



Short-Term Study Abroad Program  
College of Extended Learning

## Policies & Procedures

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**San Francisco State University is committed to serving sophisticated travelers who want to go beyond the “seeing” and “doing” of most commercial tour programs. They want to learn about, and gain an understanding and an appreciation of, the people, the culture and the places visited.**

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### 1 Program Policy

- The program must be clearly educational in nature, and be pre-approved by the academic department and college each time the Short-Term Study Abroad Program is offered.
- A Short-Term Study Abroad **Course Request Form** must be submitted to the College of Extended Learning each time the program would like to be offered.
- Academic credit must be offered and all participants must register officially for credit. Audit status may be requested. If audit status is granted, participant pays full fee, but receives “audit” instead of letter grade.
- Academic standards and requirements for a Short-Term Study Abroad program must meet the same academic standards and requirements as on-campus courses. One semester unit of credit is allowed per week of travel and study.
- Full or part-time SF State faculty may offer a Short-Term Study Abroad Program through SF State.
- The Director of Procurement and/or the campus President’s designee are authorized representatives for SF State University who may sign and approve all contracts with third-party vendors – hotels, restaurants, tour operators, travel agencies, etc.
- The Faculty Leader may not accept any student money. The Faculty Leader must work through a travel agency and/or airline company for payment of student’s airline tickets, lodging accommodations, transportation, etc. Students must make checks payable to travel agency and/or airline for their share of the cost. 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.

### 2 Course Objectives

- To provide teaching and learning opportunities that combine conventional coursework with on-site observations and study in international locations
- To provide faculty with opportunities for increasing knowledge in their field, making contacts with colleagues in other countries, and bringing back ideas beneficial to campus program enrichment
- To provide the University with visibility in other countries
- To provide students with short-term experiences and learning in international locations
- The program must include student learning outcomes and assessment process.

### 3 Faculty Responsibilities

- Meet with the Short-Term Study Abroad Coordinator to review program contents, budget, risk management issues and policies and procedures
- Read the information contained in ***Policies & Procedures*** and ***Managing Emergencies Abroad***. These documents are also available on the CEL website at: <http://www.cel.sfsu.edu/studyabroad/faculty-leader.cfm>. The Faculty Leader will sign a separate letter of appointment stating that they have read and agree to follow these policies and procedures as presented in these documents.
- In accordance with CSU Executive Order No. 998, the Faculty Leader will register participants online before departure from the U.S. Department of State’ Web site at <https://travelregistration.state.gov/ibrs/ui/>. The Faculty Leader will also locate the closest U.S. Embassy to their destination(s) by visiting <http://usembassy.state.gov/> and provide students with Embassy contact information. The Faculty Leader will email the SSA coordinator their U.S. State Dept’s login information.

- In accordance with CSU Executive Order No. 998, both the Faculty Leader and CEL will cancel the Short-Term Travel Study program if the U.S. State Department issues a “*Travel Warning*” to destination country, unless specifically accepted by the Chancellor.
- The Faculty Leader must travel with the group while abroad for the complete program.
- Faculty Leader must advise all participants 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.
- The Faculty Leader must fulfill the itinerary commitments, or their reasonable equivalents.
- During the program, the Faculty Leader is responsible for knowing whereabouts of all students at all times.

- 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.
- In addition, phone and email the OIP Director (415.338.6234, [hheath@sfsu.edu](mailto: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](mailto:my_ip@sfsu.edu) or after hours at home at 415.775.4279).
- 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>

- Inform students of the mandatory SFSU Risk Management insurance (approximately \$100 per student). Faculty Leader and students will receive Travel Insurance Cards to keep with them during the duration of the program. Faculty Leader and each student will receive a Travel Insurance coverage summary.
- If Faculty Leader, Teaching Assistant or program volunteer drive while abroad, they must have satisfactorily completed a CSU approved defensive driver course within the last four years.
- Provide students with checklist including required vaccinations, recommended supplies and travel items, pertinent documents, list of required or recommended reading.
- Carry Participant List and copies of student’s passports at all times. Keep copies of all passports secure.
- 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.
- Read and enforce the Standards of Student Conduct at <http://www.sfsu.edu/~bulletin/current/supp-reg.htm>
- At least twelve weeks prior to departure, provide the Short-Term Study Abroad Coordinator 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. Educational lectures must be scheduled daily with limited free time scheduled. [A detailed itinerary is needed before travel insurance can be purchased.] 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.
- At least ten weeks before departure, the Faculty Leader will provide the Short-Term Study Abroad Coordinator the following for each student:
  - 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

#### 4 CEL Responsibilities

- CEL will respond to questions from prospective and enrolled students related to registration, fee payment and grades.
- Set-up courses and course sections for students each semester the study abroad experience takes place
- Facilitate, with the assistance of the Short-Term Study Abroad Program Coordinator, all administrative duties as it relates to student records, grades and enrollment
- CEL will purchase travel insurance for students and the Faculty Leader, teaching assistants and volunteers (if applicable) through SFSU Risk Management. Each student will reimburse CEL for travel insurance with a separate check payable to **SFSU-CEL**. CEL will provide the Faculty Leader, teaching assistant, volunteers(s) and each student with a Travel Insurance Card and insurance coverage summary.
- At least ten weeks before departure, the Short-Term Study Abroad Coordinator will collect from the Faculty Leader the following for each student:
  - 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

The Faculty Leader will also provide the Short-Term Study Abroad Coordinator a copy of their passport.

- The Short-Term Study Abroad Coordinator or a representative will give a brief Health & Safety presentation at the Orientation Meeting and distribute related materials to students and Faculty Leader. Included will be to remind participants to carry sufficient personal medication supplies with physician documentation, eyeglass prescription, etc
- The Short-Term Study Abroad Coordinator will verify with the Faculty Leader that “in accordance with CSU Executive Order No. 998, the Faculty Leader has registered students online before departure from the U.S. Department of State’ Web site at <https://travelregistration.state.gov/ibrs/ui/> and has located the closest U.S. Embassy to their destination(s) by visiting <http://usembassy.state.gov/> and provided students with Embassy contact information.
- CEL will provide the Office of International Programs a copy of the Participant List (includes Emergency Contacts), all registration forms, **Medical/Insurance Verification & Authorization Forms**, signed **Release of Liability, Promise Not to Sue, Assumption of Risk & Agreement to Pay Claims, Student Agreements** and Xerox copies of Faculty Leader and student passports.
- Handle all fiscal issues as it relates to the agreement between the College of Extended Learning and the co-sponsoring College.
- In accordance with CSU Executive Order No. 998, both CEL and the Faculty Leader will cancel the Short-Term Travel Study program if the U.S. State Department issues a “Travel Warning” to the destination country, unless specifically excepted by the Chancellor.
- Depending on the finalized budget, CEL may or may not provide Faculty Leader with a stipend for teaching the course abroad.

#### 5 Safety, Security & Risk Management

##### General Precautions (Recommended by the U.S. State Department)

- Blend in with the population. Do not wear identifying clothing such as a baseball cap or shirts, or T-shirts or sweatshirts with identifying information.
- Avoid predictable patterns of behavior. Do not always take the same route or stop in the same restaurant everyday. Vary your travel routes.
- Be alert and observant. Report any suspicious behavior, such as being watched or followed.
- Avoid or use very special precautions around U.S. military installations and airports. Do not take photographs of military installations or airports.
- Be watchful of abandoned bags in public places, or anything sitting free which could contain an explosive.
- Do not join demonstrations. If large groups of people are gathering, leave the area.

#### Personal Safety and Security Practices While Abroad

- Participants should always carry on their person their passport, a driver's license or other photo I.D., local emergency phone numbers (i.e. police, phone number to reach Faculty Leader, hotel phone number, international travel assistance phone numbers, etc.)
- Be aware of your surroundings and belongings at all times. One should be especially careful at train, subway, or bus stations where thieves prey on visitors and tourists.
- Use a money belt to carry important personal information, cash, or traveler's checks. Men should avoid placing their wallets in their back pant pocket. Women with purses should hold their purses in front of their person.
- Travel only in well-lighted and frequently traveled areas. Avoid walking in alleys or unfrequented streets. Whenever possible, always walk with a friend or companion.
- Exercise common sense when responding to a crisis (i.e. political events or acts of war). Do not draw attention to yourself and avoid travel in the affected crisis area.

### 6 Orientation Meeting [mandatory]

- Review the final itinerary at the Orientation Meeting, including modes of transportation, time differences, transfers and meeting points. Check all passports and visas (if necessary).
- Review the study abroad educational content; provide a reading list for all participants. Advise participants on course requirements, grading, expectations and evaluation.
- Remind students of the deadline to submit petition to Audit.
- Review information regarding destination(s), i.e. cultural differences, geography, language, political climate, environmental conditions, religious considerations, etc. Discuss codes of conduct, including consuming alcohol, free time activities, etc. Remind students that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, drug use and behavior.
- Advise student participants that involvement in any high-risk activities (i.e. drug or alcohol use and abuse, violation of local laws, etc.) would subject them to the associated penalty for violations of the local and international laws of that host country.
- Advise participants that any violation of the acceptable standards of conduct could lead to sanctions consistent with the CSU Student Discipline Policies and Procedures, including, but not limited to suspension or expulsion from the program.
- Review emergency and crisis response plans with the Faculty Leader prior to departure. Review health and safety services at overseas locations. Know how to contact the local law enforcement, 911 equivalent or security offices in the host country. Stay in close or regular contact with the Faculty Leader.
- For appropriate Student Conduct refer students to: <http://www.sfsu.edu/~bulletin/current/supp-reg.htm>
- Review level of strenuous physical activity involved, high-risk activities. Discuss any special medical needs with individual students.
- Provide tips regarding packing and using mobile, light luggage. Caution students to be extremely watchful of their cameras, handbags, etc.
- Discuss airport conduct. Keep your luggage with you at all times. Once you have checked in, make sure no one gets near your luggage. Report any unattended baggage immediately. Do not agree to watch someone else's bags, no matter how innocent the request may sound. Once you are packed, and especially at the airport, accept no gifts to be taken along from anyone, no matter how well you think you know them.
- Upon arrival at destination, do not answer any questions a stranger might ask about the program or its housing. Your reply to any question about your presence is that you are "just visiting."
- Provide a copy of Participant List to participants at the Orientation Meeting as well as to your department head and/or college dean and CEL.
- Inform students that you will be available at all times in case they need to reach you.
- The Short-Term Study Abroad Coordinator or a representative will give a brief Health & Safety presentation and distribute related materials to students and Faculty Leader. Included will be to remind participants to carry sufficient personal medication supplies with physician documentation, eyeglass prescription, etc. The Faculty Leader will also talk about current medical and health concerns related to the region.
- Participants declare roommate at Orientation Meeting (if necessary for double room assignments).
- If students are traveling alone to destination, advise them how to get to the hotel from airport or train station, approximate taxi fare, tipping, etc.
- Provide training on any equipment to be used on the program.
- Advise participants to avoid any known high-risk crime areas of the host country.
- Provide a brief list of University regulations and policies to participants.
- Inform students that if you are involved in a major crisis or emergency while abroad to call loved ones or University officials to let them know your status.

If there is a legitimate reason for someone not to attend the mandatory Orientation Meeting, the Faculty Leader and Short-Term Study Abroad Coordinator will contact the student by phone or email to briefly cover the essential Orientation topics.

## 7 On-Site Orientation at Destination Country

Topics should include:

- Remind participants of safety precautions with money, purses, and cameras and of staying in a group while site seeing.
- Remind students to inform you in advance if they will be absent from a particular event.
- Remind students to turn in their room key and pay personal bills before leaving hotels.
- Clarify tipping practices or expectations.
- Clarify the policy on baggage handling when moving from hotel to bus.
- Review student conduct and remind participants what is expected of them.
- Remind students of the deadline to submit petition to Audit.
- Review again the emergency and crisis response plans with the Faculty Leader. Review health and safety services at destination country. Review how to contact the local law enforcement, 911 equivalent or security offices in the host country. Remind student to stay in close or regular contact with the Faculty Leader.
- Proceed with the short, pre-arranged city tour either by bus or walking.