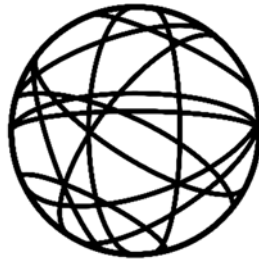


Global Education Oregon
Faculty Handbook
2016-17



GEO
Study Abroad

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GEO OVERVIEW

About GEO

Global Education Oregon (GEO) is the study abroad program of the University of Oregon. GEO works with faculty at the UO and other partner universities to develop faculty-led programs at nine GEO centers and sites worldwide and in partnership with providers around the globe. GEO provides opportunities for faculty to develop and teach courses in their areas of specialization at locations of their choosing.

GEO centers offer a unique opportunity for faculty to teach at sites with support staff and local instructors that teach language and subject courses. Faculty-led programs at GEO centers may differ in some aspects of organization or responsibility, and these differences are addressed in the handbook as necessary. However, whether leading a program at a GEO centers or through other means, you will find that GEO staff are study abroad professionals who are dedicated to collaborating with faculty leaders on every aspect of a program, including design, implementation, risk mitigation and delivery.

GEO Mission Statement

At Global Education Oregon, we create pathways to international, experiential learning for students, faculty, and university partners. Founded on the belief that international engagement is integral to developing global citizens, we:

- Prepare students for a 21st century workforce, creating exceptional academic and professional development opportunities abroad;
- Connect faculty to cross-cultural perspectives that enhance their teaching and research;
- Provide institutional partners with a personalized, progressive approach to international programming and collaboration.

GEO Goals

The goal of GEO is to provide experiences for students that broaden their education, regardless of discipline. The experience of living and learning in another culture provides opportunities for personal growth and experiential learning that are unavailable in the context of the home university setting.

You were selected to teach with GEO because your program proposal fits the goals of GEO by creating course content that integrates your subject with the overseas experience of your location. This helps build student knowledge of your subject matter while providing an understanding of the cultural context in which you are teaching. It is important to be mindful of these goals during your preparations and while teaching abroad.

Leading a study abroad program to an international location provides an excellent opportunity to integrate an experiential learning approach into your classroom content by integrating course excursions and utilizing local expertise. Whether you are with students at a world-renowned heritage site or exploring the streets of your host city, lessons and illustrations can be found everywhere. Try to have students experience the location by seeing and doing in addition to their assigned reading. Taking full advantage of these situations provides an enriching and memorable experience for your students, and in many cases provides a contextual backdrop that can have a profound effect on how they understand the course subject matter.

Because students are learning in a new environment and having many new experiences, it's possible that they may see their personal growth and adventures as having priority over their academic studies. They may need encouragement to attend class more consistently and complete all assignments. In some cases, you may have a mentoring role as lead faculty, helping students to not just learn the subject matter, but to balance their personal adventures with their course responsibilities as well as process their experiences.

FACULTY ROLES AND RESPONSIBILITIES

As with any successful undertaking, the planning and execution of a study abroad program requires clear communication and collaboration among all parties involved. Depending on the nature of the program you are leading, this may involve many people, including yourself and other faculty, your GEO Program Coordinator, other GEO support staff such as advisors, the GEO communications team, GEO accountants, and others involved in the on-the-ground planning of your program, such as third-party provider Program Coordinators or a GEO Site Director. Your GEO Program Coordinator acts as the hub of communication between these parties. While on occasion you may need to communicate with many of these staff members, it is important that you remember to keep your GEO Program Coordinator in the loop when planning with others and to respond to emails promptly.

This next section outlines the roles and responsibilities you are expected to fulfill as a Faculty Leader.

Faculty Responsibilities Prior to the Program

Program Development and Recruitment

- Gather information about the program from previous directors and students
- Meet with GEO to discuss budget, logistics, program goals
- Attend GEO budget meetings
- Participate in the Study Abroad Fairs at your home campus and other campuses if possible
- Develop and carry out a plan for recruitment and promotion
- Work with GEO staff to finalize the program budget

Recruitment and Outreach

Recruitment, publicity and outreach are key to the success of your program. **Faculty leaders are expected to be the primary recruiter for their program.** An enrollment minimum will be determined for your program and this minimum must be met for you to teach abroad. GEO will share tools and develop select materials to assist with your recruitment efforts. GEO will also help with outreach to partner universities in certain cases. It is expected that you will promote your program to your current and potential students using social media and other digital and print options, as well as in-person recruitment efforts, such as classroom visits and information sessions. You should also discuss your program with colleagues on your campus, and on other campuses, and ask them to speak about this opportunity to their students. Networking through professional contacts in your discipline to get the word out about your program can be particularly effective. For more information about recruiting, please see Appendix II at the end of this document.

Using Social Media to Promote Your Program

GEO uses a variety of social media platforms to increase awareness and inspire student participation in study abroad. As a faculty leader, there are a number of ways you can also utilize social media to reach students. Many of the strategies you can employ to develop a successful social media marketing plan for your program are outlined below.

Facebook

GEO's official Facebook page (https://www.facebook.com/GEOStudyAbroad/?ref=aymt_homepage_panel) is a great place to initially share content on your program. Email the GEO communications team at geocomms@uoregon.edu with the content you would like shared and we'll have it posted. Photos, articles, and sample excursions all make for excellent posts.

From there, make sure your academic department or college is also highlighting your program on their Facebook page. Encourage your department to 'share' GEO posts relevant to your program, and vice versa. As awareness of your program grows, it may also be a good idea to create a stand-alone Company Page

(<https://www.facebook.com/pages/create/>) on Facebook. Encourage students with open applications to ‘Like’ your page so they receive posts on potential excursions, course topics, and on-location photos. The more students you have ‘Liking’ and engaging with content on your page, the larger the reach your posts—and by extension, your program—will have.

Twitter

GEO also has a Twitter account, @GEOabroad. The Communications team regularly tweets about programs, campus events, travel tips, and on-site activities. Like with Facebook, email us your content at geocomms@uoregon.edu and we’ll do the tweeting. If you already have a Twitter account, follow GEO and post regularly about your program (including any upcoming info sessions or on-campus meetings).

Blogs

Blogs are a great way to share what’s happening on your program, and can be an excellent resource for students if you decide to run the program again. The University of Oregon allows faculty to create a blog on their UO Blogs site (<https://blogs.uoregon.edu/>). You can also create a free blog on third-party sites like Wordpress or Blogger. When keeping a blog, it is important that you post consistently and include photos. Ideally, you would start prior to departure, keeping regular postings throughout the term, and close with a post after re-entry reflecting on the term abroad. GEO can provide you with prompts for blog entries if you need some help getting started.

More on Social Media

If using social media is new to you and you want to find out more about how it works on a basic level, check out “Best Social Media Tips” on YouTube. It’s a short but helpful video explaining how to promote your content through engaging a target audience. For additional questions regarding using social media to promote your program, contact Sam Bethel (bethel@uoregon.edu).

Connect with GEO Social Media

Facebook: [facebook.com/GEOStudyAbroad](https://www.facebook.com/GEOStudyAbroad)

Twitter: twitter.com/GEOabroad

Instagram: [instagram.com/geoabroad](https://www.instagram.com/geoabroad)

Vimeo: vimeo.com/channels/globaleduoregon

Blog: blogs.uoregon.edu/geostudyabroad

Minimum Enrollments

As discussed above, faculty are the primary recruiters for their program and the key to successfully meeting the enrollment minimum of your program. **Your success in recruiting will ultimately influence whether you are able to go on the program.** During the budgeting process, you and your program coordinator will establish the required minimum enrollment for your program to go forward with you as the Faculty Leader.

Faculty should actively monitor their enrollments in GEO’s application system (Studio Abroad), and will be given access to the application system once the program approval, development, and budgeting process are complete, and the program is live on the GEO website. The GEO communications team will arrange a time to acquaint faculty with their specific recruitment responsibilities, share baseline parameters for successful recruitment strategies, and describe the promotional support offered by GEO.

While the GEO communications team offers targeted promotional support, faculty should not underestimate the ongoing effort required of them to successfully engage and recruit students for a minimum of six months prior to their program’s application deadline. Approximately one month prior to the program application deadline, faculty will meet with their program coordinator to assess the status of their program enrollments. At this time, faculty may need to implement additional recruitment or retention activities. **Application deadline extensions are not an effective recruitment and retention tool and, thus, will not be considered.** If the program enrollment is below the minimum required, you may have the option of cost-sharing some of the expenses relating to your participation on the program to reduce the likelihood

of your participation or program being cancelled. Cost-sharing might include using air miles to pay for airfare, use of faculty development funds to cover your faculty replacement fee or compensation, contributing towards the cost of accommodations, or other arrangements.

Program Planning

Program Development and Approval

The beginning of the path that leads to your becoming a Faculty Leader with GEO starts with the initial program and course development phase of your program. You will likely have completed a program proposal form in the initial stage of program development, which led to your program being considered by GEO. This will form the foundation of your program as it takes shape. Along with your proposal, you will have submitted course syllabi for the courses you are planning to teach while abroad. The proposal and syllabi will be evaluated and discussed by the UO Study Abroad Programs Committee (SAPC), a standing university committee comprising faculty from the university who evaluate all study abroad programs UO students can enroll on to determine the academic soundness, safety and overall value and applicability of programs. You will be asked to appear in front of the SAPC to briefly discuss your program during the review process, not only when it is first proposed, but also when it undergoes mandatory review if it is a repeating program.

Once SAPC approval has been granted, you will then work with your GEO Program Coordinator and possibly either the Site Director of the GEO center you plan on being located at or the coordinator for the third-party provider. They will work with you to develop the itinerary and logistical requirements for your program.

Whenever working with a third-party provider or a GEO Site Director, you must include your GEO Program Coordinator on all communications. The GEO Coordinator must facilitate any program changes so that everyone is aware of changes to itinerary or other plans that may have a direct impact on program budgets and scheduling.

Program Budget and Faculty Agreement

During the planning stage of your program, your GEO Program Coordinator will develop a program budget that will be used to set the program costs and student fee for your program. When the student program fee is set, it will be published to the program webpage on the GEO website as a PDF file that includes all estimated costs a student might expect to budget for to participate in the program. This includes airfare, costs associated with visas (if required), meals during the program, any deposits or book purchases that might be required, discretionary funds to be used for additional travel and recreation, and any study abroad fees required for UO students. (Non-UO students will likely have campus-based study abroad fees and are not subject to the UO study abroad fee).

You will be provided with a program budget that outlines budgeted expenses during the program, possibly including funds to be used for excursions and discretionary funds to be used during student activities. After reviewing the budget and discussing any specific questions you might have with your GEO Program Coordinator, you will need to sign the budget, showing you are in agreement with the amounts shown and acknowledging that you will stay within the amounts budgeted.

You will also be asked to sign a GEO Faculty Agreement, which outlines specific program information, including the program dates, minimum program enrollment, courses to be taught, and GEO policies regarding dependents accompanying you on the program. The template used for the Faculty Agreement is included in Appendix III at the end of this document.

Faculty are not permitted to commit funds outside of budgeted expenses without prior approval from GEO. Additionally, Faculty Leaders may not enter into contracts or binding agreements. Faculty may be involved in negotiating program costs with vendors after first consulting with GEO.

Teaching Schedule

You will develop your course calendar in consultation with your GEO Program Coordinator and the representative from the provider for your program or the Site Director at the GEO Center where you will be teaching. In most cases, time for teaching should be scheduled for one or two hour blocks four days a week in the mornings, Monday through Thursday, with some afternoons and Fridays set aside for excursions and fieldwork.

When teaching at a GEO center, courses taught by on-site faculty will most likely run through late afternoon and excursions or other activities will be planned around this teaching schedule. The final schedule will be determined after your arrival overseas when consultation with other faculty members is possible. Personal wishes for teaching hours and days are taken under consideration as much as possible, but the schedules of the busy local faculty have priority, as many teach on other programs or at local universities as well. Regardless of your schedule, you are expected to be at the classroom each day and to be available to students during regular hours.

When planning program excursions, please take into account the time and energy demands placed on students throughout the program. Packing too many activities into a program schedule can result in student fatigue over the duration of a program and end up wearing students down, affecting performance and morale.

On-Site Facilities

The availability and type of on-site facilities may vary from program to program, depending on the location where the program is held and whether it's being held at a GEO center or is a faculty-led program organized with a third-party provider.

For programs arranged through a third-party provider and not being held at a GEO center, planning for classroom space will need to be addressed early in the program planning process. Some programs which are based around field studies may not require regular access to teaching or classroom space, while more traditional lecture-oriented programs might have this requirement. The teaching style of your program should be addressed with your GEO Program Coordinator during the planning process to ensure that adequate teaching space can be planned and budgeted.

GEO centers will in all probability have classroom and office facilities available to you. There will most likely be other classes taught by on-site faculty at the GEO classroom site as well. In some cases, students may be taking courses at a nearby university.

Access to library facilities for students is limited; for reading assignments, you should rely primarily on textbooks purchased for your course and/or materials copied ahead of time, possibly supplemented by available periodicals. It is best to rely on digital materials such as PDF files for portability and ease of distribution.

Online Classroom

Canvas or other e-classroom environments are currently not available for courses taught through GEO in most cases, unless all students enrolled in your program are only from your home campus. This is because students may be coming from many different home universities and will not have login credentials for the University of Oregon, making it difficult to share virtual class space in the same way that you may be accustomed to when teaching on-campus courses.

Still, many Faculty Leaders use an online classroom space to complement their classroom teaching by making readings and discussions available through an online course site. Blog sites such as Wordpress.com or Blogger.com might meet your needs and can be set up to be accessible with a password login for students. If you decide to create a blog, it's highly recommended that you set up your blog site, upload any course materials, and email the blog address and login information to students and your GEO Program Coordinator before you depart.

Course Materials

A list of proposed course materials should be submitted to GEO along with your final syllabi. Please keep the total cost per student to a minimum as these will be paid for through the student program fee and are subject to budgetary constraints. Course materials include textbooks, readers, art supplies, DVDs, etc. In most cases, readers can be printed on-site with advance notice in most cases.

If any of your proposed texts are out of print, are no longer available, or cost more than the amount budgeted, you will need to provide substitutes. Students enrolled on non-GEO center faculty-led programs will be responsible for purchasing and bringing their own textbooks if required.

Students enrolled in programs based at GEO centers will have their books provided to them on site in most cases. Every attempt will be made to have your books delivered in a timely fashion, but please be aware that there are no guarantees. Changes to course materials close to the start of the program, especially course texts, should be avoided.

Other information regarding course materials you need to be mindful of is as follows:

- If you choose to send additional teaching materials for your course by post, please note that this cost is not reimbursed by GEO. GEO will provide support for one piece of excess luggage.
- GEO will not reimburse postage costs for course materials to be returned to the US after the program.
- It is **STRONGLY** suggested that you send materials electronically, or upload texts, chapters, articles, etc. onto your blog for students to download once on site.
- It is the responsibility of Faculty Leaders to secure copyright clearance on any materials to be distributed.

Sponsored Excursions and Non-Sponsored Activities

Excursions form a central part of the study abroad experiential learning model, providing students with the opportunity to visit or experience central features of course curriculum first-hand in a way that is not possible in courses based on your home campus. You are encouraged to plan program excursions that will compliment and help illuminate your course curriculum. Some high-value excursions are regularly included to provide optimal academic and cultural enrichment for students. Faculty Leaders are expected to attend the program excursions as well as the specific excursions designed for their courses.

Sponsored and non-sponsored excursions and activities

It is important that the distinction be made between *sponsored excursions* and *non-sponsored activities*. A sponsored excursion or activity is one which is a budgeted activity, one that forms a part of the regular program itinerary, is a required activity for all students, and may include lecturing or other activities for which students will later be assessed. A non-sponsored excursion or activity is optional, usually involves students paying their own expenses, and may not be used for later assessment or the basis of grading. Faculty are required to explicitly state when students are involved in non-sponsored activities. See below for more information about non-sponsored activities.

Sponsored program activities

Faculty Leaders who do not have the assistance of a third-party provider are responsible for organizing their program excursions in collaboration with their GEO Program Coordinator. An itinerary and excursion budget should be developed well in advance of the program. Afternoon, day trip and multi-day excursions are all possibilities.

Faculty Leaders teaching at GEO centers will find two types of excursions or field study trips: those that are for all students (program excursions) and those that are for students enrolled in specific courses (course excursions). Program and course excursions are intended to augment and enrich the educational program and, in many cases, courses will use the same excursion destinations as teaching opportunities.

Program excursions are arranged by the local site staff and may involve either local day trips or overnight trips. These may be trips made by walking, bus or rail.

Course excursions are planned by each instructor and may be limited to students enrolled in his or her course and are typically in and around your location, limited to local public transportation, and designed in coordination with the Site Director. Students may be provided with a transportation pass which helps mitigate some costs for local excursions.

Note: Excursions may require a fair amount of walking, climbing of stairs, and traversing uneven streets or terrain. Please contact GEO to discuss any questions you may have about this.

Non-sponsored activities

IMPORTANT NOTE: Faculty Leaders are responsible for informing students about any activities or excursions that are part of the planned program (i.e. program sponsored activities or excursions). Non-program sponsored activities will not be budgeted for, and faculty must clearly communicate with their students when the group is taking part in any optional or non-program sponsored activity. Students cannot be graded on their participation in optional and non-program sponsored activities. Faculty are responsible for reading and understanding insurance exclusions for high risk activities, and informing students that any of these activities are not sponsored by the program or UO.

Admissions and Logistics

- Review applications on a rolling admissions basis and interview applicants
- Book personal airline reservations (follow GEO policies and work with the GEO-approved travel agent once your Program Coordinator has given approval for booking travel)
- Obtain passport, visa(s), and immunizations
- Participate in the program-specific orientation to meet students and cover program information. In some cases, you will be called upon to develop and lead the orientation, depending on your program.
- Order textbooks/ prepare course(s) and notify students of any pre-departure purchases
- Submit all invoices/receipts to GEO

Student Enrollment Process

Students enroll in GEO programs by following the green “Apply Now” link on the right-hand sidebar of your program’s GEO webpage. This takes students to the Studio Abroad enrollment management system used by GEO where they can begin their applications.

During the enrollment process, students submit application essays, recommendations and sign off on various required signature documents. Once this process is complete, their application is reviewed by GEO staff to check that they meet the minimum GPA or other requirements, as well as for history of behavioral or conduct issues at the university.

You can monitor student applications for your program by logging into Studio Abroad. You will be provided with a signature document by your Program Coordinator that you must sign to gain access to the system. Once this is done, you can log in and follow your program enrollments. You will be automatically updated via email with an enrollment summary to keep you abreast of new enrollments. Please be aware that a student initiating an application does not necessarily mean that he or she will follow through and complete the application.

You will notice that there are several terms for enrollment status that are used. These terms and their definitions are as follows:

Initial Application Process: The student has opened an application and may be working on

submitting the required materials.

Under Review: The student has completed submitting required materials and GEO staff are reviewing the application. You are also required to review student applications and interview students at this stage before they can move on to the next stage.

Acceptance Offered: The review has been completed and the student has been informed that he or she has been accepted to the program.

Acceptance Confirmed: The student has paid the required deposit to guarantee a place on the program. At this stage, the student is officially considered to be enrolled in the program.

Throughout the application process, GEO advisors work closely with students to help them narrow down their choice of study abroad program, determine the fit of programs to their interests and credit requirements, and shepherd them through the completion of their applications. If students approach you about applying for your program, please direct them to the GEO program webpage and tell them to talk to a study abroad advisor about starting an application.

Faculty approval

As Faculty Leader for a program, you are required to review, interview and approve students after they have been screened by GEO staff. Please note that students should not be informed they have been accepted until GEO screening is complete.

You can read student study abroad application essays and view their recommendations to help in your review and decision-making process. Once you have decided to accept the student, add the Faculty Accept application tag to indicate that you have reviewed and approve the student. This is done on a rolling basis and you should check to see which students have been reviewed by GEO staff on a regular basis so that you can review them before the application deadline has passed.

Prior to Departure

Once your program has reached the stated minimum enrollment and the program start date draws near, there are active responsibilities you will need to undertake in the lead up to the program start date. These include the following:

- Review and sign the GEO Faculty Agreement and program budget
- Participate in a GEO faculty orientation with your Program Coordinator and any on-site staff
- Participate in a GEO crisis management training and reading the GEO Emergency Management Handbook
- Assist with and/or lead a student pre-departure orientation
- Collaborate with your GEO Program Coordinator to confirm your travel to the site, the budget details, safety and security updates, and any other program details
- Review any travel advances and their policies with GEO
- Prepare for on-site financial transactions (ATMs, cash, etc.)
- Complete the requested insurance enrollment information for you and your dependents to receive GEO insurance coverage
- Make arrangements for your house, car, children, and pets
- Make arrangements with your department head for your leave of absence
- Prepare materials to take abroad (student files, course materials, budget information, this handbook, evaluation forms, etc.)
- Read about the location you will be traveling to, and culture shock and cultural adjustment

Student Orientation

After being accepted to the program, students become acquainted with their program through a pre-

departure information packet provided by GEO, on-campus pre-departure sessions, and an on-site orientation held upon arrival for programs being held at GEO centers. UO faculty must organize their own orientations in collaboration with GEO staff. Non-UO faculty need to contact their campus study abroad representative to find out about organizing the pre-departure orientation to be held on your home campus. Your participation will give you an opportunity to meet some of your students and to discuss courses and other matters with them.

Students access program information during their online registration process and after they have been accepted. This information includes basic information on the program, insurance coverage, a GEO student handbook, and a variety of online forms related to your program which are required reading by GEO. Additionally, they receive pre-departure information approximately four weeks prior to the start date of the program that includes detailed arrival and orientation information, homestay information and any last-minute program updates.

Your pre-departure orientation should cover the following topics:

- General program schedule, including detailed instructions on how students will arrive on site. Communication of exact date and time to arrive is essential.
- Academic expectations
- Health and Safety: immunizations (check CDC website), nutrition/food safety, health emergency, risk and accident prevention, jetlag, etc.
- Insurance coverage, including discussion of coverage during program sponsored activities and insurance exclusions (high risk activities) when involved in non-program activities. Consult the insurance brochure for a complete list of excluded activities.
- Reinforce the importance of students maintaining their US-based insurance, as GEO-provided insurance is meant to supplement this, and that they need to keep their home insurance active while they are out of the country. (This is important for returning to the US, and if a student must leave the program early for any reason.)
- Living conditions and accommodations
- Packing/what to bring; culturally appropriate dress standards, if necessary
- Culture and how to prepare for culture shock
- Money and monetary equivalents: ATMs, credit cards, or cash; budgeting for extra, non-program-related expenses
- Time differences, telephone usage, and other practical information
- Gifts (if host families), greetings, special procedures for host country/program
- Travel documents (passports, visas, financial papers, anything else needed)

Faculty Orientation

Several weeks prior to your departure, you will be contacted to set a date for an orientation session with your GEO Program Coordinator. You and your GEO Program Coordinator will review program facilities, teaching schedules, excursions, program budget, logistics, emergency preparedness, and how you will be traveling to the site. Any additional questions you have about the site, housing, travel, etc., can be answered during this time.

For Faculty Leaders teaching at a GEO center, a Skype call will be held with the GEO Site Director you will be working with during your program. In addition to the above orientation topics, discussion will include collaboration with site staff and faculty, your housing, and on-site facilities.

Below is a tentative list of orientation topics, which we encourage you to explore prior to your departure. Please feel free to contact GEO for more information.

Example of Pre-Departure Orientation Topics

- Role as a Faculty Leader

- Class scheduling/hours in class/term and holiday breaks
- Textbooks and course materials
- Program facilities and equipment, including library resources
- Interaction with on-site program faculty
- Setting office hours
- Planning excursion itineraries and the role of on-site faculty on excursions
- Accounting (reimbursements with original receipts done after the program ends)
- Submitting the faculty evaluation
- Emergencies, FERPA, Title IX & Clery Act reporting requirements
- Insurance coverage and billing
- Travel itinerary to the site
- Local transportation
- Faculty housing and student housing
- Role of accompanying family members and family accommodations
- Cultural adjustment for you and your family
- Faculty social life and etiquette
- Local cost of living
- Assisting students in meeting locals and adapting to new culture
- Language challenges
- On-site orientation

Insurance and Housing Deposit

You will be contacted by your GEO Program Coordinator six to eight weeks prior to your program start date to register yourself and any dependents accompanying you for insurance. It is also possible that you will be asked to pay a damage deposit (refundable) on your accommodations, particularly if you will be teaching at a GEO center location. GEO will invoice you for any costs for dependent insurance and the refundable damage deposit.

Faculty Responsibilities During the Program

The degree of involvement in the day-to-day running of your program may vary depending on your program type. Programs developed in cooperation with a third-party provider will likely involve your working with an on-site coordinator in your program location on a daily basis. The on-site coordinator will likely assist with some logistical requirements, such as purchasing transportation passes or booking train tickets, arranging lodging, and possibly purchasing tickets to museums or other attractions. In many cases, your interaction with the coordinator may be limited to a brief orientation at the beginning of the program and some meetings during the week for discussion of logistics or distribution of tickets.

Faculty Leaders leading programs independent of third-party providers and not at a GEO center bear the responsibility of organizing on-the-ground logistics during their programs. This includes working with your GEO Program Coordinator to make reservations for lodging, investigating transportation options from the airport and during excursions, and doing the groundwork necessary to identify resources to be used during the course and in cases of emergency. You will also be responsible for the day-to-day running of the program.

For faculty leading a program at a GEO center, it is very important to understand that you are “stepping into a moving stream.” The program you are a part of has been in operation for years, and it is GEO’s objective to keep it a viable program for many years to come. Your tenure at the site is temporary, but the local staff, the network of homestay families, the site itself, and all other infrastructure aspects of the program are relatively permanent. It is expected that you will do everything possible to make certain your students have a positive academic and cultural experience, but you are not responsible for—and indeed, should not attempt to alter—a program that has its own history and tradition.

Please discuss your personal objectives and anticipated role openly with the GEO center Site Director prior to and upon your arrival. Your Site Director has ample experience working with instructors with diverse needs and is open to adapting to their individual styles. Nevertheless, since the Site Director represents part of the permanent infrastructure, you should anticipate being the more flexible party. It is extremely important that you and your Site Director begin with a clear understanding of your respective roles, achieved through a process of give-and-take discussion.

General Program Responsibilities

General responsibilities during your program include the following, with more detailed points below:

- Plan an agenda and buy materials for an on-site orientation
- Meet with students to discuss non-academic issues: information about the city, region and country of the program, cultural adjustment, money issues, emergency response plan, local-area health care facilities, etc.
- Meet with any local faculty teaching other courses on your program
- Record expenses and keep and number all receipts
- At end of program, encourage completion of the online program evaluation

Faculty Leaders are expected to integrate academic and experiential elements into the program. Students will quite naturally look to faculty for academic and cultural stimulus. As the Faculty Leader, you share responsibility for all aspects of the program, including the planning and execution of cultural and class excursions, dealing with student issues as they arise, and maintaining the academic goals of the program. It should be understood that there will not be sufficient time to conduct research or engage in personal pursuits during your program, and it is expected that you are there to dedicate your time to teaching and meeting the general program and student needs.

Modeling Conduct

GEO faculty leaders are role models to their students and represent GEO, the UO and the United States when abroad. Conduct in the classroom, in your residence, on excursions, in all your official capacities as well as during private time while overseas during the program period must be exemplary. Given your role and responsibilities, you must abide by all UO ethical and conduct standards while abroad and be mindful of the need to model ethical conduct and appropriate behavior for the cross-cultural context in which you are leading students at all times.

Experiential Learning

You may find that some students have difficulty functioning in the experiential learning environment they will encounter while abroad. There are many worthwhile distractions, and many students may find it difficult to maintain the same level of academic motivation as they would on campus. A Faculty Leader's conscious, constant effort can minimize these challenges by emphasizing course goals and providing a day-by-day calendar and syllabus that informs students what has been, and should be, accomplished.

Weekly Meetings

During your program, we ask that you and the on-site coordinator or director lead a weekly mandatory meeting for students, creating an environment where they can ask general questions about the upcoming week's activities or address other issues that may be of concern. Above all, your approach to this intercultural experience will set a tone for the program. Differences between the US and your host country are often startling to students who underestimate the cultural divide between the countries.

Budgets

Budgets, student lodgings and other logistical matters are chiefly the responsibility of the GEO center Site Director and the GEO Program Coordinator, or the GEO Program Coordinator and the third-party provider for your program.

In some cases, Faculty Leaders on GEO faculty-led programs will have full responsibility for tracking expenses, and this will be clarified through discussion with your Program Coordinator.

Leadership

In all cases, Faculty Leaders are expected to assume leadership responsibilities on their programs and take an active, ongoing involvement with their students. This includes active teaching and mentoring roles. At GEO centers and on programs working with third-party program providers, this means also working collaboratively with on-site teaching and support staff.

Student Behavior

Low academic performance or excessively problematic behavior should be reported to the GEO Site Director at GEO centers or to your GEO Program Coordinator if you are not at a GEO center. You may be required to intervene and/or manage problematic student behavior, and especially problematic behavior may require intervention from GEO or other University of Oregon staff. You will need to provide ongoing communication with the GEO Site Director and/or the GEO staff to ensure issues are handled, resolved and reported as required.

On-Site Student Orientation

Students arrive on the published program start date. It is expected that you are on site by that date to meet students on their first day of the program and participate in scheduled orientation activities. On this first day, students will be shown to their accommodations or introduced to their homestay host families, be informed of rules and regulations, and receive information about local highlights, safety, shopping, etc. This orientation will be conducted by the Site Director at GEO centers or by the on-site coordinator on programs run through third-party providers. In some cases, the Faculty Leader will have responsibility for the orientation, but this will be discussed with you by your GEO Program Coordinator prior to the program start.

Orientation Guidelines

Setting the tone

Orientation may very well be the most important aspect of your study abroad program. It is the orientation phase that gives students a “feel” for the program and sets the tone for learning and expectations. GEO handles the general orientation for all students via documents added to their online student profiles.

Ideally, program-specific orientation should begin with a strong pre-departure orientation and continue with both an additional arrival orientation on-site, followed by ongoing cultural orientation throughout the program period. This allows time for the students to adjust to the new climate, time zone, and food, as well as prepare for host culture integration, and it also provides them with the appropriate tools at each stage of the process.

Arrival topics

- Remind students to contact their families and confirm safe arrival
- Immediate orientation to the local site and program environment
- Logistics: locations of ATM's, laundromats, etc.; Internet access; cell phone store
- Culture- and site-specific information (including places to avoid, common faux pas, etc.) and reiteration of culture shock information
- Student conduct expectations and standards; drug and alcohol policy
- Health, safety and security overview and details (emergency cards; on-site and GEO 24/7 contact information; trip registration; medical and mental health resources and locations; local fire, police and emergency services; etc.)
- Discussion of insurance coverage including how claims are filed, coverage during program vs. non-program activities, type of activities not covered by insurance (activities considered high risk, including motorcycle riding, skiing, scuba diving, etc.). Direct them to their insurance brochure for specific information about coverage as well as the Travel Assistance resources provided by AXA.
- Reinforce the importance of students maintaining their US-based insurance, as GEO-provided

insurance is meant to supplement this, and that they need to keep their home insurance active while they are out of the country. (This is important for returning to the US, and if a student must leave the program early for any reason.)

- Reiterate academic expectations, brief orientation to each course/component
- Program schedule and expectations

Ongoing orientation topics

- Any emergent issues (new health, safety, and security information, etc.)
- Ongoing cultural orientation, debriefing of intercultural learning and experience
- Reminders about trip registration before breaks, other ongoing reminders
- Local experts as guest speakers on the cultural and historical setting

Leading Students

Again, to a great extent, the Faculty Leader sets the tone of the program and can be of invaluable assistance to students trying to cope with unfamiliar surroundings and routines. Since students do not have the same resources as on their home campuses and may be homesick or have problems adjusting to their new environment, you can expect to spend time with students outside of class.

Students frequently look for models of behavior to follow, especially while living in an unfamiliar culture. Your goal is to be accessible to students without eliminating all social distances between faculty and students. It is expected that you will have exemplary and appropriate behavior during and outside of classroom hours while overseas during a program period, as students often take their cues for appropriate behavior from the Faculty Leader. You are also a representative of GEO, the UO, and the United States while abroad, and as such, agree to abide by all UO ethical and conduct standards, and to be mindful of the need to model ethical conduct and appropriate cross-cultural behavior at all times.

Where third-party coordinator or onsite staff are contracted to provide leadership, program support or academic support, you will be available during the on-site orientation to ensure all program details and health and safety issues have been properly discussed. You will also set an example during the orientation by setting a positive tone of communication between yourself and the on-site staff. Upon arrival, you will initiate and establish a regular meeting schedule with the on-site staff to ensure effective communication that is necessary to run a study abroad program.

You may be asked by students for advice about proposed trips during free weekends or after the program ends. Try to encourage exploration of the local surroundings and nearby areas during the term. Trips to distant locations should be scheduled for after the program ends. No exams may be taken early or changed to accommodate student travel.

Liaising with Local Faculty

Programs held at GEO centers will likely include on-site faculty teaching courses alongside your own. This is also a possibility on some faculty-led programs with third-party providers, although less likely.

On-site faculty in GEO programs are experienced and very knowledgeable individuals who enjoy working with American students. Since they are regularly employed instructors working for GEO in a freelance capacity, they normally do not have very much time outside the classroom to spend with students. However, it is important for them to be accessible in an informal way as much as possible. They should be encouraged to join the excursions and group field trips, and especially to be present before and after class for informal discussions.

When teaching at a GEO center, in many ways you are a "visiting" professor at an ongoing academic program. You will need to take the responsibility and initiative to meet with the local faculty to discuss problems and policies and to build a professional bond and complimentary academic relationship among

those teaching in the program. You will gain a sense of how their program is run, which will enable you to help the students succeed in that setting.

Also, please be conscious of the fact that these other courses are being taught and be respectful of the class times scheduled for the other courses. Do not schedule excursions for your course during the meeting time of classes taught by local instructors and respect that they have autonomous courses that students need to be attending.

Student Housing Arrangements

Depending on the options available at the location where you are teaching, students may live in apartments, residence halls or with host families. Please see the site-specific orientation information for details about housing at your location. Student housing issues should be taken up with the Site Director or on-site coordinator.

For faculty with programs not held at a GEO center or arranged through a third-party provider, your GEO Program Coordinator is available to assist with housing-related issues. Students should first try to work disputes out between themselves as appropriate. When a resolution cannot be reached between themselves, try to mediate the issue yourself. If this is not successful, contact your GEO Program Coordinator for additional support.

Registration, Credits, and Grading

Students pre-register for their classes before they leave the US, but may be allowed to make changes once on site. The actual add/drop date will be determined prior to your program start date, but the rule of thumb is that the add/drop deadline will be at 12% of total class days of the program. This may be different for short customized programs, and programs with set course offerings without electives.

The home campus of non-UO students may have a different policy. Students bear the responsibility of notifying their home campus of changes in enrollment status, including adding, dropping, or changing the grading option of a course.

While grading will not be more severe than on campus, GEO programs should not be less rigorous than home campus offerings. If attendance is a factor in grading, it should be clearly announced at the beginning of the term. Attendance is mandatory for all classes during GEO programs. There may be variation among universities and colleges in the number of credits granted for your course and students should refer to their home campuses for information about how course contact hours will translate to credit hours.

Academic Excursions

If your class integrates visits to sites outside of the classroom, it will require careful, creative preparation if the excursion is to be of maximum value. A pre-visit to your teaching site is very helpful in planning the time, distances and execution of specific activities. However, if a pre-visit cannot be made, pre-excursion preparation will be equally valuable when you arrive on-site. Discuss any potential options well in advance of your arrival with your Site Director if at a GEO center. Once activities have been coordinated with the Site Director or on-site coordinator, help students frame the experience by setting clear expectations for the excursions. On-site staff can help confirm your logistical arrangements, but preparing students and leading the associated activities are your responsibility. Note that excursions may include walking tours, visits to local NGO's, interviews with local authorities, etc.

Please note that available funds for excursions have been determined ahead of time. You should consult with your on-site coordinator or Site Director about changing or introducing any new excursions and be conscious of the budget implications of changing excursion destinations. If a limited number of students enroll in your course, some pre-planned activities may need to be redesigned or reconsidered, and will be

discussed between you and your GEO Program Coordinator prior to the program start date.

Program Budget and Expenses

The student program fee includes: tuition, housing, classroom rental, medical insurance, expenses for excursions, administrative funds, and an amount to cover Faculty Leader expenses. At GEO centers, the Site Director manages the bank account and program funds, while on-site coordinators on programs developed with third-party providers will cover most day to day expenses, but faculty may have more responsibility for daily accounting and payment of some daily expenses on these programs. Your GEO Program Coordinator will discuss this with you if this is the case.

Faculty Leaders are provided with a modest discretionary administrative fund to be used for student gatherings, hosting local faculty, guest lecturers, and special course materials. These expenses will be discussed with your GEO Program Coordinator during the budgeting process. Faculty Leaders working with third-party providers or leading their programs independently can receive a cash advance for these expenses, while the Site Director provides this money upon request at GEO centers.

Please note that faculty who have accompanying family members must cover all family member expenses themselves, including on excursions. Space may be limited on some excursions, so please discuss plans to bring family members on excursions with the GEO Site Director or on-site coordinator ahead of time. Additionally, some excursions may not be appropriate for additional non-enrolled participants to join, and faculty are expected to defer to the final decision of the Site Director or on-site coordinator whether family members are allowed to join.

Reimbursements

Receipts for reimbursable expenses must be retained during travel time and over the course of your program. A meal allowance may be provided either as a cash advance or a reimbursement after your program upon presentation of receipts. This may include travel to and from your program location and, in some cases where faculty are lodged in accommodations with no cooking facilities, may be provided throughout your program. Any reimbursable expenses must be previously agreed upon in the GEO program budget.

Certain program expenses will also be reimbursable and require evidence of expenditure, such as expenses related to student activities. All expenses must be kept within the budgeted amounts.

Appendix XV at the end of this document provides you with a guide to UO reimbursement policies. Other reimbursement-related forms found at the end of this handbook are the Receipts Form (Appendix XVI) to be used when a vendor or service provider does not issue receipts and a form for tracking for group student activity expenses in Appendix XVII. A program expense log is provided in Appendix XVIII that will help you with organizing your receipts and expenses throughout your program.

Reporting Grades

You may be leading a faculty-led program with a third-party provider, independently or at a GEO center that includes additional courses not taught by you or may include students who come from institutions other than UO. Each of these cases potentially involves different grading procedures, which are outlined here:

Non-GEO center programs with UO students only:

- Grades for UO students are to be entered directly into DuckWeb.
- CRN numbers are created for your courses, allowing you to enter grades in the same way as you would for regular campus-based courses.
- You are not responsible for entering grades for courses taught by on-site instructors.

Non-GEO center programs with UO and non-UO students:

- Grades for UO students are to be entered directly into DuckWeb as above.
- Grades for non-UO students must be entered into Studio Abroad. A questionnaire will be created where you enter the final grade for all non-UO students.
- You are not responsible for entering grades for courses taught by on-site instructors.

Non-UO faculty leading GEO programs:

- All grades (UO and non-UO students) will be entered into Studio Abroad. A questionnaire will be created where you enter the final grade for all students.
- You are not responsible for entering grades for courses taught by on-site instructors.

GEO center programs:

- Grades for all students are submitted to the Site Director, who then enters the grades directly into Studio Abroad at the same time that grades for courses taught by on-site instructors are entered.

In all cases, grades must be submitted within two weeks of the program end date.

Faculty Responsibilities After the Program

Upon the completion of your program and return to your home campus, the following activities will be expected of you:

- Contact OIA to schedule a debriefing appointment
- Reconcile your travel advance and expenditures within 30 days of your program end date, submitting all receipts to GEO
- Submit Faculty Leader's report
- Assist future leaders
- Begin planning for next year/cycle

Evaluations

Students will be asked to complete the online program evaluation form after the program ends. The information they provide on courses (including your course), instructors, administration, excursions, housing, and other matters is very helpful for improving future programs. Please encourage students to take a thoughtful approach to their comments for the benefit of students to follow. Anonymized copies of the evaluations from your teaching term will be sent to you after all responses have been compiled and all grades are final. Please note that students may take a longer time to complete their evaluations after summer programs due to their travel or other summer plans after your program ends.

Reimbursements

All receipts for reimbursement need to be submitted to your GEO Program Coordinator within 30 days of the program end. For your convenience, receipt forms are found in Appendix XVI and XVII, and an expense log is included as Appendix XVIII to help track your expenses during your trip. See Appendix XVIII for a detailed review of reimbursement policies and procedures.

Filing a claim for reimbursement of medical expenses is the responsibility of faculty and is not handled through the GEO office or by your GEO Program Coordinator. Consult the insurance brochure for further information about how a claim is filed and benefits information.

Faculty Reports

GEO requires that you submit an evaluation report of your experience within one month of the end of the program. GEO will send you a template report to complete prior to your departure. Along with the student evaluations, GEO staff on site and in Oregon benefit from your unique perspective and experiences on the

program. Your report is an important contribution to GEO's efforts to continuously improve program offerings. This comprehensive report should include:

- personal objectives and expectations and how they were realized
- student performance both inside and outside the classroom (grades, intellectual level, conduct)
- observations on excursions, facilities, local faculty and courses, personal on-site living conditions, site administration and GEO support
- recommendations for future faculty and program ideas

See Appendix VI for a more comprehensive list of what is to be included in your final report.

You and your GEO Program Coordinator will also meet for a debriefing session after you arrive back from your program. This is also a very useful exercise, as it allows us to begin looking towards the next time you run your program and fine tune any issues that need attention. Please contact your GEO Program Coordinator upon returning to your home campus to arrange a meeting time.

Promotion of Future Programs

There are many ways to stay involved with GEO and GEO centers after returning to the US. You are encouraged to do this as a means of sharing the importance of studying abroad with students while also reflecting on your own professional experience. Upon your return, you will be a helpful resource for new faculty members selected to teach on the program. It is expected that you will make an effort to meet with them and help answer their questions. Below are possible ways in which you can remain involved in study abroad and GEO study abroad programs:

- Act as a resource for new faculty members selected for future terms
- Share successful recruiting strategies with upcoming Faculty Leaders
- Present program information in your classroom
- Speak at organized GEO events on campus
- Collaborate with GEO on a webinar
- Distribute program bulletins and brochures in areas that are accessible to students
- Spread the word about faculty-led options with GEO to colleagues on your campus and through your professional networks

GEO STAFF ROLES AND RESPONSIBILITIES

GEO Staff General Information

The staff of Global Education Oregon (GEO) are dedicated to providing transformative experiences for students and facilitating the opportunity for faculty to lead students and teach abroad. Throughout the course of your involvement as Faculty Leader, from initial consultations about program ideas through to the final submission of your report and receipts for reimbursement, GEO staff will provide support for you and be available to answer questions as they arise. See Appendix I: GEO Staff Contacts at the end of this document for individual contact information in the GEO office.

The GEO office has staff that you will likely be in contact with who perform many functions. Your primary contact will be your GEO Program Coordinator, who will help you with the planning and budgeting of your program and be your point of contact in the office during your time abroad. In addition to your GEO Program Coordinator, you can expect, at one point or another, to work with the GEO advisor who is working with your program, GEO accountants who will process cash advances, assist with arranging travel and work with you on processing reimbursements and reconciling your accounts, while administrative staff works behind the scenes to ensure students are properly enrolled and grades reported.

GEO also has a marketing and communications team that works to promote your program, along with the

other programs in the GEO program portfolio, on the UO campus as well as on campuses at partner institutions in the Pacific Northwest and elsewhere. You will likely work with one of the marketing and communications team members as well as the primary advisor for your program to arrange class visits and information sessions. In addition to these staff members, student peer advisors help spread the word about your program to other students through class visits and presentations.

While you can see that there is a broad range of staff in the GEO office, always keep in mind that your Program Coordinator is your primary go-to person and is your main point of contact at GEO.

Briefly, expect the GEO staff to do the following when working with you on your program:

- Provide the GEO Faculty Handbook and the GEO Emergency Management Handbook and assist with program development and administration
- Supply all required forms for the establishment of the program, including the program proposal form
- Assist as needed with publicity and promotion of the GEO programs
- Edit and produce website content and other general publicity
- Handle monetary transactions, including collection and disbursement of funds
- Assist in screening applicants, especially for conduct histories
- Prepare financial aid budget for students, as needed
- Prepare and process Faculty Leader travel authorizations and reimbursements
- Assist the Faculty Leader with pre-departure orientation sessions
- Approve the program budget and determine the final cost of the program (to ensure that all programs are self-supporting and to maintain a diverse and academically focused list of study abroad course offerings)
- Conduct post-program evaluations, in concert with the UO Study Abroad Program Committee that is responsible for approving and reviewing new and existing study abroad programs

STUDENT ROLES AND RESPONSIBILITIES

As active participants in the program, students also have their share of responsibilities and expectations to uphold.

- Complete forms in the online applicant system
- Attend the mandatory pre-departure orientation session(s)
- Complete pre-departure preparations (paperwork, immunizations, visa, etc.)
- Participate in scheduled program events and lectures
- Complete required readings before and during program
- Complete required course work by the specified deadline(s)
- Additional expectations, as determined by the Faculty Leader and the group
- Abide by the GEO Student Behavior Agreement, the UO Student Code of Conduct and GEO policies and procedures

See Appendices VII, VIII and IX for copies of signature documents that all students are required to complete during their registration process. These documents require students to acknowledge their responsibilities for participation in GEO programs, including agreeing to adhere to UO Student Code of Conduct, which can be found here:

<https://uodos.uoregon.edu/StudentConductandCommunityStandards/StudentConductCode.aspx>.

PERSONAL ARRANGEMENTS

Compensation

Academic Year Teaching Assignments

Faculty selected to teach at a GEO center during the academic year (fall, winter, or spring terms) generally remain on their regular institutional payroll with all sabbatical, fringe, and retirement benefits. GEO typically provides the home department a direct payment for faculty replacement fee or course buy-out and you are paid your normal academic year compensation during your time on the program. Any salary negotiations should be approved by the faculty's home department and GEO.

Summer and Customized Programs

Compensation for faculty teaching on customized and summer programs outside their regular academic year contract will be determined on a case-by-case basis through consultation with your GEO Program Coordinator. In most cases, a professional service contract will be issued to you by the University of Oregon for the duration of your program dates.

In cases where your program falls in two or more months, your compensation will be disbursed on a per-month basis, distributed according to the percentage of workdays in each month the teaching period falls within. The University of Oregon pays on the last day of the calendar month.

Housing

GEO provides lodging for the faculty leader(s) for the duration of their program. In some cases, this may be an apartment, while in others it may involve staying in hotels or hostels, depending on the nature of the program.

If circumstances require, and through discussion with the GEO Coordinator, a food allowance might be budgeted in order to cover faculty meals. Faculty staying in hotels, hostels, or other lodging that does not have cooking facilities for the preparation of meals may be provided with a food allowance to cover meal expenses.

In most cases in which apartments are provided, they are one bedroom, and are typically equipped with necessary appliances, including laundry facilities and an internet connection. Faculty may be required to pay a cleaning and damage deposit to GEO prior to departure that will be refunded at the end of the program when the apartment has been checked out in appropriate condition.

Please keep in mind that standards for lodging in many countries are significantly different than what might be expected in the United States, and that an apartment that may seem small to you is spacious by local standards. We hope that you will enjoy your stay in the provided housing as well as the adventure of living as the locals do. GEO will share as much information as possible with faculty about their specific housing situation with before departure.

If you wish to arrange for alternate accommodations because you will be traveling with family members, please notify GEO well in advance. Every effort will be made to find lodging that meets your needs, but there is no guarantee that all of your expectations can be met. Please be aware that you will be responsible for any difference in cost between the standard program lodging based on single occupancy and any alternate options that are secured on your behalf, as well as any secondary costs incurred, such as additional travel to the program site, etc. Please contact your Program Coordinator in the GEO office with any questions you may have.

If dependents will be accompanying you and sharing lodging, you will be required to purchase the same

insurance for them as is provided to you and students. Please see the section on INSURANCE for further information. GEO will provide you with a dependent enrollment form to complete prior to departure.

Travel Arrangements

Faculty may not book or purchase airline tickets before receiving approval from their GEO Program Coordinator.

Transportation to and from the program site is included in the program budget, unless noted otherwise. This travel policy is intended to cover actual travel expenses that are within the program budget for reaching the site and returning to the city of residence. When planning to book your trip, please keep the following points in mind:

- The cost of the ticket may not exceed the value of a regular economy fare to and from the site, based on the lowest cost price quote of the most direct route made at the time of booking, within a reasonable amount of time prior to the start date of the program.
- If all, or part, of the airfare is being reimbursed by another source, it is the Faculty Leader's responsibility to claim a lesser amount based on the comparison quote.
- Faculty Leaders will not be reimbursed for using frequent flyer miles.
- If an indirect route is requested, including added layovers, reimbursement will be made based on the lowest priced comparison quote.

More detailed and up-to-date information on University travel policy can be found on the Business Affairs website: <https://ba.uoregon.edu/content/travel-faculty>. Note that it is important to consult travel policies and your GEO Program Coordinator with any questions you may have.

Arrival/Departure

Faculty Leaders may arrive one or two nights prior to the start of the program, where budgeted, and must vacate their apartment as determined by GEO staff ahead of time. Faculty who wish to extend their stay are required to independently arrange and pay for their lodging.

Responsibility for Visas, Vaccines, etc.

GEO does not provide assistance with or pay for visa applications and vaccinations. The pre-departure arrangements for these are the responsibility of traveling faculty. Faculty Leaders are asked to check the expiration date of their passports at least six months prior to travel to ensure that their passports will be valid through the date of their program for their return to the United States. Costs associated with passport application are the responsibility of traveling faculty.

Insurance

Faculty Leaders are covered by the same medical insurance as students for the duration of the program, which is provided and administered by Axis Insurance. Coverage typically starts seven days prior to the start date and continues for seven days after the program ends. Consult the insurance brochure for information on pre-existing conditions and exclusions (including dental work and high risk activities noted in the policy exclusions). Specific information can be found in the brochure provided by GEO.

The insurance provided by GEO is health and evacuation insurance and does not cover personal property or trip cancellation. The purchase of these additional insurances is the responsibility of the Faculty Leader.

Enrollment

Insurance proof of coverage will be emailed to you prior to departure. Axis provides a single policy number for all participants on GEO programs that will be used when opening a claim with their claims company, AXA. Once coverage begins, you may use the provided policy number to open a claim by calling the telephone number provided with the policy number information. GEO will provide faculty with housing and insurance forms to be completed prior to departure.

AXA Travel Assistance

Global emergency services are provided by AXA Travel Assist. They will assist with hospital admission, emergency medical evacuation, prescription assistance and repatriation of remains. AXA will also provide travel assistance with lost documents, ticket replacement and lost luggage. Information about how to arrange for emergency services can be found in the AXA brochure.

Claims

You should be prepared to pay the full treatment cost at the time of treatment (in non-emergency situations), and to file a claim for reimbursement using receipts from the doctor or clinic. **You will need to complete a claim form for all reimbursements yourself.** Claims will not be filed by GEO.

AXA serves as the claims company for the University of Oregon Axis policy. Full claim procedures can be found in the information provided in the Axis Accident and Health brochure you are provided with.

Insurance for Dependents

Faculty Leaders are required to purchase the same insurance for any accompanying dependents themselves. GEO will advise you on pricing, and explain how to make the payment once you are invoiced for dependent insurance.

Family Opportunities

Faculty Leaders are welcome to have spouses, partners and other family members accompany them when teaching abroad, where program and housing conditions allow. However, space comes at a premium, and there may be restrictions on the number of occupants that can be accommodated in program lodging. Faculty planning to have dependents accompany them should notify GEO as soon as possible in the program planning process.

Responsibility for Special Arrangements

Where applicable, on-site staff will assist you in preparing for arrival and getting settled. You should understand, however, that they are there to support GEO programs, not to provide for your personal needs. If you or family members have special requirements (e.g. children who need to enroll in school, space to practice a personal hobby, etc.), you will be responsible for investigating and arranging this yourself. Do not expect GEO or on-site staff to make special arrangements on your behalf or put them in the position of making decisions for you. It is ultimately your responsibility to ensure that all special needs for your family are arranged prior to your arrival.

Family Participation

Family members are not allowed to "audit" courses during GEO programs. However, arrangements can often be made for them to participate in excursions as space permits. Any expense associated with a family member's or guest's participation in any part of the program, such as entry fees and transportation, is your responsibility.

Your primary responsibility will be to the students and the program. You will need to ensure that your family and personal activities do not distract from, or conflict with, planned activities where students will expect your attendance and participation.

It is important to realize that participating on a GEO program will require far more time and energy than you are likely used to when teaching on your home campus. You will be expected to be available and visible to all students on the program. Please be aware that this may require more time away from family than what is required when teaching on your home campus.

Past faculty members and GEO staff are good resources for information, and you are encouraged to contact them if you have questions.

Taxes

US faculty members are still subject to all applicable US withholding, social security, and other taxes while teaching abroad. GEO cannot provide advice about taxes, so faculty are encouraged to consult with a tax professional on any questions they may have.

Banking

Generally, the simplest way to access money while abroad is through ATM machines. All major banks are members of international ATM networks, allowing you to withdraw cash from virtually anywhere. It may be difficult to open a bank account without a permanent address in some countries, so this should not be considered a reliable option. Banking options and services will vary by country and location.

It is highly advised that you contact your bank before traveling abroad to inform them of your travel plans, as some banks will block international banking activities if they are not aware that you will be traveling.

Many countries in Europe are now requiring that credit cards and debit cards have an information chip on the card, which may cause problems using cards in some circumstances. It is advised that you contact your bank several months prior to departure to see if they have cards with chips available that are appropriate for use in Europe if your current bank card does not have a chip.

Please note that Traveler's Checks are less commonly used than in the past and it may be very difficult for you to cash them at banks or businesses.

EMERGENCIES, RISK MANAGEMENT AND HEALTH & SAFETY

GEO Emergency Telephone Number:

1-503-764-4146

Information to Report in an Emergency:

- Your name, program and current contact information
- Nature of the emergency
- Status report on any affected students (what you know) – include their names
- Name and phone number of anyone assisting you
- Contact info for any hospital, etc.
- Have you or someone else contacted the insurance company yet?

Emergency Response

Whenever students and faculty travel abroad, they should take precautions that will maximize their safety in the event of a natural or political crisis. A plan of action should be in place and you should be aware of actions to take to deal with emergencies ranging from minor injuries and illness to major catastrophes. You can refer to the GEO Emergency Handbook for specific response protocols to be used in a variety of emergency situations.

Likewise, while you or your students may not be directly affected by events such as an epidemic, terrorist attack, or natural disaster that occurs outside of your immediate location, these events may have regional

consequences. You should be prepared to follow up with students and GEO when such an event occurs.

For Faculty Leaders teaching at GEO center sites, while much of the responsibility for emergency and crisis management planning described below falls with your Site Director, you still need to be aware of these contingency plans, as you may be called upon to assist or help with communication and documentation in the event of an individual or group emergency.

The GEO Emergency Handbook you have been provided with has example protocols to be used in a number of different emergency situations. You should familiarize yourself with the structure and read the contents of this document.

What to Do in Case of Emergency

If at a GEO center, report all incidents to the Site Director immediately, who will work through the steps outlined below. **If not at a GEO center, the following applies:**

Report all on-site medical, behavioral, mental health and emergency incidents to GEO as soon as possible after the incident occurs, even if this means reporting outside of regular US office hours. ***The purpose of reporting is to ensure appropriate and complete response has taken place, as well as to document anything that might require additional attention from the UO campus, whether during or after the program, and to protect yourself from appearing to have mismanaged a situation (i.e. after the fact).***

An incident report form is included at the end of this document as Appendix XI, which is to be used to record and report incidents involving students and faculty.

The types of incidents to report, and reporting categories are as follows:

Report immediately by phone to the GEO Emergency number 1-503-764-4146 and follow up later with an Incident Report Form (Appendix XI):

- Large-scale emergencies, such as natural disasters (please include any details about whereabouts of students, any student injuries or distress, or other relevant information)
- Major medical situations (include as many details as possible, such as hospital or clinic name and contact information, whether AXA insurance has been contacted, etc.)
- Student hospitalization
- Extreme student conduct situations
- Serious student mental health situations (e.g. expressed suicidal ideation)

The emergency contact number should be used at all times, regardless of the time of day in Eugene.

Report within 48 hours, using an Incident Report Form (via email):

- Student conduct situations and the steps you have taken (include copies of any Behavioral Contracts)
- Minor Medical Situations (e.g., treatment for a bug bite, minor sicknesses, etc.)
- Minor emergencies (e.g. need to relocate classes for a week due to a furnace failure, students having to be relocated due to conflict with a host family, etc.)

As a general rule: if you are not sure whether something should be reported, please go ahead and report it!

What to Expect When Reporting an Emergency

When you contact the GEO emergency number 1-503-764-4146, you will reach a 24/7 emergency answering service which will immediately call a GEO on-call staff member who will return your call as soon as possible. This will likely be a GEO Program Coordinator, but not necessarily the one assigned to your program (GEO uses an on-call staff rotation system with one person at a time designated to respond to emergency situations). Make sure you leave a number with the answering service where you can be reached for the call back.

Once the on-call staff member is able to assess the situation with your assistance, additional personnel from UO Risk and Safety Services and GEO leadership may be brought in to help mitigate the situation.

Do not contact a student's parents or home university yourself. This is the responsibility of GEO.

Note: Familiarize yourself with how telephone calls are made to the United States from abroad so that calling the GEO emergency number can be done quickly and without frustration. Know the international access number in the country you're calling from and remember that the country code for the United States is "1".

Risk Management

Make an Emergency Response Plan

The first and most important thing you can do as the Faculty Leader is to create an Emergency Response Plan and to discuss it with the students in the pre-departure and/or on-site orientations. See Appendix IV at the end of this handbook for a student emergency response template.

Emergency Contacts

During your on-site orientation, request that each student carry a wallet-sized card with important numbers and contact information including your phone and address, that of host institution staff, the nearest US Embassy or Consulate, English-speaking doctors, etc. Students should also include their host family contact information and numbers of other students on the program. These numbers will come in handy for slight as well as serious emergencies.

Cell Phones

All students and Faculty Leaders are required to be contactable by mobile phone while participating in GEO programs. This will facilitate the rapid communication between students, faculty and site staff in an emergency if necessary.

Know Your Students' Plans and Whereabouts

Students frequently travel on weekends or holidays to metropolitan centers in your area, remote areas or outside of your country to other cities. Student mobility means that they can be in another urban center or location hundreds of miles away within a matter of hours, and a seemingly distant event may have direct consequences for your students if they've happened to travel where it occurred for their weekend getaway. **It is essential that students provide you with their weekend and holiday plans so that they can be quickly accounted for and reported to GEO in event of an emergency.**

If an incident occurs in your region (for example if you are leading a program in Copenhagen and there is a terrorist event in Berlin or even Barcelona) you should account for all of your students as soon as you hear of the event. GEO will be in contact with you as soon as he or she is able and will ask for the following information for each student:

- Student name

- If you have been in contact with the student since the incident occurred
- Student's location
- If the student is safe
- Student's travel plans to return to your location if traveling
- Student contact information (telephone number and/or social media contacts)

You will be asked to provide all of this information to GEO when contacted and will also need to submit this information by email. To be proactive in case of a catastrophic event, please collect and email this information to your GEO Program Coordinator as soon as possible after placing a call to the emergency service. While not all of this information may be known immediately, **try to have all students accounted for within four hours of an event in your region**, but be in constant communication with GEO as you receive updated information.

Emergent Matters First

Although it may be necessary, in some incidents, for you to contact GEO quickly, it is always correct to handle emergent issues (e.g., desperate medical needs, etc.) first. Check in with GEO staff, on-site staff, and other support systems as soon as possible, but do not delay necessary emergency response while waiting for "back-up".

Appropriate Response

The principle of *appropriate response* is that the way we respond to an emergency has as much effect, often, on the ultimate outcome(s), as the nature of the emergency itself. It is most important that you remain calm, collected and rational, and that you model this behavior for the students. For example, in the event of a natural disaster, if some students are missing once the storm or incident passes, immediately enact a plan to locate the missing persons, and involve (in appropriate ways) those other students present who are not injured and are most able to remain calm themselves.

In addition, response sometimes involves cross-cultural issues. Remember that emergency services may vary from one location to another, and that you and the students cannot expect US standards to be held universally. Assist your students in understanding the best possible means of responding within the host cultural context.

Use Your Resources

Do not feel you must act alone. Make use of local resources and staff as well as the GEO staff in emergency response, as appropriate and expeditious.

Reducing Risk

Health and safety during a study abroad program is a much-discussed topic among program and university administrators, Faculty Leaders, parents, and students. Fortunately, there are specific actions that can be taken to minimize risk, and it is the responsibility of everyone to play a role in this effort. GEO Site Directors will cover information specific to their city and culture as well as general safety information.

For Faculty Leaders leading their own programs, the most effective way to address these issues is in pre-departure and on-site orientations and with reminders throughout the program. The following is a list of some concrete actions that can be taken.

Provide Local Information

GEO Site Directors are able to provide students with recommendations for doctors, dentists, pharmacies, clinics and hospitals and can provide a map with directions and numbers of taxis or other safe transportation. On programs using an on-site coordinator, this information will be covered during your orientation. Get a copy of this information and post it in any common meeting area the students frequent (i.e., lobby of a classroom facility). The AXA Travel Assistance Program can also be contacted for referrals.

Faculty Leaders leading programs independent of a third-party provider will need to research local resource

information prior to the program start date. Arriving a day or two early is useful for gathering this information before student arrivals.

Provide the following information to students once on-site:

- The types of services they can expect at each facility and what type of payment will be required.
- Make sure students understand how their insurance and reimbursement policies work.
- Discuss laws particular to the country that differ greatly from our own.

Focus on Student Behavior

Ultimately, student health and safety lies with the students themselves by acting responsibly and watching out for each other. This should be emphasized with students by doing the following:

- Remind students about GEO policies, waivers and agreements they signed off on, and the UO Student Code of Conduct they are required to abide by while abroad. See Appendices VII, VIII and XIX for copies of the waivers and agreements signed by students prior to the program.
- Explain to students that, although the program provides health and safety information, it is ultimately the students' responsibility to remain healthy and safe. GEO is not able to provide information on every contingency that may occur.
- Explain that most incidents occur because of poor judgment or failure to recognize dangerous situations.
- Remind them that if they go somewhere as a group, they need to leave as a group and should not leave people behind on their own.
- Discuss the local norms regarding alcohol use.
- Discuss personal safety and security against theft and assault.
- Highlight cultural norms in the host country and the need for increased self-awareness among students.

Review the Emergency Plan

Discuss what to do in case of an emergency and review the emergency response plan template provided in Appendix IV.

Establish a Communication Tree

Each program should establish a communication tree at the start of the program, explaining how the communication tree works to all students so that they understand their responsibilities. A communication tree facilitates the rapid contact of all students in event of an emergency. The communication tree is used to confirm that all students are safe and secure after an event (earthquake, other natural disaster, terrorist attack, etc.) that may affect student safety and can be used to communicate information such as a meeting point, etc.

The communication tree is headed by the Site Director or Faculty Leader or other designated staff person. Each participant in the program should have a copy of the communication tree. It is recommended that the communication tree includes all possible means of communication (telephone, email, cell phone) available to the participants. The groups should also be organized geographically (i.e. students living near each other) so that contact can be made in person if contact is not possible by telephone. It should be stressed that contact should be made immediately in any serious emergency unless not advisable for safety reasons.

Depending on the size of the program and local circumstances, a communication tree could be as simple as a student roster that the Site Director or Faculty Leader will use to contact each student; or a more developed tree such as the examples shown in Appendix V.

Student Notification of Risk

Participants are informed of the risks involved with study abroad programs and are required to read and sign two forms: "Safety and Security Abroad" and "Release and Assumption of Risk." Additionally,

participants are required to enroll in an international health insurance plan, facilitated by GEO. GEO maintains all necessary program documents for GEO program participants. In general, disclaimers are added to program materials to protect the Faculty Leader, the program sponsor (if any), and the UO against unforeseen changes in program arrangements (e.g., currency fluctuations, increased airfares, any political unrest, etc.).

Risk Reduction

As a general rule, it is best for Faculty Leaders, working together with on-site coordinators and GEO center staff, to minimize as much as possible the risks that program participants will face.

Here are several tips to help Faculty Leaders consider ways to reduce risks:

- Discourage students from engaging in high-risk activities (e.g., bungee-jumping, riding motorbikes, skiing, etc.) during personal time and avoid including any high-risk activities in the program planning as much as possible. Please consult with your GEO Program Coordinator if you are not certain whether a program activity is considered high risk. Faculty members must communicate to students whether an activity is included as a program activity or is not a part of the program.
- **Most high risk activities are not covered by the student and faculty GEO insurance policy.** The detailed policy information you have been provided with has more information on activities which are not covered by the insurance provided. Faculty need to be aware that recommending or including certain activities as part of their program may expose the university to liability.
- Students may not attend mass demonstrations or protests being held in the host country. While a demonstration may at first appear to be peaceful, crowd moods can change quickly. You and your students may also not be aware of or attuned to cultural and social undercurrents at play during a mass demonstration, and there may also be legal implications for participating in demonstrations in some countries that you are not aware of. It is GEO policy that students not be allowed to attend public demonstrations due to the risks involved.
- When high-risk activities must be included (e.g., a semi-risky high canopy walk for an ecology program in the Amazon), consider all the pertinent safety precautions and make sure that students have a thorough safety orientation and equipment training before beginning. Please discuss high-risk activities that must be included in your program with your GEO Program Coordinator during the program planning phase. Activities may not be allowed without additional waivers signed by students.
- Prepare students in the program-specific orientations (pre-departure and on-site) to manage any particular risks of the program location (e.g., any immunizations needed, extremes of weather, areas of the city to avoid, etc.). In addition, constantly update the group about emergent risks, using daily meetings, email, etc.
- Note that all students and Faculty Leaders are registered by GEO with the US Department of State Smart Traveler Enrollment Program (STEP) before the program starts. This allows students to receive automatic notifications in event of an emergency or travel warning being issued for that country.
- Encourage students to seek medical or mental health care when there is any chance it may be needed, but refrain from giving specific advice (since advising so far outside your expertise introduces unnecessary liability).
- **Employ a harm-reduction philosophy**, and ask students to adopt it as well as a sensible approach for enjoying themselves while staying safe and sound.
- Be clear about your expectations of students: that they take responsibility for and promote their own health and safety.
- In locations (or periods) in which anti-American sentiment may be more than minimal, ask students to maintain a low profile as US citizens. Key actions include avoiding congregating in establishments popular with Americans and/or US-owned businesses; refraining from wearing US collegiate gear; and avoiding having loud (and possibly culturally inappropriate) discussions in English in public.
- Acquaint students with the US State Department's website and ask them to be cognizant of travel

warnings and advisories when they plan their personal travels (<http://www.state.gov/travel/>).

Ask students to inform you and the on-site staff about all personal travel plans immediately prior to, during (breaks and weekends), and immediately after the program dates. Students can enter this information into their STEP account as well.

Above all, remain calm and keep yourself informed about any potential risks.

Liability and Indemnification

The University of Oregon has an insurance policy that covers foreign liability. Foreign liability covers any liability the university incurs when its officers, employees, or agents travel to foreign countries. It is not the same as travel or personal property insurance.

Foreign liability insurance provides broad coverage for bodily injury and property damage, foreign automobile liability for bodily injury and property damage, premises medical payments for accidents, fire legal liability coverage for real property, and employee benefits liability. Foreign liability insurance does not cover professional liability or contractual liability.

Student Insurance Information

All study abroad participants, except for CIEE or IE3 programs, are automatically covered by the insurance provided for GEO's study abroad programs, plus one week each before and after the program dates. The cost of this insurance is included in the student program fee. This insurance is provided by Axis Insurance and covers sickness and injuries with no deductible. GEO also provides coverage for emergency evacuation, repatriation and travel assistance services provided by AXA. This insurance is intended to **supplement** students' personal insurance policies and/or the national health care program in the host country.

Cost

Students will be charged for insurance based on the total number of days abroad, based on official start and end dates of each program, plus one week each before and after those program dates (to cover travel time to and from the study site). Costs may vary from year to year, and new policy rates are negotiated to begin at the start of each fiscal year. The cost of insurance is included in the student program fee.

Enrollment

Axis provides a single policy number for all participants on GEO programs that will be used when opening a claim with them. Students are enrolled with Axis by the GEO office prior to the program start date. Coverage begins one week prior to the program start date if students are outside of the United States. Once coverage begins, students may use the provided policy number to open a claim.

Claims

Students should be prepared to pay the full treatment cost at the time of treatment (in non-emergency situations), and to claim later for reimbursement using receipts from the doctor or clinic. **Students will need to complete a claim form for all reimbursements themselves.** Claims will not be filed by GEO, but claim assistance will be available in emergencies. Full claim procedures can be found in the brochure provided by Axis Accident and Health.

Exclusions

Certain activities considered to be high risk are not covered by the Axis insurance policy. This should be explicitly discussed during your pre-departure orientation and during the on-site orientation at the beginning of the program. Students receive the same insurance brochure as provided to faculty, and they should be told to consult the insurance brochure and Travel Assistance Program information about excluded activities.

It is important for you to distinguish between activities and excursions that are part of your program and ones that are optional or done on students' free time, especially if engaging in activities considered to be

high risk as listed in the insurance brochure. In some cases, Faculty Leaders participate in group activities with students that are outside of required or planned program activities, and it should be noted that these are optional, non-program activities that students are doing on their free time.

Cancellation

Students withdrawing from programs prior to the program start date are not liable for insurance cancellation charges. However, students cancelling after a program start date will be charged for the full amount of insurance required for the duration of the program.

Travel Assistance

Travel assistance is provided by AXA Travel Assistance. AXA representatives can provide assistance with the following:

- Medical and dental referrals
- Emergency evacuation or repatriation
- Hospital admission and critical care monitoring
- Return of mortal remains
- Dispatch of prescription medication
- Lost document and luggage assistance
- Emergency cash and bail assistance
- Legal referral
- Arrangements for political evacuation
- General travel information

To arrange direct payment to a care provider, AXA must be contacted first. Information about how to contact AXA, the policy number and insurance plan is provided to students and faculty before the program starts.

Counseling and Culture Shock

Most people traveling or living abroad experience some degree of culture shock, even if they may not realize it, and everyone can benefit from information about the cultural adjustment process. Each individual experiences culture shock to varying degrees, and responses to living in an unfamiliar environment differ from person to person. Some people may feel that they are adjusting well, while at the same time behaving in ways that are unacceptable in the host culture. Others may experience homesickness that becomes intensified as they experience the cultural adjustment process.

Because of the cycle of cultural adjustment, many people will experience “delayed culture shock” after the “honeymoon phase” of the first few weeks has worn off. Culture shock may be expressed by a feeling that there are serious problems with the program, location, accommodations on site – even you. Be prepared to help students think critically (and dispassionately) about what, exactly, is causing their misgivings and the best ways to respond to them.

Culture Shock Symptoms

Symptoms of culture shock can include: irritability and fatigue; under- or oversleeping; nervousness; paranoia; obsession with communicating with people at home; feelings of frustration and/or hostility toward host country or particular cultural features; socializing only with other US visitors; isolation; and excessive drinking/partying. Feel free to contact your GEO Program Coordinator if you have any ongoing concerns about a student on your program.

If you are teaching at a GEO center, the GEO Site Directors have a great deal of experience working with students experiencing difficulty with cultural adjustment. It is advised that you discuss student symptoms and strategies for working with students experiencing difficulties at the beginning of the program. Please discuss openly with your Site Director any concerns you have about students in your group who may be having difficulties with their adjustment to the host culture. Also, feel free to discuss your own feelings

about adjusting to your host culture.

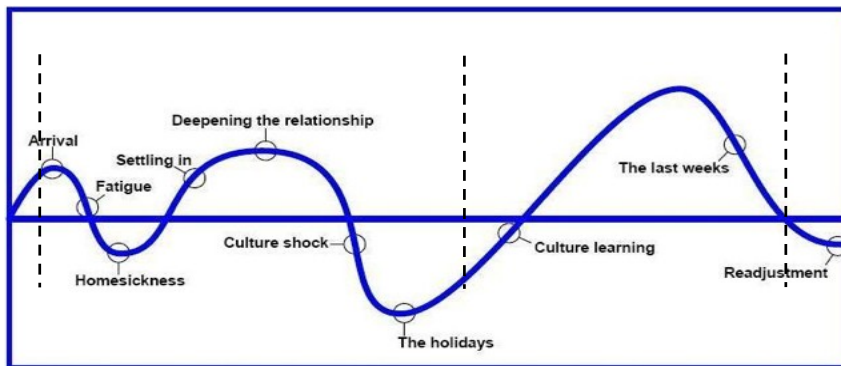
Several GEO centers and other programs also include intercultural communications courses or courses on the host culture that are geared towards easing students into their new cultural environments by educating them not only about social and cultural norms of the host country, but also about the cultural adjustment process itself, letting them know that what they are experiencing is normal and is, in fact, expected.

Helping Students Adjust

The following guidelines will help you provide support for the average student during the cultural adjustment process while acknowledging your limits as a counselor.

- Provide cultural adjustment information during the on-site orientation. Describe the cultural adjustment cycle, define culture shock, and discuss coping strategies. Also, some of the activities described in the “Resources” section should help provide students with further tools for cultural adjustment.
- By understanding what to expect, students will hopefully not only recognize their own or their friends’ process of adjustment, but will also understand that this is something that everyone experiences.
- Create an open environment within the group in which all opinions are validated. Review counseling guidelines to become familiar with what to do and what not to do when counseling students.
- Have a plan ready for handling problems that may be out of your sphere of knowledge and expertise. If at a GEO center, make use of your experienced GEO Site Director; determine in which cases to call the UO or others. When in doubt, contact GEO for suggestions. We work closely with the Counseling Center, the University Health Center, and the Office of Student Life.

The Cycle of Cultural Adjustment



Source: The Exchange Student Survival Kit (B. Hansel, Intercultural Press 2007)

You are encouraged to do your own additional reading about the cultural adjustment process. A recommended book is *Preparing to Study Abroad: Learning to Cross Cultures* by Steven Duke (Stylus Publishing, 2014).

POLICIES AND PROCEDURES

Record Keeping and Incident Reporting

Faculty Leaders are responsible for keeping detailed and accurate records of all the major aspects of their GEO programs. This includes:

- Academic records
- Student information records (contact info, emergency contacts, health, etc.)

- Budgetary records and receipts (where applicable)
- Other miscellaneous records (e.g., specific excursion itineraries)

As a rule, GEO only needs records to be submitted as required by the established processes (e.g., grades are due within two weeks of the program; budgetary records and receipts are due within 30 days as well).

Confidentiality and FERPA

FERPA (the Buckley Amendment, or the Federal Educational Rights and Privacy Act) is a federal law that protects the privacy of student records, which may conflict with the desire of parents and others to be briefed fully on both student progress and on-site emergencies. Students participating in GEO programs still have a right to privacy.

Faculty Leaders must follow all established UO policies and procedures regarding confidentiality of student records, including:

- respecting requests from students with restricted directory information
- refraining from reporting grades or other personal information publicly
- sending all group emails using the blind copy (BCC) function, unless you have express written permission from each student to do otherwise.

If the Faculty Leader believes that certain information must be disclosed for a participant's well-being without his/her consent, the GEO Program Coordinator should be contacted first before disclosing this information. In rare cases when that is not possible – in cases of a serious and urgent medical emergency, for example – the best guideline is to act in the way that will be of most benefit to the student. Remember to document all emergencies thoroughly on an Incident Report form and to communicate with GEO about the situation.

It is NEVER appropriate to communicate with parents about a particular student's grades, personal relationships, residential address or cultural adaptation without prior, express written permission from the student.

FERPA and Social Media

FERPA includes student protections against having their identity, courses they are taking and information about grades and behavior disclosed to third parties. The use of open forum social media platforms for class assignments puts students at risk of having at least some of this information revealed, resulting in a violation of FERPA protections.

All students sign a release allowing the use of their image while participating in GEO programs, but additional measures must be taken if a program includes the use of social media that will be publically viewable. Faculty Leaders must inform their coordinator if students will be using publically viewable social media platforms such as blogs, Facebook, Twitter, Instagram, etc., and consent forms will be collected and provided to instructors prior to the program start.

While the preference is to use password protected platforms where access is restricted only to students participating in a program, students must sign a release if participating in program-related social media activities viewable to the general public. Students will be given the choice to opt out of these activities in a variety of ways that protects their privacy, including:

- Using an alias, where the identity of the student is known only to the instructor
- Password protecting their contributions, making them viewable only by the instructor
- Preparing their comments and posts offline and providing them directly to the instructor

Students can also opt to participate with their contributions to social media being open and viewable to the general public. See Appendix VII for the student consent form for the use of social media on GEO programs.

Mandatory Reporting

Faculty Leaders leading study abroad programs are mandatory reporters, or Campus Security Authorities (CSA), for Clery Act and other mandatory reporting responsibilities. For more information about being a CSA and your Clery and Title IX reporting responsibilities, consult this webpage: <http://police.uoregon.edu/content/campus-security-authorities>

Briefly, mandatory reporters have the following reporting responsibilities:

- Title IX reporting: all instances of sexual assault, sexual harassment, or sexual misconduct involving anyone from the UO and anyone associated with your program (program staff, students, visitors and guest speakers, etc.).
- Clery Act reporting: all instances of certain violent crimes that occur in our housing, classroom, or other “controlled” spaces, **whether the involved people are GEO-affiliated individuals or not.**
- Child abuse: all reports of child abuse or neglect, even if they are about instances that happened prior to the program (even 20 years ago).
- Discrimination and bias: all instances of discrimination or bias based on race, ethnicity, gender, sexual orientation, gender identity, religion, ability/disability, socioeconomic background, or any other similar social categories
- **It is imperative that Faculty Leaders report all incidents that fall within one or more of these categories immediately, with as many details as possible.** Once you know the information, you MUST report it. You may not guarantee students privacy in such matters. Your role is to report the information to your GEO Site Director or GEO Program Coordinator, and the responsible UO offices (e.g., Dean of Students, etc.) will determine whether any institutional response is required, and when and how to respond. You may be contacted for additional information.

Note that failure to report can have dire consequences, including personal criminal and civil liabilities for yourself. In addition, failure to comply with either Title IX or Clery could spell the end of federal funding, including grants and financial aid funds for all students attending the University of Oregon.

Clery Act Details

- Applies to all physical spaces under any degree of GEO control (housing for you or students, classroom/lab/studio spaces, etc.). In large facilities where only a portion of the space is used, it applies in the portion we use plus all public areas (stairwell, elevators, lobbies, etc.). When in doubt about space, report!
- Applies only during the official program dates each year/cycle.
- It does not matter who perpetrates the crime or who is the victim. ALL crimes of the types listed below must be reported if they occur in the spaces we control during our program dates.
- Crimes to report include:
 - Violent crimes: murder/manslaughter, robbery, aggravated assault, sexual assault
 - Certain felony property crimes: theft, burglary, motor vehicle theft, arson
 - Six specific hate/bias crimes: race, religion, gender, sexual orientation, ethnicity, and disability
 - Arrests, violations and student conduct referrals: alcohol, drugs, weapons

Title IX Details

- Applies to all instances of sexual assault, sexual misconduct, sexual harassment
- Applies to all instances involving GEO students, staff and faculty, **no matter where they occur**

Diversity and Inclusion

GEO is committed to ensuring equitable access to its programs for all students and faculty. Beyond this commitment, GEO believes in the importance of fostering an inclusive and diverse student body in its programs as an integral part of its mission to encourage an appreciation for diverse perspectives and cultures through international education. GEO seeks to engage and support students from a variety of backgrounds, including but not limited to students of color, LGBTQ students, students from under-represented ethnic groups, first-generation college students, students with disabilities, veterans, and non-traditional students. More information about equity and inclusion at the University of Oregon can be found here: <http://inclusion.uoregon.edu/content/diversity-uo>.

As a Faculty Leader, you will be working with students from a diversity of backgrounds. As students prepare to depart on their program, we encourage them to do the following:

- Talk to their home campus study abroad office, home campus diversity support services and their GEO advisor about any concerns or questions they may have about the study abroad experience.
- If students have concerns about how someone from their particular background will be received abroad or about difficulties they may encounter, they should be sure to address these explicitly with their home campus advisor and/or GEO. They should ask if there are study abroad alumni from their campus or program with similar backgrounds who can provide a first-hand perspective.
- Do as much research as they can prior to going abroad about their destination— its culture, history, current events, and current legal and socio-cultural attitudes towards diversity. The resources on the GEO diversity and inclusion page are a good starting point, found here <http://geo.uoregon.edu/inclusion>, but each will point them towards additional readings and resources that may be helpful.
- Once abroad, students should be open to new experiences and perspectives, as well as to ask for help, advice or support when needed— from peers, from on-site staff and professors, from GEO and their home campus.

Student Conduct and Disciplinary Procedures

Student behavior is a popular topic of discussion for many Faculty Leaders. Poor behavior on the part of students may result in unsafe activities, putting students and others—even the program itself—at risk. Also, poor student behavior can affect academic achievement, relationships with host nationals, and the overall experience of the students.

One important action a Faculty Leader can take to address student behavior is to prevent problems in the first place. During orientation, set the tone of the program by outlining the main goals and objectives, allowing students to participate right away in taking responsibility for their own learning, and by creating an atmosphere of mutual trust and sharing.

Model Good Behavior

Dress appropriately, interact respectfully with members of the host culture and with students, and maintain a healthy balance between work and play. Attempt to use the local language, even though your skills may not be at an advanced level. If you consume alcohol, do so in moderation and with meals or refreshments, to model culturally and behaviorally appropriate ways to enjoy wine, beer, etc. Note that consuming alcohol during program activities may invalidate your liability coverage.

Students will look towards you as an example that sets behavior standards on the program, so it is important to understand and maintain appropriate faculty-student boundaries. While close relationships on study abroad programs easily develop between students and faculty, it is important to maintain the role as mentor and teacher when interacting with students during and outside of class times. Refer to the UO Faculty Handbook for further information about community standards and expectations of faculty conduct here: <https://academicaffairs.uoregon.edu/content/faculty-handbook>.

Develop a Clear Policy for Discipline

In the orientation, explain clearly to the students the rules of the program and the disciplinary procedures (see Disciplinary Procedure for GEO Programs below).

- Review policies regarding alcohol, drugs, sexual harassment, and behavioral expectations in the host culture.
- Review items in the Student Participation Agreement (Appendix VIII), and the Release and Assumption of Risk form (Appendix IX) and Student Behavior Agreement (Appendix X) and remind students that they agreed to these before being accepted into the program. Define terms such as “disorderly conduct” that may be vague.
- Provide concrete examples of the steps that will be followed if a disciplinary problem arises. Remind students that the UO Code of Student Conduct applies to students on UO-sponsored study abroad programs.

As stated in the UO Student Conduct Code, “The Student Conduct Code establishes community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with the educational objectives of the University of Oregon.” Should a student break the Code of Student Conduct, the following section outlines the steps that may be taken. You can find and review the UO Student Conduct Code online at <http://policies.uoregon.edu/vol-3-administration-student-affairs/ch-1-conduct/student-conduct-code>.

Disciplinary Procedures for GEO Programs

This policy outlines the procedure that Faculty Leaders should follow when handling student conduct problems that occur abroad on programs sponsored or endorsed by the University of Oregon. If teaching at a GEO center, your Site Director will be directly involved with student discipline and must be informed about ongoing student discipline problems or incidents requiring disciplinary action.

All students are required to sign a Student Behavior Agreement prior to being accepted to the program, a copy of which is included at the end of this handbook as Appendix X. This agreement provides an excellent outline of expected behavior and conduct violations for your reference. As students have acknowledged receipt of this document, it can be used to clearly state how their behavior is in violation of program standards.

If a student’s conduct causes disruption to a study abroad program or violates applicable student conduct code (of the UO and/or the host university), it is important that problems be dealt with fairly and promptly. Faculty Leaders may bypass the first two steps below, and take immediate action whenever a student is involved in illegal acts or acts that may result in harm to themselves or others.

NOTE: On programs in which a GEO Site Director is the main on-site staff person, disciplinary action may be primarily carried out by that individual, although Faculty Leaders might participate in discussions and decisions. In any case with multiple on-site staff, it is essential to present a “united front,” so that students do not get the impression that they can play staff members off against each other in order to get the “best” response.

1. After consulting with site administration, GEO program coordinator, and other relevant parties, any particularly offensive behavior should be reported and documented by the program staff. The Faculty Leader must first consult with GEO staff before implementing disciplinary action.
2. In most instances, a written notice (or email) should be given to the student(s), stating the problem and notifying the student(s) of disciplinary action being proposed or warning the student(s) of possible disciplinary action if similar behavior occurs (sample below). A copy of any warnings or other communications should be sent to GEO and relevant on-site staff.
3. However, if a grave offense occurs or there are repeat offenses, GEO should be notified immediately.

4. In the case of UO students, Faculty Leaders should confer with GEO staff to decide if UO student conduct proceedings should be instituted after the student returns. (Note: In some cases, GEO faces mandatory reporting.)

Sample notice of written warning to a student:

“As a result of (name incident), I am issuing you a warning. If you do not comply with the following stipulation(s), you will face additional sanctions and may possibly be removed from the program:

- *No further incident of [incident] during any program-sponsored activity.*
- *Consistent participation in this program and all program activities.*
- *Courteous and respectful behavior toward [offended party].*
- *You are expected to adhere to the UO code of conduct and the participation agreements you signed.*
- *Reply to this email acknowledging receipt and agreement to these conditions.”*

Behavioral contracts

The Behavioral Contract (Appendix XII) is a written agreement, signed by the program staff and the student, which outlines stipulations about expected behavior and specific sanctions that may result if it is breached. Some students may enter a program on a behavioral contract, based on previous conduct incidents on campus. This is noted in their application file and the contract is accessible by the Faculty Leader.

In other cases, however, you may utilize the behavioral contract as a tool to manage student behavior and document your specific expectations. A copy has been included as Appendix XII. Send a draft of the contract to your GEO Program Coordinator for input prior to sending to the student.

UO Academic Policies

Use the information below both for your own purposes and to help your students become familiar with the academic policies and procedures of GEO programs. If students have specific questions that are not detailed here or in the pre-departure materials, encourage them to contact their academic advisor or GEO advisor.

Course Contact Hours

GEO course credit is calculated on a per-contact hour basis rather than credit hours because most programs are open to students coming from schools that follow a semester system as well as the quarter system used by UO. Credit hours for quarter systems and semester systems are calculated from contact hours at a different rate, so contact hours are provided so that schools can do their own credit hour conversions.

University of Oregon policy defines one undergraduate quarter credit hour as 30 hours of student work, both in class and out of class. Within this, one class hour is considered to be 50 minutes. Thus, a 4-credit (quarter-length) course should engage students in 120 hours over the course of the term, including class time and field trips as well as work done outside of class including reading, writing and projects.

A rule of thumb that can be used to convert contact hours to credit hours is to divide the number of in-class contact hours by 10 for quarter schools and by 15 for semester schools. Thus, a 45 hour course would be 4.5 credit hours for quarter-length academic terms and 3 credits at most semester-based institutions. Partial credit hours may be rounded up or down, depending on the student’s home campus Registrar policies. See Appendix XIV for more information.

Course Evaluation and Approval Process

Courses have already been approved and equivalencies established for many programs. This facilitates the articulation of credits because the course equivalencies have already been approved by the home department. New courses or courses offered by a partner host university that have not

previously been approved will need to be evaluated by the UO Registrar's Office before credit and equivalencies can be granted. Your Program Coordinator will need to have the syllabi for courses you will be teaching.

New courses will be submitted to the Registrar's Office for approval, which includes sending course syllabi to the relevant academic department at the UO for evaluation. In this way, courses are approved and equivalencies established, including if they fulfill major or minor or general education requirements. Approved courses and their equivalencies are listed in the Registrar's GEO course database, which can be found here: <https://registrar.uoregon.edu/geo-course-equivalencies>.

Credit Earned (residency, major/minor, general education)

Participants in UO study abroad programs receive "residency" credit. These credits will appear on the student's UO transcript as UO credit and will satisfy UO residency requirements for graduation. This allows seniors to participate in GEO study abroad programs. As on campus, not all courses taken abroad will satisfy major and minor requirements and general education requirements. Students should consult their departmental advisors if they have questions.

Final Grades

Faculty are to submit their final grades within two weeks of the program end date. For most faculty-led programs, grades are submitted via DuckWeb for UO students, while grades for non-UO students are entered in the GEO application system. Faculty teaching at GEO centers are to provide the Site Director their final grades directly, who in turn will submit your grades along with the grades of courses taught by local faculty directly to GEO staff. Your GEO Program Coordinator will inform you if a different approach to grading is necessary depending on your circumstances.

Graded vs. Pass/No Pass

All GEO courses are offered with variable grading options (students choose) by default. Faculty Leaders who would like to have fixed grading options for one or more courses should consult with their GEO Program Coordinator. Students wishing to change their grading option must do so before 70% of the course has been completed. To change their grading option, students must email their advisor telling them they would like to have the option changed to P/NP or graded, depending on the original grading option. The Registrar's office is notified by GEO staff of the option change. Faculty members must issue a letter grade, which will be converted to P/NP by the Registrar where requested by a student.

Graduate Students

Graduate students who participate in UO-approved study abroad programs may only enroll in graduate-level courses, except for when language courses are only taught at the undergraduate level. Graduate students should speak with their departmental academic advisor for information about a program's applicability to their course of study.

Incompletes

Incompletes must only be used when serious extenuating circumstances prevent a student from completing their coursework. Examples of circumstances that would merit an incomplete include serious illness or injury requiring that the student is not able to attend class for a significant amount of time or early departure from the program due to family death or serious illness. Additionally, a student must have completed at least 51% of the coursework for an incomplete to be issued, otherwise early withdrawals are taken on a case-by-case basis.

An incomplete agreement stipulating what must be accomplished for the remainder of the course and a firm date by which it must be completed needs to be agreed to by the student and submitted to your GEO Program Coordinator. See Appendix XIII for the Incomplete Contract to be used. The registrar will report a grade of F or N if the final grade is not received by the deadline specified in the incomplete agreement. Incomplete's may not be assigned by anyone other than UO faculty. All

courses graded by faculty at host institutions or who have been specially contracted for the individual program must have a final grade submitted within two weeks of the end of the program.

Transcripts

Transcripts must be updated with study abroad course credits ASAP after completion of the student's study abroad program. We ask that Faculty Leaders submit grade reports within two weeks after their program end date. Students should be aware that graduation immediately upon return from study abroad programs is unlikely, due to the delay involved in transcribing their credits. It is advisable for students to apply for graduation in the following term.

Registration for Students Returning to the UO

Toward the end of the study abroad program, students often begin worrying about registering for classes for the following term. It is recommended that students register using DuckWeb while abroad. Detailed information concerning DuckWeb can be found at <http://duckweb.uoregon.edu>. Students studying abroad during summer term will have had the opportunity to register for fall term courses during spring term. Students who are unable to register using DuckWeb have the option of asking a family member or friend to register for them, or they may request that GEO registers for them.

UO Financial Aid Policies

Students participating in UO-sponsored study abroad programs may use most forms of financial aid toward program costs. Students should speak with financial aid counselors about their plans to study abroad. The Financial Aid Office can provide students with information about how their awards might be revised to address study abroad costs.

As a rule, these sources of aid cannot be used toward study abroad fees or costs:

- Work Study
- GTF tuition waivers and "Summer Sandwich"
- WUE (Western Undergraduate Exchange program) waivers
- Staff tuition rates
- Scholarships that waive tuition (except: Dean's, Presidential, and Diversity Excellence scholarships, but not all of these are available in the Summer Term)

Summer term

Students planning to use financial aid funds to study abroad during summer term will have to apply for summer aid. Applications for summer term are available on the UO Financial Aid website starting April 1, and students should plan to apply by no later than May 1. However, it is advisable that students apply before April 15.

Release dates

Students planning to utilize financial aid awards to pay for program costs should be aware that federal regulations prohibit the release of financial aid before the beginning of the term of participation at the University of Oregon. Participants will therefore have to find alternative sources of funding to pay for airline tickets and other arrival expenses. A special short-term loan fund is available for students with demonstrated financial need (and enrolled in OIA-administered programs). Students should consult GEO for further information. Short-term loans are not automatic, and there is a one-time loan processing fee (about \$10).

Aid limits

Very few students receive enough financial aid, in any format, to cover their full program costs. Many students must take out several types of loans (Parent Loans, auxiliary student loans from banks, etc.), in addition to Federal Direct Loans. As a rule, all students should be prepared to contribute funding from other sources.

The Gilman International Scholarship

One excellent source of potential funding for Pell Grant-eligible students is the Benjamin A. Gilman International Scholarship program, a federal program that awards up to \$5000 per participant for term programs, and up to \$3000 per student for short programs. To qualify, students must have eligibility for the Pell Grant in their financial aid award and must be participating in a UO-sponsored program that is at least 28 consecutive days in one country. Deadlines are: early fall for winter, spring, and summer programs; late winter for fall programs.

Financial Aid Contact:

Jenna Greenwood
Financial Aid Counsellor
(541) 346-1224
jennamg@uoregon.edu

GEO Policies

Academic Performance

Students with low academic performance will be reported back to their home campus.

Add/Drop

Students have, on average, 10 days to add or drop courses if courses are not required. The actual add/drop date will be determined prior to your program start date, but the rule of thumb is that the add/drop deadline will be at 12% of total class days of the program. It is not possible for students to drop courses on some programs, such as those with set or limited course offerings. It is the student's responsibility to notify his or her home campus of changes in enrollment status.

Attendance Policy

Course attendance is required for all courses, including course-related excursions. Students and Faculty Leaders are required to attend weekly informational meetings, if applicable. Students and Faculty Leaders are required to attend all group excursions. Students are not allowed to skip classes or change exam times to accommodate personal travel. The Faculty Leader is required to be on site from the program start date through program end date (for the time determined allowable by immigration rules).

Behavior

Students who are disruptive or do not follow the UO Student Code of Conduct themselves may be subject to a disciplinary process carried out by the Faculty Leader in consultation with GEO staff or, if at a GEO center, the Site Director. See the section on Student Conduct and Disciplinary Procedures above.

Books

Faculty Leaders need to finalize their syllabi and inform their GEO Program Coordinator of any necessary textbooks which will need to be purchased in advance of the program. Students on faculty-led programs will purchase their own books to bring with them, while students enrolled in programs taught at GEO centers will have their textbooks or other materials ordered in advance to be available when students arrive unless agreed upon otherwise. Students are requested to leave these books at the site for use by future programs. In many cases, it is more efficient and practical to provide students with readings in PDF format when the program starts.

Canvas

Canvas is not available for use while teaching abroad. If Faculty Leaders wish to add an online component to their courses, they are encouraged to create a password-protected blog using a blog

site such as Blogger.com or Wordpress.com. It is recommended that the blog be created and content uploaded to it prior to departing from the US.

Class Schedules

Your program schedule will be worked out during the program planning stage. In most cases, classes are held Monday, Tuesday, Wednesday and Thursday, with Fridays being typically reserved for excursions. Depending on the program, classes may be held in the mornings with afternoons being used for local excursions as well.

Crisis Management

Faculty leading programs that are not based at GEO center sites will be working with locally based coordinators or staff of a center in most cases, while faculty leading programs independent of a third-party provider will be responsible for managing any emergency or crisis situations in direct consultation with GEO while using the GEO Emergency Handbook and established protocols.

The Director and Site Staff are responsible for managing on site crises at GEO centers. Faculty Leaders need to report any situation to the Site Director immediately when a crisis situation or potential crisis is made apparent. The Faculty Leader may be asked to assist in a particular situation, but is not the responsible party for handling crises. Faculty Leaders should keep careful notes regarding any situations they are aware of and share those with the appropriate GEO staff. See section on Emergency Response above for more information.

Copyright Clearance

Faculty Leaders are responsible for securing copyright clearance for any texts reproduced for their courses.

Dependents

- Faculty must inform GEO when dependents stay in GEO-provided faculty housing.
- Dependents who accompany faculty and stay in the provided faculty housing are required to be covered by the same insurance provided to the faculty member by GEO. Dependents will be registered by GEO with the insurance company and insurance is purchased at your expense.
- Housing space may be limited. Please consult with GEO when planning your trip about your housing needs if you plan to have dependents stay with you. If you require a larger living space than what's provided by the program, you will be responsible for the additional costs.
- Dependents are not allowed to audit courses.
- Dependents are invited to join excursions when space is available; however, all expenses for dependent participation is the responsibility of the Faculty Leader.
- Enrolling dependents in school or local programming is the sole responsibility of the Faculty Leader.
- Individuals bringing dependents on programs are solely responsible for their health and safety during the entirety of the program, including during program excursions and in GEO-provided housing.
- Faculty Leaders acknowledge the above conditions for bringing dependents in the signed Faculty Agreement form.

End of Term Reports

Faculty Leaders are required to complete a final end of term report within one month of the end of the program. The report will be shared with GEO Oregon and site staff. See Appendix III for detailed End of Term Report guidelines.

Excursions

- Faculty Leaders are invited to design course-related excursions within budget limitations.
- Faculty Leaders are required to attend the group excursions, and are invited to present lectures to the group relevant to their courses.

Grades

- Grades must be submitted within two weeks of the last day of your program, either through DuckWeb for programs not based at a GEO center or by providing student grades to the Site Director of the GEO Center.
- Refer to the section on UO Academic Policies above for more information about grading.

Housing

Early Arrival

- Costs associated with early arrival must be included in the program budget and agreed upon with the GEO Program Coordinator in advance.
- In most cases, Faculty Leaders will be responsible for paying for additional nights for early arrivals or late departures.

Housing Deposit

- Faculty Leaders may be required to pay a damage deposit to GEO prior to departure. Once the landlord has approved, the refund will be issued by GEO after the Faculty Leader has returned to the US.

Insurance

Faculty Leaders and students are covered by medical insurance, 7 days prior to and after the program dates. Any accompanying dependents (or parents, nannies, etc.) are required to purchase the same program insurance as well. Claims are handled directly by the insured and in most cases are reimbursement based.

Legal Issues and Record Keeping

- Faculty Leaders should be in contact with GEO staff in Oregon or their Site Director immediately if they learn of any student legal issues.
- Whenever an incident of any kind occurs which may involve insurance or which has the potential for legal action (accidents, thefts, sexual harassment, etc.), keep copies of all receipts, relevant paperwork and carefully documented notes on the event.
- These notes should include conversations with the student(s), GEO Center staff, the student's home campus, etc., and any actions taken. The dates and times of these events are very important.
- Provide a copy of your notes to the GEO center staff or GEO Oregon staff so that we may keep a written record.
- Keeping a written record may also help you to identify a pattern of behavior that may become a problem. Being able to identify a potential problem and deal with it preemptively is much easier than recalling details after a problem has escalated.

Mandatory Reporting

Faculty Leaders are mandatory reporters for several categories of reporting, including Title IX, Clery Act, incidents of discrimination and bias, and child abuse. If Faculty Leaders become aware of an incident that falls under any of the following categories, they are legally required to report the incident to their Site Director or GEO staff. See the section on Mandatory Reporting above. For further information about Mandatory Reporting, see the UO website at:

<https://prevention.uoregon.edu/resources>.

Minimum Enrollments

All programs have a stated minimum enrollment that must be met for Faculty Leaders to participate. Faculty Leaders are expected to promote their program to ensure that this minimum enrollment is met. There is a strong likelihood that the program will not run if the enrollment target is not reached. The minimum enrollment for your program is stated in your GEO Faculty Agreement.

Mobile Phones

- GEO requires that all Faculty Leaders and students have mobile phones with them and be reachable for the duration of their program.
- In most countries, pre-paid account SIM cards can be purchased relatively inexpensively.
- We recommend that students check with their service provider prior to leaving on their program to check if there is a SIM-lock on their device.
- Discuss plans for arranging for a satellite phone with your GEO Program Coordinator in locations where regular coverage is not available.
- Faculty are provided with a budget for the purchase and use of a pre-paid SIM card while abroad.
- You must provide GEO with your mobile contact information while teaching abroad.

Orientation

All Faculty Leaders are required to attend the faculty pre-departure and on-site orientation sessions. Students from other campuses should be included in the pre-departure orientation via Skype. Non-UO campuses may have a pre-departure orientation for students which you are encouraged to attend (even virtually).

Recruiting

- Faculty Leaders are required to recruit students for the program after their program has been approved. Recruitment is a critical responsibility for faculty to meet enrollment minimums.
- Faculty Leaders are expected to continue to promote GEO programs upon return to campus.

Shipping

GEO does not cover the cost of shipping materials to or from the site, including personal books.

Studio Abroad

Faculty Leaders will be provided with access to the Studio Abroad enrollment management system to monitor student enrollments on their programs. Access will be terminated two weeks after the conclusion of the Faculty Leader's program.

Travel

Airfare

- Contact GEO prior to purchasing tickets for air travel. Faculty will not be reimbursed for airline tickets purchased independently.
- Faculty are required to book their flights through a University of Oregon approved travel agent.
- GEO can only reimburse the LEAST cost of the most direct flight from the faculty member's hometown to the program site. If travel is arranged that exceeds the least cost comparison quote, the faculty member will be responsible for paying the difference him or herself.
- Faculty will not be reimbursed for use of frequent flyer miles.

Travel to, from and on site

- Transportation to the airport when departing from and arriving home will be reimbursed upon presentation of receipts to GEO after the program ends.
- In-country transportation between the airport and your teaching location upon arrival and departure will be covered by reimbursement upon presentation of receipts to GEO after the program ends.
- Local travel will be either be covered by a travel advanced, reimbursement after the program upon presentation of receipts, or reimbursement by the Site Director if teaching at a GEO center site.

Visas

Faculty are responsible for arranging and paying for their own visas. GEO staff are not able to advise on or provide support for visa applications. Questions regarding visas should be directed to the nearest consulate of the country to which you will be traveling.

Vaccinations

Faculty are responsible for arranging and paying for their own vaccinations. The Centers for Disease Control and Prevention website provides health information about regions around the world and general travel tips for staying healthy: <http://wwwnc.cdc.gov/travel/>.

APPENDIX I: GEO OREGON CONTACTS

Global Education Oregon

Physical Address: 333 Oregon Hall, University of Oregon, Eugene, OR 97403-5209

Front Desk Telephone: 541-346-3207

Emergency After Hours/Weekend Number: **1-503-764-4146**

Call this number first when there is an emergency or you urgently need to speak with GEO staff when abroad. This is the number of the GEO emergency answering service, who will notify on-call GEO staff of the phone call and any other information provided. **NOTE: When calling from abroad, include 1 as the US country code.**

Name	Title	Office Number	Email	Skype
Tom Bogenschild	Executive Director	541-346-4911	tombogen@uoregon.edu	
Jena Turner	Director of Global Education	541-346-5848	jenap@uoregon.edu	jenapriceturner
Eric Leise	Associate Director	541-346-3206	eleise@uoregon.edu	
Luis Ruiz	Assistant Director	541-346-1128	Lruiz1@uoregon.edu	luisfernando.ruiz10
Hiroe Sorter	Assistant Director for Administration	541-3465867	hsorter@uoregon.edu	hiroe.sorter
Katy Molloy Brady	Finance Manager	541-346-1413	farrald@uoregon.edu	farrald
Kristen Kalbrener	Program Manager	541-346-1238	kkalbrener@uoregon.edu	kalbrengeo
Hilary Lord	Program Manager	541-346-0022	hliaryl@uoregon.edu	hilary.lord2
Fabio Andrade	Program Coordinator	541-346-1213	fabior@uoregon.edu	fabio.andrade.uo
Cori Benz	Program Coordinator	541-346-1586	coribenz@uoregon.edu	corinnebenz
Vinnie Burns	Program Coordinator	541-346-1369	vburnsw@uoregon.edu	vinnie.burns
Ben Callaway	Program Coordinator	541-346-1209	callaway@uoregon.edu	becal85
Michelle Hyde-Wright	Program Coordinator	541-346-1451	hydewrig@uoregon.edu	
Diane Peterson	Program Coordinator	541-346-1226	dianep@uoregon.edu	dianepeterson
Michael Price	Program Coordinator	541-346-6692	michaelp@uoregon.edu	michael.priceaha
Chin Yi Chen	GEO Advisor	541-346-1422	chinyic@uoregon.edu	
Elizabeth Dougherty	GEO Advisor	541-346-3466	edougher@uoregon.edu	
Dana Elliott	GEO Advisor	541-346-1682	danaell@uoregon.edu	
Lacey Johnson	GEO Advisor	541-346-3107	lej@uoregon.edu	
Margaret Stanny	GEO Advisor	541-346-7428	mstanny@uoregon.edu	
Katie Murray	Administrative Program Assistant	541-346-1210	murrayk@uoregon.edu	
Satoko Ura Dhillon	Administrative Program Assistant	541-346-1365	satokou@uoregon.edu	
Lisa Calevi	Institutional Relations Mgr	541-346-5825	lar@uoregon.edu	

APPENDIX II: TIPS FOR RECRUITING

Student Recruitment Strategies for Faculty Leaders

As the faculty leader of a GEO program, you play a key role in the recruitment of students. In order to help you successfully meet your program's minimum enrollment goals, GEO has shared some marketing tools and recruitment strategies below that you are encouraged to incorporate. Successful program enrollment requires sustained outreach and promotion for many months, and we look forward to supporting you in this critical role.

GEO can offer:

- customized postcards and an e-card with program details and contact information
- graphic presentations
- web links from our site to your webpage and your departmental website
- syllabus distribution
- student AND faculty alumni contacts to help you promote on campus
- targeted email campaigns

On your home campus you can:

- make announcements in your class and other relevant classes about your program;
- post information to student and faculty list-servs on your campus;
- talk to other university organizations such as residence hall groups, fraternities and sororities, and student clubs;
- organize information sessions to students through your study abroad office;
- link your program's brochure page on the GEO website to your faculty or departmental web page;
- find out if there are annual or semi-annual events for students in relevant departments on your campus and reach out to them about being a guest speaker;
- target on-campus display cases and building-wide screens that can be used to highlight your program.

Where applicable, you can:

- determine course equivalencies on GEO partner campuses (see geo.uoregon.edu/partners for a complete list) to aid in course approvals for students;
- contact faculty peers at GEO partner institutions and provide them with information;
- work with GEO to arrange classroom visits at nearby partner campuses.

GEO is also available to:

- participate in study abroad fairs on your campus and nationwide;
- visit classrooms on your campus and other partner campuses to promote your study abroad program;
- assist with student inquiries about your program;
- consult with you on strategies that generate student interest in your program.

There's no better time to start promoting your program than now!

Lisa Calevi
GEO Institutional Relations Manager
(541) 346-5825 lar@uoregon.edu

Sam Bethel
GEO Campus & Partner Relations Coordinator
(541) 346-5856 bethel@uoregon.edu



Global Education Oregon Faculty-Led Program Agreement

The following summarizes the policy parameters, as well as expectations, duties and responsibilities that faculty agree to when they lead or teach on GEO customized and faculty led programs, or otherwise participate in GEO programs. This document uses the term “faculty member” and “faculty” to refer to faculty (TTF or NTTf), GTF, or staff, from the UO or from a GEO partner university, who lead or teach on any GEO program.

This document consists of two parts:

Part I: Outlines the parameters, policies, duties and responsibilities for faculty leading GEO programs.

Part II: Provides conditions and provisions for the specific faculty-led program which has been proposed and serves as the agreement between GEO and the faculty leader. Faculty must sign Part II, provide initials where required, and return the signed copy to the appropriate GEO program coordinator before leading a GEO program.

PART I: PARAMETERS, POLICIES, DUTIES & RESPONSIBILITIES FOR FACULTY ON GEO PROGRAMS

A. Program Planning and Budgeting

1. Faculty member agrees to provide final syllabus, detailed program plan, contact and logistical information, and other elements needed to develop a full program budget prior to program marketing period (12 months before program start).
2. Faculty member recognizes that not all academic themes or topics of research expertise provide suitable bases for study abroad program development, and agrees to work with GEO to render initial program themes suitable for study abroad application. This may require that faculty member revise program design and delay program start for 12 or more months.
3. Faculty member accepts that GEO retains final decision-making authority over program elements and budget planning. GEO generally defers to faculty on syllabus content, but retains the right to postpone program development until syllabi and academic plan are suitable for study abroad application.

B. Enrollment, Budget Adjustments, and Program Cancellation

1. GEO uses the program budgeting process to establish:
 - a) a minimum enrollment necessary to run a program;
 - b) an enrollment level below which program is automatically cancelled;
 - c) a program expenditure reduction plan for each enrollment level below minimum and above cancellation threshold (expenditure reduction most commonly includes, but is not limited to, some combination of reduction of faculty member salary; reduction or elimination of faculty member travel and/or housing support; reduction or elimination of excursions).
2. Faculty member agrees to specified program expenditure reductions at each enrollment level below mandatory minimum enrollment.
3. Faculty member agrees that program may be cancelled if enrollment falls below the pre-established program minimum enrollment. Early cancellation is essential to afford students the opportunity to find alternative study abroad options.
4. Faculty member receives no compensation in case of program cancellation.

5. Faculty member agrees to program enrollment minimum, program cancellation threshold, and program expenditure reduction plan prior to program marketing period (assume program marketing takes place 12 months prior to program start).

C. Recruitment, Outreach and Marketing Division of Labor

1. Faculty member agrees to work closely with GEO to develop website materials, as well as digital and print collateral for program promotion. GEO works closely with and values faculty member input, but retains creative control over final versions of all promotional materials.
2. Faculty member assumes lead responsibility to promote program to colleagues and students in home department. GEO supports this effort with print, digital and other materials.
3. GEO assumes responsibility to promote the program on the GEO website, in GEO social media, across UO campus, and to the GEO partner network of some 40 other universities (if the program is open to their enrollment and partner universities agree to market the program on their campus).
4. Faculty members are responsible for devoting time and effort to program promotion and student recruitment within and beyond their home departments. It is expected that faculty members will dedicate time and effort to promoting their program within their professional networks on and off campus, conduct information sessions, classroom visits, and attend GEO promotional events. Successfully enrolled programs are generally a direct reflection of the amount of time faculty members invest in promoting their programs.

D. Faculty Duties and Responsibilities During Program

1. Faculty member agrees to all the duties and responsibilities detailed in the GEO Faculty Handbook.
2. Faculty member agrees to abide by all the duties, responsibilities, and standards of conduct that apply while employed on the UO campus.
3. As faculty leaders and instructors on GEO programs, faculty members are role models to students and represent GEO, the UO, and the United States, abroad. Their conduct in the classroom, in their residence, on excursions, in all their official capacities, as well as in their private time while overseas during a program period, must be exemplary. Given their role and visibility, faculty members agree to abide by all UO ethical and conduct standards, and are mindful of the need to model ethical conduct and appropriate cross-cultural behavior at all times.
4. Where a third-party provider or onsite staff are contracted to provide leadership, program support, or academic support, faculty will be available during the pre-departure planning phase to ensure that all program details are agreed upon and to set a positive tone of communication between the faculty member and the on-site contacts. Upon arrival, faculty will initiate and establish a regular meeting schedule with the local provider to ensure effective communication that is necessary to run a study abroad program.
5. GEO reserves the right to remove faculty from programs at any time for violation of duties and responsibilities in the GEO Faculty Handbook or for conduct inconsistent with standards and responsibilities associated with UO employment on the home campus.
6. Faculty leaders act in an expanded role to ensure that a student health and safety orientation has been conducted on-site, and follow UO crisis management protocols presented in the GEO Emergency handbook.

E. Post-Program Responsibilities

1. Faculty member agrees to contribute actively to a post-program debriefing with GEO staff within one month of program end.
2. Faculty member agrees to turn in full complement of itemized receipts and other documents needed for program financial reconciliation no later than one month after program end. Faculty agrees to stay within the agreed upon budget, unless additional expenditures are pre-approved by the GEO staff.
3. Faculty member agrees to submit grades within two weeks of the program completion.

PART II: PROGRAMS CONDITIONS AND PROVISIONS

Summary of Faculty Agreement

- Campus: [CAMPUS NAME]
- Faculty member name: [FACULTY MEMBER NAME]
- Faculty home department: [FACULTY DEPARTMENT NAME]
- Campus Study Abroad Director: [CAMPUS STUDY ABROAD DIRECTOR NAME]
- Program dates (arrival – departure): [PROGRAM DATES]
- Minimum number of students required for faculty participation: [MINIMUM ENROLLMENT]
- Faculty compensation: [\$ AMOUNT; INDICATE HERE IF FACULTY IS TO BE PAID IN-LOAD WITH A FACULTY REPLACEMENT FEE WITH FURTHER EXPLANATION UNDER PROGRAM CONDITIONS BELOW; SAME WITH FEE STRUCTURE BASED ON ENROLLMENT]
- Program Assistant compensation: [INCLUDE HERE IF THERE IS TO BE COMPENSATION FOR ACCOMPANYING GTF IF APPLICABLE WITH EXPLANATION UNDER PROGRAM CONDITIONS BELOW. DELETE IF NOT RELEVANT TO CURRENT PROGRAM]

Important dates include:

- Campus application deadline: [HOME CAMPUS DEADLINE]
- GEO application deadline: [GEO APPLICATION DEADLINE]

Program Overview and Excursions

[FACULTY MEMBER NAME, TITLE, CAMPUS] will act as the faculty leader on the [GEO PROGRAM TITLE] in [SITE NAME] and teach the following courses: [COURSE NAME (CONTACT HOURS)] and [COURSE NAME (CONTACT HOURS)]. Additional courses taught by on-site staff include: [COURSE NAME AND CONTACT HOURS]. Scheduled course excursions will include site visits to [LIST OF EXCURSIONS RELATED TO FACULTY COURSES].

Faculty Role Overview

[FACULTY NAME] agrees to lead and teach on a study abroad program to [SITE NAME] for the duration of the program dates below and agrees to act as faculty leader according to the roles and responsibilities as detailed in the **GEO Faculty Handbook**.

Program Dates:

Program Arrival Date: [DATE]

Program Departure Date: [DATE]

Faculty responsibilities include, but are not limited to, the following:

- Recruitment and outreach to fulfill the minimum required student enrollment for the faculty member to participate in the program;
- Collaboration and cooperation prior to and during the program with the GEO Oregon staff, the GEO Site Director and other on-site staff;
- Adherence to all GEO policies and procedures;
- Providing a leadership role on the program and with students;
- Participation and academic leadership in all course excursions;
- Submission of final grades to the GEO Site Director within two weeks of program completion;
- Compliance with anti-discrimination, mandatory reporting, and FERPA student privacy laws.

Program Conditions for Faculty Participation

1. Knowledge of and adherence to all GEO policies and procedures detailed in the July 2014 GEO Faculty Handbook
2. A minimum enrollment of **[XYZ NUMBER OF STUDENTS]** students by the GEO application deadline date (as listed above) is required for faculty to participate on the program.
3. If the program enrolls fewer than the required minimum number of students at the time of the GEO application deadline (as listed above), the program or your participation as faculty leader may be cancelled.
4. **[FACULTY MEMBER NAME]** will receive gross compensation of **[\$ AMOUNT]** in the form of [University of Oregon contract through Unclassified Personnel Services OR faculty replacement fee paid directly to your department]. Depending upon the method of payment, OPE may or may not be included. Compensation is subject to all applicable taxes.
5. GEO will provide roundtrip airfare only for the lowest fare to the site. A customized itinerary (for example, one that includes personal travel, a non-direct route, or preferential arrival/departure times or dates) may result in a higher fare, in which case the faculty member will be responsible for the difference in ticket price. Additionally, GEO staff must approve airfare itinerary prior to purchase.
6. **By initialing and signing below, the faculty member acknowledges the following:**

Faculty Participation:

_____ (initial) I have read and understand the Program Conditions as stated above.

_____ (initial) I understand that if the program does not reach the minimum student enrollment by the program application deadline as stated above, the program or my participation may be cancelled.

_____ (initial) I have read and understand the policies and procedures as detailed in the GEO Faculty Handbook.

Dependents:

GEO provides insurance for all Faculty Leaders. Faculty Leaders who bring dependents (spouse/domestic partner and/or children) are required to purchase GEO insurance for each dependent for the duration of their stay on the program.

_____ (initial) I understand that if my spouse/domestic partner and/or children accompany me, I am required to purchase GEO insurance for them for the duration of their stay at my own expense.

_____ (initial) I understand that it is my responsibility to (if applicable) find appropriate activities and/or schools for my dependents. On-site GEO staff may be able to provide some information, but are not responsible, nor do they have the capacity to provide support in this area.

_____ (initial) I understand that my dependents may participate in program excursions if space permits, but may not audit or participate in courses provided for GEO students.

_____ (initial) I understand that I am responsible for any costs associated with dependents accompanying me on excursions, including individual transportation and admission fees. An approximation of these costs can be provided by your program coordinator upon request.

_____ (initial) I understand faculty housing consists of a one-bedroom apartment. I agree to pay a **cleaning and damage deposit** to GEO prior to departure that will be refunded at the end of the program when the apartment has been checked out in appropriate condition. If I choose to arrange for alternate accommodations, I will notify GEO well in advance and will be responsible for any difference in cost between the standard program housing and any alternate options.

Recruitment and Promotion:

____ (initial) I understand that though GEO may aid in the marketing and recruitment for this program, I have the ultimate responsibility in terms of marketing, recruitment and obtaining the minimum student enrollment.

Signatures:

Global Education Oregon Executive Director Printed Name

Global Education Oregon Executive Director Signature Date

Faculty Member Printed Name

Faculty Member Signature

Date

APPENDIX IV: EMERGENCY RESPONSE PLAN TEMPLATE

To be used by students to create a plan in cases of emergency.

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 line numbers for your tram, bus and trains. Many cities have mobile phone apps for public transportation that have updated announcements, travel information and alternate routes during emergencies and closures. You should consider installing these on your phone.

Know the telephone numbers of the following:

Airport	Trams
Bus Station	Metro Station
Train Station	Boat/Ferry/Port Authority

Know Your Emergency Contact Information

In addition to your personal emergency contacts, we also recommend you look up/ask for the numbers for the following individuals and agencies nearest to your study abroad and travel location(s):

- Site Director/Site Coordinator cell phone
- Faculty Leader cell phone
- City or country's 911 equivalent
- Local government/visa office
- US Consulate/Embassy
- Local police
- Fire
- Hospital
- Red Cross
- Axis and AXA assist line
-

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

1. _____ 2. _____ 3. _____

Do your emergency contacts (on-site and at home) have each other's phone numbers so they can communicate and relay information about you to each other?

What are some alternate ways of communicating with your emergency contacts? The following are some communication options you may have available: telephone, cell phone, text message, satellite phone, fax, email, wire service.

Buddy Plan

If your program employs a buddy plan, be sure to check in with your buddy in any large-scale emergency. Be sure you know who is reporting in to the Faculty Leader.

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 disability, poor public transportation or phone service in your area)?

Emergency Kit/Money

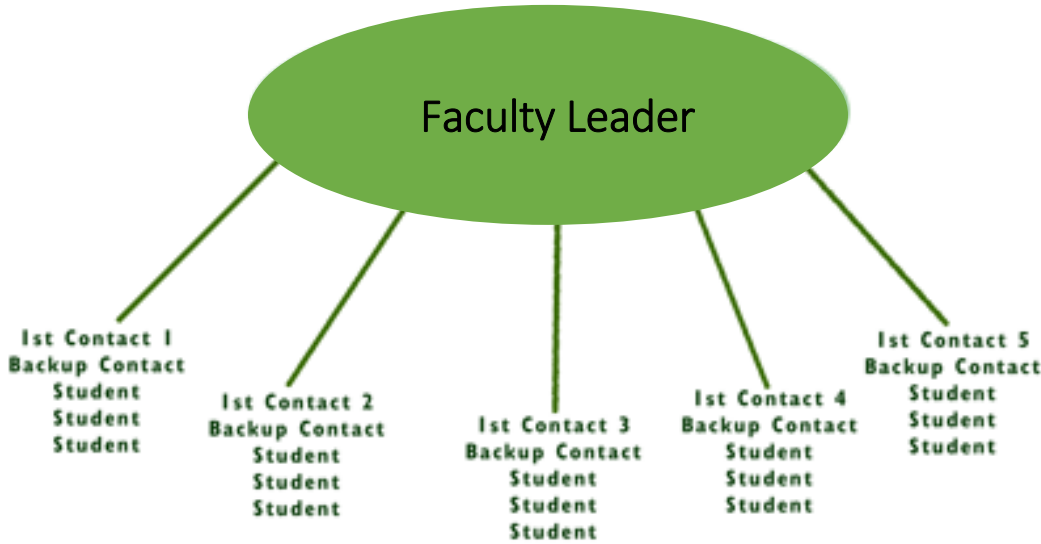
Which items do you still need to add to your emergency first aid kit before it's fully stocked?

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

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

APPENDIX V: EMERGENCY PHONE TREE EXAMPLES

EXAMPLE 1:



Depending on the size of the group, the “head” will designate several students as “first contacts”. Each of these students will be assigned a group of several additional students to contact, and each first contact student should have a backup student within his/her group. In the event of an emergency, the Faculty Leader should contact each first contact student (or backup contact if a first contact student is unavailable) and instruct them to contact all the other students in their group with information and/or instructions. Once each first contact student has attempted to contact each member of his/her group, he/she will report to the Faculty Leader (or other designated staff person).

EXAMPLE 2:

Make sure you call immediately after an emergency.

- | | |
|----------------------|----------------------|
| Student 1 (225-8662) | Student 2 (253-8662) |
| ▼ | ▼ |
| Student 3 (225-7133) | Student 4 (280-2334) |
| ▼ | ▼ |
| Student 5 (224-4374) | Student 6 (234-2662) |
| ▼ | ▼ |

Faculty Leader
 225-1692 or 395-4539
 OR
 Assistant/Coordinator
 235-5528 or 829-1717

- | | |
|----------------------|----------------------|
| ▲ | ▲ |
| ▲ | ▲ |
| Student 7 (276-4273) | Student 8 (234-2238) |

Remember:

- If the person does not respond, call the next one on the list

EXAMPLE 3:**VIETNAM - Emergency Contact Numbers**

Site Director	0913513012
SOS Clinic	934-0666
SOS Clinic Emergency	934-0555
Police	113
Fire	114
U.S. Embassy	722-1500

Student Telephone numbers

[List numbers]

Emergency Instructions

In the event of an accident, medical emergency, or fire, take steps to stabilize the situation (for example immobilize the accident victim and call an ambulance), then contact the Site Director immediately. If there is no Site Director (you are not at a GEO center), then contact x, y, and z in that order.

In the event of a large-scale emergency (for example a flood or a terrorist attack), all students should return to the library at A2 building and await instructions. If A2 is under threat, then meet at the U.S. Embassy consular section.

Telephone Tree

If the Director needs to contact the group quickly, he will contact Theresa, Kha, Tommy, Thu, Patrick, and Kathy. They then have responsibility for reaching the other students, either by telephoning or by speaking with them directly.

Theresa will contact:	Vinh	Kathy will contact:	Angelique
	Tina		Hoa
	Shannon		Vanna
	Hung		Tina
Kha will contact:	Hung	Thu will contact:	Ngan
	Ngan		Thng
	Patrick		Catherine
	Joe		Hoa
Tommy will contact:	Joe	Patrick will contact:	Shannon
	Thng		Dng
	Dng		Karis
	Mike		Vanna

APPENDIX VI: FACULTY LEADER FINAL REPORT GUIDELINES

Within one month of the close of a program, the director should submit a summary report to your GEO Program Coordinator that addresses the following points.

- Name, dates and location of the program
Overall description of the group as a whole (majors, class standing, language levels, etc.). Were students from the UO only?
- Pre-departure orientation and preparation of students
- Arrival logistics—where did the students go and what did they do upon arrival?
On-site orientation. Where did on-site orientation take place and what did it include? Was it adequate in helping students adjust? Suggestions or ideas for the next cycle?
- Academic program: description of courses offered, strengths, and weaknesses; recommended changes; influence of the abroad setting on the academic experience; attendance
- Description of student and faculty housing and meal arrangements. Any issues with housing made during the program? How were problems dealt with?
- Recommendations for improving the living arrangements of students?
On-site staff: Who were the other people involved in running the program and were they effective? Were there any problems with teachers?
Issues concerning student health and safety; explain incidents that occurred or concerns. What health facilities, doctors, etc., did the students use? Were these services adequate? Did any issues arise in regards to the safety of students?
Excursions: Who led the excursions? Were the excursions part of the academic program or separate? Describe each excursion and provide recommendations for improvement
Relationships with host institutions, host nationals: Were the students well received by host families, local students, the host institution and host nationals with whom they came into contact? Did the students contribute to the community in any way by volunteering, sharing information, or participating in local activities? Are there additional ways that students in future program cycles could be integrated into the local community?
- Program Finances/ Budget: Was the budget sufficient to cover program costs and were the arrangements adequate?
- Overall recommendations for the program in the future. Was the program a positive learning experience for you and the students? Are there any changes happening at the host university, institution or country which may affect the program? What are your basic recommendations for program improvement?
- What should the next program director do differently? What can GEO, Summer Session and/or your department do differently?

GEO will read and use your reports, along with student evaluations, to make changes to programs as needed. Faculty Leader reports are included in discussions of the Study Abroad Programs Committee (SAPC), which oversees and evaluates all of the UO study abroad programs.

APPENDIX VII: FERPA SOCIAL MEDIA CONSENT FORM

Consent for Disclosure of Education Record Course Blog and Social Media Participation

Student Name: _____
[please print]

Course Subject/Number: _____ Term/Year: _____

Instructor Name: _____

I understand that this University of Oregon course requires participation in a course blog (website), social media, or other publicly accessible communication tools. The purpose is to provide students with opportunities to:

- Share learning, reflection, and expertise with fellow students, with the university community, and with the general public
- Learn practices of information management and responsible digital citizenship, using common web publishing and social media tools
- Develop a body of work that can be added to a professional electronic portfolio

I understand that my enrollment in this class and my contributions to the course blog, social media, or other publicly accessible communication tools constitute education records that are protected from disclosure to third parties by University of Oregon policy and the Family Educational Rights and Privacy Act of 1974 (FERPA).

I understand my right to keep my course-related posts and comments private using the following methods. (Check all that you may use.)

- I will use an alias (nickname) that is shared only with my instructor(s). My contributions will be visible to readers, but my identity will remain private.
- I will password-protect my contributions and share access only with my instructor(s). I will use the software to participate, but my contributions to the blog or social media, etc. and my identity will remain private.
- I will prepare my posts and comments offline and turning them in to my instructor(s) without posting to the class blog, social media, or other publicly accessible communication tools. My contributions and my identity will remain private.
- I will contribute some or all of my contributions openly to the course blog, social media, or other publicly accessible communication tools without using an alias. If I choose this option, I understand that by contributing openly, I agree to release my course-related posts and the fact that I am registered in this class to others in the university community and to the general public as long as the material is accessible on the web. The purpose of releasing this information is for the educational opportunities listed above.

Student Signature: _____ Date: _____

DuckID: _____

More information and instructions are available at <http://libweb.uoregon.edu/cmet/blogprivacy.html> . If you have additional questions or concerns about the privacy of your course-related activities, contact your instructor(s). Questions about FERPA or students' rights to privacy may be directed to the Office of the Registrar (541-346-2935 or registrar@uoregon.edu). This consent form is to be retained by the instructor for the duration that the postings appear on the internet.

APPENDIX VIII: STUDENT PARTICIPATION AGREEMENT FORM

This is an agreement between you (the student) and the University of Oregon for Global Education Oregon (herein after referred to as GEO). Students participating in GEO -affiliated programs must electronically sign this form prior to the start date of the program(s).

GEO agrees to provide the following before, during, and after the program(s). Student agrees to take full responsibility for anything not specified below.

Participation: GEO will provide each student with a copy of the Student Behavior Agreement via the GEO online application. Any student found to be in violation of the Student Behavior Agreement may be dismissed from the program by GEO or by the program provider, or may be dismissed from the host institution by the host institution. Any student dismissed from the host institution will also then be dismissed from the GEO program by GEO. There will be no refund in case of dismissal or termination.

Payment: Depending upon the student's home institution, GEO will bill either the student or the institution for all program fees. University of Oregon students will have the program fee billed to their University of Oregon student billing account. Program fees billed by GEO must be paid before the program ends. GEO may institute any of the following penalties to students with an unpaid balance at the end of their program: withhold final grades; place a hold on student accounts at home institution; and/or referral to a collection agency or attorney. You agree to reimburse us the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorneys' fees incurred in such collection efforts.

Cancellations and refunds: As part of their application, each student will be required to electronically sign GEO's cancellation and deferral policy. Cancellations and refunds will be administered according to this policy. GEO reserves the right to cancel a program due to low enrollment, natural disaster, public health emergency, political unrest, terrorism, acts of war or any other reasons beyond GEO's control. If a program is cancelled prior to the start date for any of these reasons, GEO will refund all payments received by GEO including the application fee, program deposit, and program fee. GEO assumes no further financial responsibility and is not responsible for airfare, visa fees, or any other fees related to the program that may have been paid.

Travel: GEO will provide arrival and departure dates for all programs. It is the student's responsibility to arrange his/her own airfare and other travel required to and from the site. GEO will arrange program-related travel for all group excursions or activities included in the program.

Program services: GEO center staff, faculty leaders, or designated agents will provide on-site services to students as specified in the program materials, which may include lodging, medical insurance coverage, meals, and other goods and services. These services begin on the first day of the program and end on either the last day of the program or the day on which a student's participation in the program is terminated, whichever comes first. Students are encouraged to carefully review program features in the GEO materials.

Medical insurance: GEO will provide medical insurance to each student starting seven days prior to the program start date and ending seven days after the program end date; coverage may not exceed 300 days. The medical insurance coverage is only active outside of the US and outside of the student's home country even during the coverage dates. GEO will provide medical insurance coverage information to each student before the inception of coverage. GEO will cancel medical insurance in the event that the student and/or dependent participation in the program ceases for any reason. It is student's responsibility to read the UO insurance plan brochure and understand the coverage and its exclusions.

Immigration: GEO will provide information regarding visas and immigration requirements to students when available and necessary. GEO will assist students as much as possible in the visa application process. However, GEO is not an agent of the consulate, and therefore does not and cannot guarantee that the information and advice given by GEO regarding immigration matters is current or accurate. It is the student's responsibility to secure proper immigration documents including a passport and visa.

Dependents of students: GEO programs are academic programs and are designed for students enrolled in GEO programs only. The information regarding facilities and services for dependents that can be provided

may be limited. It is the student's responsibility to research, arrange, and pay for accommodations and services needed for his/her dependents.

Academics and attendance: Students must understand teaching methods, language level assessments and placements may vary greatly from the classes they attend at the US institutions. GEO programs are strictly academic in nature and students are required to participate in classes and program activities to ensure their success in the program. Personal travel must not conflict with the regular class schedule or program activities.

By means of my electronic signature, I hereby acknowledge that I have read and agree to the Participant Agreement and claim responsibility for all aspects of my trip abroad that are not specified on this document.

APPENDIX IX: STUDENT RELEASE AND ASSUMPTION OF RISK

In consideration of my being permitted to participate as a student in a study abroad program administered or sponsored by Global Education Oregon (GEO), I do hereby release the University of Oregon for GEO from liability and assume the risk as follows:

1. I release and covenant not to sue, the University of Oregon, the Board of Trustees of the University of Oregon, and all their respective members, officers, employees, and agents (collectively referred to as University of Oregon) from or for any and all liability and expense attributable to any injury, death, property damage, lost wages, economic loss, emotional distress, psychic injury, pain or suffering of any kind whatsoever in any way resulting from or arising out of my traveling to or from, participating in, or living abroad in conjunction with the overseas study program. This includes activities that may be arranged on the program. I also release and covenant not to sue the University of Oregon for any voluntary programs or activities I may participate in or arrange on my free time, including renting or riding or being a passenger in any vehicle or motor equipment. It is my responsibility to read the insurance brochure and understand the coverage and its exclusions if the UO insurance is included in the program.
2. I affirm that I will provide complete and accurate answers regarding my physical and emotional history on a health evaluation form, if required. I assume full responsibility for my health and wellbeing, irrespective of the information I provide on the health evaluation form. I understand that providing false, inaccurate or incomplete medical information is a violation of the GEO Student Behavior Agreement and may place me at risk during my participation on a GEO program.
3. I understand that on rare occasions an emergency may develop which necessitates the administration of medical care, hospitalization, surgery, or mental health services. Therefore, in the event of injury or illness to myself I hereby authorize the University of Oregon by and through its authorized representative(s) or agent(s) in charge of said program, to secure any necessary treatment including the administration of an anesthetic and surgery. It is understood that such treatment shall be solely at my expense and I agree to reimburse the University of Oregon for any expenses which it might suffer on account of said injury or treatment thereof. The University of Oregon by and through its authorized representative(s) or agent(s) in charge of a program may receive or seek recommendations from medical professionals, and/or insurance providers to assist in determining if continuing the program is advised. If University of Oregon determines that withdrawal from the program is necessary based on the recommendations, I understand that I must follow the recommendation put forth by University of Oregon. I understand that this Release and Assumption of Risk does not obligate the University of Oregon to seek or provide any necessary medical or other treatment.
4. I understand that as a student in a foreign country, I will be subject to the laws of that country and rules of that institution. I agree to conduct myself in a manner that will comply with those laws and with the policies/regulations of the program staff. I understand the University of Oregon expects me to follow the laws of the host country, behave responsibly, and not abuse drugs and alcohol. The University of Oregon and program staff shall under no circumstances be considered responsible for any illegal activities I may engage in. I understand that the program staff has the authority to discontinue my participation in the program if, in the judgment of the program staff, my conduct is unacceptable. I further understand that if my participation is discontinued by the host university, this will also result in my discontinued participation on the University of Oregon program.
5. I further understand that I am solely responsible for any and all costs arising out of my voluntary or involuntary withdrawal from the program prior to its completion, including but not limited to withdrawal caused by illness or disciplinary action taken by the program staff. I acknowledge that I will be held responsible for the full cost of the program according to the cancellation and deferral policy regardless of the reason for the withdrawal. I understand that GEO cannot guarantee credit for academic courses not completed prior to my voluntary or involuntary withdrawal.

By means of my electronic signature, I hereby acknowledge that I have read and agree to the Release and Assumption of Risk.

APPENDIX X: STUDENT BEHAVIOR AGREEMENT

Students participating in programs through GEO are, at all times, expected to: exhibit sensitivity to the host culture; respect and observe local rules and laws; and conduct themselves in ways that demonstrate a high regard for the intellectual and cultural experience in which they are engaged. The Student Behavior Agreement includes policies based on such expectations and the assertion that students are both adults and guests abroad. As students and adults, GEO participants are expected to abide by this Agreement and are legally subject to the same laws and regulations that govern the host country's citizens and any other laws which are applicable to the student's immigration status in the host country.

GEO participants must also abide by the policies and regulations of their enrolling and home institutions, hereafter referred to as "home institutions." University of Oregon students must follow the University of Oregon Student Conduct Code for the duration of a GEO administered or GEO sponsored program. In the event that the University of Oregon may decide to pursue disciplinary action against a University of Oregon student through University student conduct procedures, you waive any deadlines regarding the initiation of disciplinary procedures under the student conduct code so the University may choose to delay action until you return to the Eugene campus.

As an academic organization, the GEO community strives to maintain a positive and respectful environment for all members, advocating respect and consideration towards all students, staff, faculty, members of host institutions and citizens in general. You are privileged to be a guest in another country and responsible for maintaining a positive attitude and demonstrating respect towards both yourself and others. For the duration of your time in a GEO program, recognize that you reflect both GEO and your own country, and you are expected to be a positive advocate.

GEO holds you responsible for knowing and abiding by this Agreement. This Agreement exists to facilitate a positive educational environment as well as ensure a safe, developmental and rewarding experience abroad. Choosing to ignore this Agreement is not an acceptable excuse for a breach.

GEO students who are participating in a program involving a local university or organization are subject to the rules of conduct, academic procedures, academic honor codes and student disciplinary procedures of the respective university or organization as well as this Agreement.

GEO students who are participating in a program sponsored by GEO but administered by a program provider must also follow the policies and regulations set by the provider.

STUDENT RESPONSIBILITIES

Students are expected to follow GEO rules and regulations. Those who choose to engage in unacceptable conduct and violate this Agreement are subject to appropriate review and sanctions, up to and including removal from the program. **Information regarding students who violate GEO policies may be provided to the students' home schools. The home institution may elect to impose additional sanctions.** In the event that students are found responsible for misconduct, and/or dismissed from the program, it will be at student's own personal expense and that students will receive no refund of the program fee or any other associated costs. Students may not receive academic credits in this circumstance.

The following are prohibited throughout the student's participation in a GEO administered or sponsored program:

- Violence against others. This is defined as striking or doing any other physical harm to another or threatening to do so.
- Sexual assault. This is defined as an offense committed when a student subjects another person to sexual contact without having first obtained explicit consent or when he or she knows or should have known the person was incapable of consent by reason of mental disorder, mental incapacitation, intoxication, or physical helplessness. This also includes definitions established by local laws and student's home institution conduct code.
- Verbal abuse of faculty, staff, students, home stay families, host community members, or representatives from GEO partner organizations.
- Disruption or obstruction of classes offered by the program or local universities, or disruption or obstruction of other program activities.

- Damage to GEO property, property of host universities or partner organizations, residence halls, property of hosts or host families, apartments, facilities used by GEO or GEO sponsored programs, or the property of fellow students.
- Possession or use of firearms or other dangerous weapons.
- Possession or use of fireworks, incendiary devices, dangerous explosives or other dangerous instrumentalities or substances.
- Theft.
- Unauthorized entry into or use of program facilities, equipment, or technology or host university/partners' facilities, equipment, or technology.
- Use of GEO or GEO partner organizations' technology for any unlawful or impermissible purpose.
- Violations of residential guidelines or rules, including specific and reasonable requests from a homestay family.
- Criminal behavior or violation of local laws.
- Failure to follow the program established guidelines, local attendance policies, directives, timetables and reasonable instructions of the program staff or faculty members.
- Failure to attend required classes, events and excursions, unless otherwise noted on a syllabus or excused.
- Obtaining unauthorized access to, viewing of, copying or distributing confidential information.
- Falsification, forgery, or alteration of documents.
- Harassment of any person, not limited to members of the GEO community. Harassment is defined as any conduct that either in form or operation unreasonably discriminates among individuals on the basis of age, disability, national origin, race, marital status, religion, gender, gender identity, gender expression or sexual orientation, and that is sufficiently severe or pervasive that it interferes with work or academic performance because it has created an intimidating, hostile, or degrading working or academic environment. Sexual harassment is a type of gender discrimination which is defined as any sexual advance, any request for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic experience; or such conduct is unwelcome and sufficiently severe or pervasive that it interferes with work or academic performance.
- Stalking of any person.
- Failure to obey the drug and alcohol-related laws.
- Abuse of alcohol or controlled substances, even when lawfully possessed.
- Participation in activity which recklessly or intentionally endangers the safety of self or others.
- Unreasonably limiting the freedom of movement of others.

Students are required to review the GEO policies on student conduct review procedures, interim suspension, appeals and sanctions found on the GEO website: <https://geo.uoregon.edu/content/student-behavior-agreement-0>.

By means of my electronic signature, I hereby acknowledge that I have read and agree to the Student Behavior Agreement.

APPENDIX XI: INCIDENT REPORT FORM



*** Add more rows or space as necessary.*

Global Education Oregon Incident Report Form

Date & Time of Incident:

Location:

Incident type: Health Conduct Crime Political Natural Disaster Other:

Faculty Leader Name:

Contact Info at Site (cell, phone, email, skype):

Date Submitted:

Name(s) of any student(s) involved:

Narrative description (include details of treatment, involvement of local authorities, etc.):

Was AXA notified? (Case #?)

Actions Taken/by whom? (If conduct, attach copy of any written warnings or contracts.)

Actions Needed/by whom?

Names and contact info for other, local persons involved (authorities, etc.):

***NOTE: Please file this form ASAP after the incident, and never more than 48 hours later. You may email the completed form to your GEO Program Coordinator.**

APPENDIX XII: BEHAVIORAL CONTRACT



Behavioral Contract for Study Abroad Participation

Student Name:

Program & Country:

Term Abroad:

Date:

Violation:

This behavioral contract is designed to allow your continued participation in a UO-Sponsored study abroad program in spite of your conduct. This contract is required as a condition of your continued participation in the program and applies to the entire program period and all program activities. I hereby agree and attest that (*initial each provision*)

	My participation is allowed only on a provisional status and may be revoked at any time if I fail to follow the rules of these programs (including the rules of the site organizations and foreign universities), the UO Student Conduct Code, and local laws and policies; and
	If I choose to drink alcohol, I will only drink in moderation and not to intoxication; and
	I agree not to use any illicit substance; and
	I agree to observe all the rules and laws that apply while I am enrolled in these programs; and
	I agree that I will be on “warning” status throughout this program, and that I may therefore face sanctions including but not limited to expulsion from this program, for any behavioral infractions, without further warning; and
	I understand if I am expelled from this program I will not receive any refund and will be responsible for all mandatory fees and costs. I also might not receive any academic credits at the University of Oregon if expelled; and
	I promise to behave as a model student on this program and to engage seriously with the academic, cultural, and personal challenges of studying abroad.

Signature of Student:		Date:
Signature of Program Director:		Date:

X copies: (1) student (2) GEO (3) UO Study Conduct and Community Standards (4) XXX

APPENDIX XIII: INCOMPLETE CONTRACT



Incomplete Contract for Global Education Oregon

Student Name:

Program & Country:

Term Abroad:

Date of Contract:

Due Date for Incomplete Course Work*:

List below, ***each on a separate line***, the title(s) of all courses for which this contract applies:

This incomplete contract is designed to formalize the agreement between the UO Global Seminar Faculty Leader and the individual student, pertaining to the completion date for one or more Global Seminars courses. The student must initial each provision.

I hereby agree and attest that (initial each provision):

	I understand that the one or more grades of incomplete described herein are allowed only because of the extraordinary circumstances that I have faced after having completed at least 51% of the relevant course work; and	
	I understand that I must complete all course work by the date specific above; and	
	I also understand that, should I fail to complete the course work and submit it, as instructed, to the Faculty Leader by the specified date, I will receive failing marks (F, N, or N*) on my transcript; and	
	I understand that there will be no additional chance to complete course work once the failing grades have been posted to my transcript, and that they may not be changed after that time.	
Signature of Student:		Date:
Signature of Faculty Leader:		Date:

3 copies: (1) student (2) Faculty Program Director (3) Brian Lowery @ UO Registrar's office

***NOTE: Due date cannot be later than September 15!**

APPENDIX XIV: CALCULATING CONTACT HOURS

Student Engagement Inventory

The following tool may be useful when calculating credit hours for your courses. Faculty leaders developing courses can use the worksheet below to determine the number of student engagement hours by calculating the hours required for each activity required for your courses. An explanation of how credit hours for schools on the quarter system and semester system are as follows. Please note that these are general guidelines only, and that your home institution may have different policies for the calculation of credits based on student engagement hours.

Undergraduate Courses	Graduate Courses
<p>Quarter system credit hours: Each undergraduate credit reflects approximately 30 hours of student engagement, with each hour of student engagement defined as 50 minutes. Therefore, a 4-credit course would engage students for approximately 120 engagement hours of activities in which students are actively engaged in learning over the course of the term. Use the activities listed below to help in your calculation of student engagement hours.</p> <p>Be aware that excursion hours count as 2:1, or half of regular classroom contact hours and does not include travel time unless actively engaged in learning.</p>	<p>Quarter system credit hours: Graduate students are expected to perform work of higher quality and quantity, typically with 40 hours of student engagement for each student credit hour, with each hour of student engagement defined as 50 minutes. Therefore, a 3-credit graduate course would typically engage students approximately 120 hours; a 4-credit graduate course may be expected to entail approximately 160 hours for the average student for whom the course is designed.</p> <p>Be aware that excursion hours count as 2:1, or half of regular classroom contact hours and does not include travel time unless actively engaged in learning.</p>
<p>Semester system credit hours: Each undergraduate credit reflects approximately 45 hours of student engagement, with each hour of student engagement defined as 50 minutes. Therefore, a 3-credit course would engage students for approximately 135 hours of activities in which students are actively engaged in learning over the course of the term. Use the activities listed below to help in your calculation of student engagement hours.</p> <p>Be aware that excursion hours count as 2:1, or half of regular classroom contact hours and does not include travel time unless actively engaged in learning.</p>	<p>Semester system credit hours: Graduate students are expected to perform work of higher quality and quantity, typically with 60 hours of student engagement for each student credit hour, with each hour of student engagement defined as 50 minutes. Therefore, a 3-credit graduate course would typically engage students approximately 180 hours for the average student for whom the course is designed.</p> <p>Be aware that excursion hours count as 2:1, or half of regular classroom contact hours and does not include travel time unless actively engaged in learning.</p>

Please identify the number of hours a typical or average student would expect to spend in each of the following activities:

Educational Activity	Hours student engaged	Explanatory comments (if any):
Course attendance		
Assigned readings		
Writing assignments		
Project		
Lab or studio		
Fieldwork, experience		
Excursions, field trips		
Performances, creative activities		
Total hours:		

Definitions of Terms:

Course attendance	Actual time student spends in class with instructor
Assigned readings	Estimated time it takes for a student with average reading ability to read all assigned readings
Writing assignments	Estimated time it takes for a student with average writing ability to produce a final, acceptable written product as required by the assignment
Project	Estimated time a student would be expected to spend creating or contributing to a project that meets course requirements (includes individual and group projects)
Lab or studio	Actual time scheduled for any lab or studio activities that are required but are scheduled outside of class hours
Field work, experience	Actual or estimated time a student would spend or be expected to spend engaged in required field work or other field-based activities
Excursions, field trips	Time spent engaged in learning activities during trips associated with a course which does not include travel time unless students are actively engaged in a learning activity. Time is calculated as one hour of student engagement per two hours spent on the excursion.
Performance, creative activities	Actual or estimated time a student would spend or be expected to spend outside of class hours engaged in preparing for required performance or creative activity

APPENDIX XV: HELPFUL TRAVEL INFORMATION ON RECEIPTS AND REPORTING

Please submit all receipts for reimbursement within 30 days of the completion of your trip.

Business Purpose:

All Travel Reimbursements/Payments must include a summary of your business purpose. IRS defines purpose as "Business purpose for the expense or the business benefit gained or expected to be gained". Descriptions should give enough information to determine the benefit. See the UO website for additional information: <http://ba.uoregon.edu/content/travel-reimbursement#business-purpose>.

Alcohol:

As always, alcohol and any associated tip(s) is not a reimbursable expense; it is a personal expense.

Gratuity:

In situations where a gratuity is usual and expected, such as for meals, tour guides or taxis, a tip of up to 15% of the amount charged may be allowed when hosting groups or a service is provided.

Group Activity Form:

If you give each program participant money for an activity (such as for lunch, bus or admission), use the Group Activity Form provided. **Each recipient must fill in all the information on a line and sign** in the space provided. The FD must not fill in information and only have the recipient sign.

Group Meals:

Meals with Faculty Leader(s) and students are reimbursable as program expenses, including normal tip. Receipt must be itemized as to what was ordered and documentation as to who was in attendance. Guest hosting can be included, but name, business and business purpose must be noted, as always. Total for each person must be within UO per diem rates for your business location. (rates found on travel website, link at end of document)

Guest hosting:

A detailed receipt must be obtained itemizing exactly what was ordered, who was in attendance (provide the guest(s) name(s)), and the BUSINESS purpose of the meeting.

Receipts:

Please keep all the receipts you receive, so that you can be reimbursed for all of your expenses. **Itemized (not just showing the total) receipts are required and must be the original**, show who or what was received, how much money was spent, and the date on which the transaction occurred. Please Note: **Credit card receipts alone often are not sufficient documentation since they usually are not itemized.** If a receipt is in a foreign language, it must be translated to English.

Receipt Log:

It is highly recommended that you update the provided Travel Expense Report at least every 2-3 days and number the receipts to correspond to the numbers on the report.

Please enter the receipts as you are able; they do not need to be in precise chronological order and should not be grouped by event or type.

Receipts should be taped (not glued or stapled) to an 8½ x 11 sheet of paper in numerical order, for handling ease. Taping or highlighting over print on receipts may cause a chemical reaction and fading (i.e., the print can disappear!), so be careful to tape outside the print.

Receipt Substitutes:

You must have receipts for all expenses, as outlined in the U of O travel website (see link at the end of this document).

Enclosed are several copies of the "Receipt for Goods and/or Services Provided" form, which can be used to obtain a receipt for goods or a service from a vendor who does not have a receipt to give you.

Please include itemized receipt and credit card receipt when using a charge card. Credit card receipt is not acceptable for reimbursement.

Receipts are required for the following:

- Airfare/Train/Bus (such as greyhound)
- Banquet or conference meals over the per diem
- Lodging
- Conference Registration
- Car Rental
- Expenses for other people
- Foreign transaction/currency exchange fees
- Visa and Passport expenses
- Expenses for supplies e.g. paper, books, film etc.
- Museum admission fees when related to business
- Film or Theatre admission fees when related to business
- Airline Baggage fees \$25.00 and over
- Parking \$25.00 and over
- Phone Calls \$25.00 and over per phone call
- Miscellaneous travel expenses \$25.00 and over
- Taxi, City bus, Limos \$75.00 and over

Receipts are not required for the following:

- Meals claimed at per diem rates
- Parking under \$25.00
- Phone calls under \$25.00
- Other miscellaneous travel expenses under \$25.00
- Taxi, City bus, Limos under \$75.00

Expenses not reimbursed are as follows:

- Home to office travel.
- Deviations from the most direct and usually traveled route unless justified.
- Expenses incurred because the traveler was accompanied by a spouse or family members.
- Insurance on airfare.
- Tips/gratuity.
- Laundry.
- Interest on personal credit cards.
- Mileage reimbursement on rented vehicles.

Please submit all receipts for reimbursement within 30 days of the completion of your trip.

GEO Receipt for Goods and/or Services Provided

Information below **MUST** be filled in by the Provider or Provider's Representative

I, _____, hereby acknowledge that I have received a total of _____
(Name of Provider's Representative) from the University of Oregon Representative.
(Amount) *(Currency)*

Description of Goods and/or Services

I understand such consideration has been given in exchange for the following goods and services:

On _____ and said consideration was given to me on _____.
(date of service) *(date of payment)*

Service Provider Information

Provider's Name: _____

Address: _____

Phone Number: _____

Email: _____

Signature of Provider's Representative *Date* *University of Oregon Representative* *Date*

Print Name

Print Name



5209 University of Oregon
Eugene, OR 97403-5209 USA

Receipt #:

Telephone: 541-346-3207
Fax: 541-346-1232

APPENDIX XVII GROUP ACTIVITY FORM

GEO Group Activity Receipt Record

Program: _____ **Activity:** _____

Director Signature: _____ **Date:** _____

All information below MUST be filled in by the STUDENT.

	Print Name	Signature	Amount Received & Currency	Date
1				
2				
3				
4				
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12				
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25				



5209 University of Oregon
Eugene, OR 97403-5209 USA

Receipt #:

Telephone: 541-346-3207
Fax: 541-346-1232

APPENDIX XVIII PROGRAM EXPENSE LOG



Name and UO ID _____

Name of Program _____

Program dates _____

Currency used on trip _____

EXPENSES PAID	Receipt Number	Date	Vendor	Business Purpose / Description	Receipt?	Amount Paid		39615	39615	39646	28994	28612
					Y/N	Foreign Currency	USD	Transportation	Phone / WIFI	Group Expenses	Supplies	Hosting
	1											
	2											
	3											
	4											
	5											
	6											
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