name: _____ Office phone: _____

Insurance carrier: _____ Policy Number: _____

Medical insurance is required for course(s) participation. Healthcare providers may require proof of ability to pay for services before services are rendered. Keep evidence of your HTH health insurance with you at all times.

I _____ (Participant) consider myself adequately physically and mentally healthy to take full responsibility in case of illness or disability for seeking treatment and informing Faculty Leaders of the need to any such treatment.

Participant's signature: _____ Date: _____

Appendix E: Medical History/Health Disclosure Form

While these completed forms will be provided to faculty leaders, they will not be viewed or used unless there is a medical emergency in which you are incapacitated.

Please read these forms and follow all instructions for completion. **FULL DISCLOSURE IS REQUIRED.** The information on these forms will assist healthcare providers in the event of a medical emergency. It is very important that all sections are fully and accurately completed. If a question is not applicable, enter N/A.

All questions must be answered. (Please circle correct response.) For each “Yes,” provide an explanation in the area provided below. Attach an additional sheet if necessary.

Do you currently have or have you ever had a history of:

Allergies to foods?	No	Yes
Allergies to medications?	No	Yes
Allergies to plants, animals, or insects?	No	Yes
Altitude sickness?	No	Yes
Anaphylactic reactions?	No	Yes
Arthritis?	No	Yes
Asthma?	No	Yes
Bleeding disorders?	No	Yes
Cardiac/circulatory problems?	No	Yes
Chemical (drugs, alcohol, etc.) abuse or dependency?	No	Yes
Diabetes	No	Yes
Eating disorders (including anorexia and/or bulimia)?	No	Yes
Endocrine problems?	No	Yes
Epilepsy?	No	Yes
Frostbite or abnormal intolerance to hot temperatures?	No	Yes
Gastrointestinal problems?	No	Yes
Heat exhaustion/ heat stroke or abnormal intolerance to hot temperatures?	No	Yes
High Blood Pressure?	No	Yes
HIV/AIDS?		
Hypoglycemia?	No	Yes
Knee, ankle, back or other skeletal problems including, but not limited to sprains, fractures, or operations?	No	Yes
Liver dysfunction?	No	Yes
Menstrual cramps (severe) and/or premenstrual syndrome?	No	Yes
Muscular problems?	No	Yes
Neurological problems?	No	Yes
Psychiatric treatment of psychological counseling?	No	Yes
Reproductive organ problems?	No	Yes
Respiratory problems including, but not limited to asthma, chronic bronchitis or allergies?	No	Yes
Thyroid problems including allergy to iodine?	No	Yes
Urinary tract disorder?	No	Yes
Are you currently pregnant or have you had a baby in the past six months?	No	Yes
Are you currently taking any prescription medications?	No	Yes
Are you currently taking any non-prescription medications?	No	Yes
Do you have any dietary restrictions?	No	Yes
Do you wear contact lenses?	No	Yes

Medical History/Health Disclosure (cont.)

Please use the space below to completely explain all “yes” answers. Attach additional pages if necessary. Be advised that some medical conditions may require a doctor’s approval for participation in this course(s).

I verify that all information provided in this medical history health disclosure is, to the best of my knowledge, complete, accurate, and true. I also acknowledge that I have reviewed the expected activities on the attached checklist and expect to be able to participate fully, or have made arrangements with my instructor.

_____ (signature) _____ (date)

To be completed by participant’s physician or authorized medical professional at the RRCC health clinic:

Does this participant have any health condition(s) that might limit his/her participation in the activities indicated on the attached checklist? ____yes ____no. If yes, please specify:

In your medical opinion, is this student mentally and physically able to participate in this course(s) with reasonable accommodations without limiting other participants’ ability to meet all of the objectives of the course(s) and without impeding the Faculty leader’s ability to lead the course(s) and meet all course(s) objectives? ____ yes ____no. If no, please specify your concerns:

I have discussed my concerns with the participant.

(Signature of physician or RRCC medical professional) _____ Date _____

Medical History/Health Disclosure (cont.)

Checklist of Expected Activities

Faculty leader(s), select all that may apply to your course(s) – this checklist should accompany the Medical History/Health Disclosure Form that your students complete and have signed by their physician or authorized medical professional at the RRCC health clinic.

The faculty leader(s) have identified the following physical activities as likely to occur as part of this academic travel experience:

- Walking short distances (< 2 miles)
- Walking long distances (>2 miles) on even terrain
- Walking long distances (>2 miles) on uneven terrain (including hiking)
- Stamina for long days
- Carrying personal items in a daypack or similar
- Carry luggage up flights of stairs
- Camping in a tent
- Swimming in: ocean other
- Riding in vehicles over uneven and/or bumpy roads
- Riding in vehicles over twisting roads
- Travel by boat
- Travel by train
- Travel by plane
- Riding a bicycle
- Travel to high elevations
- Exposure to: hot temperatures cold temperatures wind rain sun
- Other: _____
- Other: _____
- Other: _____

Appendix F: HIPAA Privacy Authorization Form

HIPAA Privacy Authorization Form

****Authorization for Use or Disclosure of Protected Health Information
(Required by the Health Insurance Portability and Accountability Act, 45 C.F.R. Parts 160 and 164)****

****1. Authorization****

I authorize _____ (healthcare provider) to use and disclose the protected health information described below to _____ (individual seeking the information).

****2. Effective Period****

This authorization for release of information covers the period of healthcare from:

a. _____ to _____.

****OR****

b. all past, present, and future periods.

****3. Extent of Authorization****

a. I authorize the release of my complete health record (including records relating to mental healthcare, communicable diseases, HIV or AIDS, and treatment of alcohol or drug abuse).

****OR****

b. I authorize the release of my complete health record with the exception of the following information:

- Mental health records
- Communicable diseases (including HIV and AIDS)
- Alcohol/drug abuse treatment
- Other (please specify): _____

4. This medical information may be used by the person I authorize to receive this information for medical treatment or consultation, billing or claims payment, or other purposes as I may direct.

5. This authorization shall be in force and effect until _____ (date or event), at which time this authorization expires.

6. I understand that I have the right to revoke this authorization, in writing, at any time. I understand that a revocation is not effective to the extent that any person or entity has already acted in reliance on my authorization or if my authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest a claim.

7. I understand that my treatment, payment, enrollment, or eligibility for benefits will not be conditioned on whether I sign this authorization.

8. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

Signature of patient or personal representative

Printed name of patient or personal representative and his or her relationship to patient

Date

Appendix G: CCCS Waiver of Liability for Domestic/International Travel
(see next 2 pages)



- STUDENT FORM - WAIVER OF LIABILITY FOR DOMESTIC AND INTERNATIONAL TRAVEL

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. ITS EFFECT IS TO RELEASE _____ (COLLEGE), THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, AND THE STATE OF COLORADO FROM ANY LIABILITY RESULTING FROM YOUR PARTICIPATION IN THE ACTIVITIES DESCRIBED BELOW, AND TO WAIVE ALL CLAIMS FOR DAMAGES OR LOSSES AGAINST THE STATE, THE BOARD OR THE COLLEGE WHICH MAY ARISE FROM SUCH ACTIVITIES.

RELEASE FROM RESPONSIBILITY, ASSUMPTION OF RISK, AND WAIVER

Student's Full Name: _____
Date of Birth (Mo/Day/Yr): _____
Address: _____
Activity(ies): _____
Location of Activity(ies): _____
Date of Activity(ies): _____ Start Date: _____ End Date: _____

INSURANCE INFORMATION:

STUDENT: I am aware that as a student of _____ (college), I can purchase travel and accident insurance through an insurance carrier or agent, and that I am required to purchase such insurance to participate in the above-named activities.

NAME OF INSURANCE CARRIER: _____

POLICY NUMBER: _____

I, the undersigned participant, exercising my own free choice to participate voluntarily in the above-named activities, and promising to take due care during such participation, hereby release and discharge, indemnify and hold harmless the State Board for Community Colleges and Occupational Education and _____ (college), and their members, officers, agents, employees, and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against any and all claims, demands, and causes of action whatsoever, whether presently known or unknown, either in law or in equity, relating to injury, disability, death or other harm, to person or property or both, arising from my participation in and/or presence at the above listed activities.

I acknowledge that I have been informed of the nature of the activities and that I am aware of the hazards and risks which may be associated with my participation in the above-named activities, including the risks of bodily injury, death or damage to property which may occur from known or unknown causes. I understand, accept, and assume all such hazards and risks, and waive all claims against the State of Colorado, the State Board for Community Colleges and Occupational Education, and _____ (college), and other persons as set forth above. I understand that I am solely responsible for any costs arising out of any bodily injury or property damage sustained through my participation in normal or unusual acts associated with the above-named activities.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Release From Responsibility, Assumption of Risk, and Waiver.

READ, UNDERSTOOD AND AGREED TO THIS ____ DAY OF _____ 20__

Signature of Participant whose printed name appears above:

Signature

Witness over 18 years of age (Participant must sign in the presence of the Witness)

Print Name

~ ~ ~ ~ ~

<p>Return this completed form to:</p> <p>Copy of form to:</p>	<p><i>College Human Resources Department</i></p> <p>_____</p> <p>_____</p>
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5/8/12

Appendix H: Additional RRCC Waiver Example

**BIO 228-01T FIELD BIOLOGY (CRN#33123)
and
GEY 228-01T FIELD GEOLOGY (CRN#33322)
Spring 2015**

WAIVER OF CLAIMS

I, in consideration for being allowed to participate in the Spring 2015 BIO228/GEY228 course described below, do, for myself, my heirs, and assignees hereby waive and relinquish all claims and causes of action of any kind which I may have against Red Rocks Community College or its employees arising out of injuries, death or damages occurring to me or my property while participating in the BIO228/GEY228 course to Hawaii May 18-27, 2015.

I agree to contact a licensed medical practitioner prior to the trip and comply with their advice concerning precautions on a trip to Hawaii.

I agree to acquire and to be covered with the necessary medical insurance for the trip. This insurance will be obtained solely for myself and at my own cost (see attached certificate of insurance).

I am aware that in the event of gross misbehavior (inclusive of drinking, illegal actions, abusive behavior, and disruption of the group itinerary) the instructors or RRCC have the right to refuse service and may require me to return home at additional expense to myself or parent/guardian.

I further certify that I have read and acknowledge that the intended scope and substance of this waiver is understood by me.

Name (print): _____

Signature: _____

Date: _____

Date of birth: _____

Phone#: _____

Email: _____

Special health or dietary needs/concerns (please explain):

Emergency Contact Information:

Name and Relation: _____

Address: _____

Phone#: _____

Email: _____

Appendix I: Additional Certificate of Insurance Example

CERTIFICATE OF INSURANCE

My insurance carrier has certified to me that the following policy which will be in force May 18-27, 2015 will provide complete or adequate coverage of me while in Hawaii:

Name of Company: _____

Phone # of Company: _____

Address of Company: _____

Policy Number: _____

Valid Through (Date): _____

Important: Parents and students should understand the proper procedures and formalities involved in making claims for accidents and illnesses experienced while out-of-state, in Hawaii. Please make sure your insurance covers congenital and/or pre-existing conditions (asthma, diabetes, cardiovascular disease, etc.). Parents and students are advised to study and understand fully the terms of any and all insurance covering the student while he/she is in Hawaii including details of coverage for medical evacuation and/or return of remains in case of death. In every case, insurance is the student's responsibility.

I further understand that I am responsible for providing my coverage for health, accident, medical, and hospital insurance during the entire period of stay in Hawaii associated with my courses, May 18-27, 2015.

Name (print): _____

Signature: _____

Date: _____

If you do not currently have insurance coverage as described above, you must purchase adequate coverage. All participants must be insured. This is for your protection.

Appendix J: "Rules of the Road" Example

Rules of the Road

We are a large group of individuals on the trip that closely resembles what they would have called a commune in the late 1960s. To avoid total anarchy (and to keep us all healthy and happy) we have adopted a group of very simple rules that we all must follow:

1. Use the "buddy" system. You will be responsible for your buddy's whereabouts at all times and he/she will be responsible for yours. You or your "buddy" need to notify an instructor any time you leave the group for any reason. You are to always be with your buddy, even during "free time".
2. Be on time and prepared for all activities - lateness affects us all! Let your buddy know if you think you may be running late for any reason.
3. Try to avoid sticking with the same few students every day – get to know others and learn from their experiences. In addition, rotate vans on a regular basis. You should ride with each instructor at least 2 days during the trip. Also rotate where you sit - give others a chance to have a window, sit in the back or front, etc.
4. Be respectful of surroundings – we are sharing space with each other as well as many strangers. Be aware of personal space and your impact on others.
5. No smoking in the vans, or around those of us who are non-smoking folks. If you must smoke please understand that non-smokers may be affected by the smoke and that many are allergic to it; please respect others and smoke only far away from others.
6. Do not engage in behavior that is illegal, not allowed on this trip, or that may be offensive to others (drugs, drinking, excessive cursing, nudity, etc.). If in doubt, don't do it! Sobriety is expected. Remember that this is an academic trip and that in general, you should conduct yourself as you would in a classroom.
7. If you cannot swim, do not put yourself in harm's way by entering deep water or attempting to swim in the ocean. If you are not a strong swimmer, use caution and stick with others.
8. Do your own work on all tests and journaling activities! This is a given in all academic endeavors.
9. Treat others with kindness, courtesy, and respect. This applies not only to your classmates and instructors, but to everyone we meet. We want to be good representatives of RRCC! This also means that if your instructors (or guides) are talking, you are listening - always.
10. Keep a positive attitude! Participate fully in activities and discussions! Have fun! Learn a lot!

Please print your name and sign below, to certify that you have read and understand the above rules:

Name (please print)

Signature

Date

If you are bringing a cell phone with you on the trip and are willing for that number to be used by the instructors in case of an emergency, please provide it here.

Cell phone # _____

References:

Short-Term Student Academic Travel Faculty Handbook: Program Development and Emergency Procedures, Pacific University Office of International Programs. October 2011

The Guide to Successful Short-Term Programs Abroad, 2nd ed., Sarah Spencer and Kathy Tuma, NAFSA, 2007.