



College of Extended Learning

Short-Term Study Abroad Program

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/guidelines.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, and policies and 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.

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#ppg339>
- 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 six 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 & Hold Harmless Agreement** and **Student Contract** are not received in the College of Extended Learning Office at least 14 days before departure.
- Provide students with checklist including required vaccinations, recommended supplies and travel items, pertinent documents, list of required or recommended reading.

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- Register participants online before departure from the U.S. Department of State' Web site at <https://travelregistration.state.gov/ibrs/home.asp>
- 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 three 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 & Hold Harmless Agreement**
 - A signed **Student Contract**
 - Xerox copy of student passport at least three weeks prior to departure.

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**

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 or the Associate Director of OIP at (415) 338-6234 and to Short-Term Study Abroad Coordinator at (415) 338.7290. Also, contact the Director (415.338.6377, ywu@sfsu.edu, after hours at home at 415.337.0341) or Associate Director (415.338.3316, my_ip@sfsu.edu or after hours at home at 415.775.4279) and the Short-Term Study Abroad Coordinator (415.405.3532, 415.405.7700, kjmac@sfsu.edu, or after hours at home 415.664.5352) by phone and email. 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/guidelines.cfm>

Back in San Francisco

- Turn in grades to Short-Term Study Abroad Coordinator

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- Turn in Evaluations to Short-Term Study Abroad Coordinator