



Short-Term Study Abroad Program
College of Extended Learning

CEL Faculty Checklist

Getting Started

- Check the U.S. State Department Web site to make sure that there is no “Travel Warning” issued to the destination country.
- Submit Short-Term Study Abroad **Course Request Form** with Dept Chair and Dean’s signature to the Short-Term Study Abroad Coordinator in the College of Extended Learning. [Available at <http://www.cel.sfsu.edu/studyabroad/faculty-leader.cfm>]
- The program has been designed to include student learning outcomes and assessment process.
- Meet with the Short-Term Study Abroad Coordinator to review program contents, budget, risk management issues and policies & procedures

Since the Faculty Leader may not accept any student money, you must find a travel agency and/or airline company to use. Students must make checks payable to travel agency and/or airline for their share of the cost of airline tickets, lodging accommodations, transportation, etc. It is possible for CEL to collect a separate check from students for their lodging, food, excursions, etc. CEL will then wire the money to your destination hotel, restaurant, tour operator, etc.

Next Steps

- Read *Policies & Procedures* and *Managing Emergencies Abroad*.
- Read and enforce during the program the University Standards of Student Conduct at <http://www.sfsu.edu/~bulletin/current/supp-reg.htm>
- Sign letter of appointment stating that you have read and agree to follow the Short-Term Study Abroad *Policies & Procedures*.
- Provide the Short-Term Study Abroad Coordinator (at least twelve weeks before departure) the following:
 - Participant List include Teaching Assistants and program volunteers with emergency contact information
 - A detailed itinerary including names of hotels, their addresses, phone numbers and email addresses. Also include names of service providers and any instructionally related tours in destination country with contact information. Notify Short-Term Study Abroad Coordinator of any changes to itinerary pre and post-departure.
 - Brief description of pre-departure orientation with special reference to safety, security, and health issues to the destination country.
- Inform students of the mandatory SFSU Risk Management insurance (approximately \$100 per student). Distribute Travel Insurance coverage summary to students.
- Inform students of any high-risk physical activities that may be required during the trip (i.e. extensive hiking, walking, climbing up hills, rock climbing, etc.) prior to the program’s departure from the University.
- Inform students that they will not be able to travel with the group if their CEL registration form with payment, reimbursement for travel insurance, **Medical/Insurance Verification & Authorization Form, Release of Liability, Promise Not to Sue, Assumption of Risk & Agreement to Pay Claims and Student Agreement** are not received in the College of Extended Learning Office at least eight weeks before departure.
- Provide students with checklist including required vaccinations, recommended supplies and travel items, pertinent documents, list of required or recommended reading.
- Register participants online before departure from the U.S. Department of State’ Web site at <https://travelregistration.state.gov/ibrs/ui/>.

- Locate the closest U.S. Embassy to their destination(s) by visiting <http://usembassy.state.gov/> and provide students with Embassy contact information.
- Check to make sure that if you, a Teaching Assistant or program volunteer plan to drive while abroad, they have satisfactorily completed a CSU-approved defensive driver course within the last four years.
- Inform the Short-Term Study Abroad Coordinator when the Orientation Meeting will be held. Coordinator will give a brief presentation on health and safety abroad at the Orientation Meeting and distribute related materials to students and Faculty Leader.
- Mandatory Orientation Meeting and cover topics included in *Policies & Procedures*.
- Provide the Short-Term Study Abroad Coordinator (at least ten weeks before departure) the following for each student plus a copy of my own passport:
 - **CEL registration form** with payment
 - A separate check for travel insurance reimbursement
 - A **Medical/Insurance Verification & Authorization Form**
 - A signed **Release of Liability, Promise Not to Sue, Assumption of Risk & Agreement to Pay Claims**
 - A signed **Student Agreement**
 - Xerox copy of student and faculty passports

Getting Ready to Leave

- Pack *Policies & Procedures, Managing Emergencies Abroad, Participant List, Incident Report* and copies of passports.
- Carry Participant List and copies of student's passports at all times. Keep copies of all passports secure.
- Check the U.S. State Department Web site to make sure that they have not issued a "Travel Warning" to the destination country.

In Destination Country

- Hold On-Site Orientation and cover topics included in *Policies & Procedures*.
- Remind students of the contact information for the closest Embassy to your destination.
- Notify Short-Term Study Abroad Coordinator of any changes to itinerary.
- If an Emergency Arises**
 - The Faculty Leader will complete an Incident Report if an emergency situation arises during the program and fax immediately to the Office of International Programs (OIP) ATTN: **Director of OIP**, Hildy Heath, or the **Associate Director of OIP**, My Yarabinec, at (415) 338-6234 and to **Short-Term Study Abroad Coordinator**, Leah Rodrigues at (415) 817-4299.
 - In addition, phone and email the OIP Director (415.338.6234, hheath@sfsu.edu, after hours at home at 415.655.3744, or by cell at 209.613.5085 or Associate Director (415.338.3316, my_ip@sfsu.edu or after hours at home at 415.775.4279) and the SSA Coordinator (415.817.4227, lrodrig@sfsu.edu)
 - Consult the *Managing Emergencies Abroad* manual for complete instructions on how to handle an emergency abroad.
 - The Faculty Leader will be provided with an Incident Report before departure. The Incident Report is also available online at <http://www.cel.sfsu.edu/studyabroad/faculty-leader.cfm>

Back in San Francisco

- Turn in grades to Short-Term Study Abroad Coordinator
- Turn in Evaluations to Short-Term Study Abroad Coordinator