**2025**

WORLD: The David and Leighan Rinker Center for International Learning

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STETSON UNIVERSITY FACULTY LEADER ABROAD HANDBOOK

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# Introduction

Thank you for making the choice to commit your time and energy to providing a high quality, innovative study abroad experience for students and program participants. The decision to lead a Stetson University study abroad experience provides an opportunity to engage students in a way that is not possible in a classroom on campus.

In this role, you will have more responsibilities than in a traditional on-campus course; you are accepting the challenge of serving as an administrator, an advisor, a facilitator, a first responder, and of course, an educator. While on the program, you will observe a broadening of student perspectives and an expansion of minds engaging in the learning process. You will facilitate not only classroom-based learning but also the development of cross-cultural competencies.

The intent of this handbook is to provide an overview of the roles and responsibilities of faculty participating in the Stetson University study abroad programs. A handbook of this kind is always a work in progress. Your suggestions on how it might be improved are much appreciated. Please send them at any time to the World: The David and Leighan Rinker Center for International Learning staff.

Thank you again for your commitment and contributions in providing this transformative experience for our students!

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# Goals of This Handbook

Our purpose in drafting this handbook reference for our Faculty Leaders Abroad (FLAs) is to assist and support faculty to:

* Answer general questions about leading study abroad programs at SU.
* Know where to find external and internal resources for programming, budgeting, logistics, and program support.
* Understand the importance of risk management in programs abroad and to use that understanding in practice to protect the integrity of the program, faculty members, and University.
* Design and propose a study abroad credit-bearing workshop offering within the standards of SU.
* Prepare authentic, rigorous, and viable study abroad programming with appropriate learning outcomes based in the culturally diverse program location.
* Responsibly manage the risk associated with leading group travel in off-campus and non-US locations to ensure preparedness for unexpected situations.
* Apply protocols and policies described in this handbook to ensure the safety and security of students and the integrity of SU study abroad programming.

# Outline of Responsibilities

Successful trips are spearheaded by informed faculty with the strong support of World: The David and Leighan Rinker Center for International Learning staff. Outlined below are the responsibilities of Faculty Leaders Abroad and World. Understanding the necessary steps from beginning to end will help secure positive experiences for all from the planning to completion phases of the program.

You can always access the Faculty-Led Proposal Form and other information on our website at the Faculty Resources page on our website, <http://world.stetson.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=2FB1800D-FA4D-55A6-4E341E2E64D85684>.

### Faculty Leader Abroad (FLA) Responsibilities

### Pre-Departure

* Recruit for the program – contact students, conduct information sessions, attend the fall study abroad fair, etc. World will assist with recruitment though ongoing events, advertisements, open houses, etc.
* Review applications via the online application system: TerraDotta (TDS). World staff will walk you through the steps of using the system.
  + Conduct interviews with students or discuss with World if necessary.
  + Make admission decisions (students can be automatically notified via TDS).
* If a program must be cancelled, notify students in writing (email) before the program is officially cancelled in Banner and TDS.
* Submit necessary forms to the Registrar, Bursar, Financial Aid, and Finance offices.
* Have students attend a pre-departure orientation at World.
* Advise students and provide input on travel information such as flights, itinerary, budget, etc.
* Ensure the submission of all mandatory documents by students through TDS or collect any necessary paper version and submit to World.
* Ensure all students have registered for the course(s) offered on the program through Banner.
* Ensure all payments have been made and received.

### In-Country

* Academic oversight for the duration of the program.
* Behavioral oversight for the duration of the program, which includes the adherence of students to the Stetson University Student Code of Conduct.
* Conduct an in-country orientation for students and hold regular meetings with them as needed.
* Maintain regular contact with World staff.
* Manage cash advance funds and keep itemized receipts and log as directed by Stetson University policies.
* Act as first-responder to any emergency situation and communicate it to World staff *immediately*.
* Act as liaison between host country (institution, provider, locations, etc.) and SU/ World.
* Facilitate cross-cultural awareness and cultural competency development in students.

### Post-Program

* Submit student grades on time to the appropriate department.
* Submit receipts for all program expenses within two weeks of your return.
* Submit director evaluation of the program.
* Meet with World staff to discuss outcomes and goals/planning for next year (if applicable).
* Encourage students to participate in the Florida Lessons from Abroad conference.

### World Responsibilities

* Work with FLA to develop program proposal, itinerary, budget, etc.
* Assist with program recruiting efforts.
* Advise students on study abroad opportunities.
* Manage non-academic components of program as requested (info sessions, pre-departure orientations, logistics and travel, budgets, etc.).
* Provide a pre-departure session for students.
* Provide risk and crisis management support services to students, faculty, and staff.
* Ensure necessary documents and information have been compiled prior to departure.
* Maintain contact with crucial parties (FLA, providers, host institutions, SU offices, etc.).
* Be readily available to FLA and students as support staff during pre-departure, in-country, and post-program time periods.

World: The David and Leighan Rinker Center for International Learning is supported by staff members who are responsible for student registration, program fee posting, and other tasks to help meet each program’s requirements. Depending on the needs of your program, s/he may also facilitate overseas payments and advise on the University’s fiscal policies for travel.

# Pre-Departure Duties

Leading a study abroad program does not only involve participation in the host country. As you know, a lengthy period of preparation and planning is involved before the program can become a reality. From the proposal and budget to marketing and recruiting, to admitting students and actually teaching the course, it is important to stay on a good schedule and maintain contact with World in order to develop and coordinate the most effective program possible.

## Proposing Your Program

The process to propose a study abroad program through World is undergoing some modifications. We have drafted a new timeline and list of steps faculty should complete in order to propose a program abroad. In addition, we are including checklists to ensure you are aware of all the steps in the process. Once your proposal has been submitted, it will go through a series of approval processes via several units on campus and you will be notified of its approval or if changes need to be made.

For planning reference, proposal deadlines are due by **May 24, 2024**. It takes no less than one year to make the right connections, complete all the paperwork, and to market the program to students beginning in August, which helps to ensure a successful program.

## Marketing Your Program

WORLD will create a website listing from the information you provide on your proposal form. The form can be found on the WORLD website ([world.stetson.edu](http://world.stetson.edu/)) but there are also many other ways to share information about your program with potential participants: email communications, blogs, videos, online photo galleries, flyers, and posters. World will promote all faculty-led programs during Values Day and Study Abroad Fairs. WORLD Ambassadors will also table in the Carlton Union Building to students in the CUB throughout the Fall and beginning of Spring semesters.

Contact WORLD for assistance with marketing including the creation of posters and integration of elements of your publicity into a cohesive promotion plan. You are also encouraged to work with WORLD to schedule information sessions for promoting your program. These sessions give students the opportunity to meet you, learn more about the program, and ask questions about what makes your program special. Please feel free to contact World if you would like assistance with this.

\*\*One thing to keep in mind while recruiting for your program: students need to be aware that studying abroad is by definition an academic experience. True, studying abroad is an enjoyable, life-changing experience, but programs should be designed to be academically challenging and culturally enriching. If this is clearly explained to students from the onset, you are less likely to have applicants merely looking for a holiday. Setting up these expectations clearly also means you are less likely to have problems during the portion abroad with complaints about workload, poor time management, and/or low-quality work. Using the words “program” instead of “trip” and “study abroad” instead of “travel trip” can be very small but effective changes which can set the tone for the overall experience abroad.

Other recommendations for recruiting students – and can be assisted by both WORLD and WORLD ambassadors are:

1. Using college faculty: Through the various classes taught by different faculty members, the program can be advertised. Students are influenced by their instructors’ recommendations, so the support of college faculty members is crucial. Faculty members can invite the program director or WORLD staff/ambassadors to visit the class to make a presentation about the program or they can distribute flyers to students.

* Student Organizations and Residence Halls can also be used for recruitment purpose – the FLA is welcome to address these, or request assistance for a particular organization or residence hall, from WORLD staff or ambassadors.
* WORLD will provide and distribute of brochures, posters, and flyers around campus – but if the FLA has a particular area they would like specific attention paid, do not hesitate to work on a plan with WORLD staff or ambassadors.
* Use of local media, especially the Stetson WHAT Radio.
* Development of microsites, social media outlets, e-meetings, etc.
* Visits to other university campuses for transient student recruitment.
* WORLD is open to any and all suggestions/recommendations of faculty and staff for how to get the word out to students that studying abroad is a once in a lifetime opportunity.

# Applications and Admissions

All students are required to apply online at <http://world.stetson.edu> to study abroad. They will apply directly to the program of interest but use a general application template that requires them to sign off on the required travel waivers and releases.

You are welcome to indicate additional application components or questions for your program, such as an academic reference, a personal statement and/or interview, language proficiency verification, etc. You must notify WORLD of these supplemental application pieces in your program proposal.

You will have access to the online applications, and following the application deadline you will be responsible for reviewing them, setting up interviews with students if necessary, and making admissions decisions. In conjunction with making these decisions, you will need to update the students’ application statuses within Studio Abroad, changing the statuses from “Pending” to “Accepted.” Please note the *minimum* standards for student participation in a Stetson Faculty-Led study abroad program.

* At least 18 years old
* 2.00 minimum GPA, although many programs require a 2.5 GPA
* Completed university disciplinary check
* Transfer students may apply after one term but cannot depart until one year is completed

## Student Notification

Once admissions decisions have been made, students will receive an automated email update indicating their status has been changed. They must then login and review their application and update their status from “Accepted” to “Committed.”

## Student Orientation

Your students are required to attend at least one of the mandatory pre-departure sessions that World holds prior to their departure. Sometimes the study abroad provider may offer a pre-departure orientation instead. Faculty members are encouraged to hold a more individualized session in order to familiarize students with the country to which they are going and to remind students that they are participating in an academic experience.

## Passports and Visas

Faculty Leaders Abroad and students are responsible for having a valid passport before the program begins. The passport application and any associated fees are assumed at the FLA or student expense and are not included in the program fee. Due to typical processing times which can take more than a month, everyone is encouraged to apply for a passport as soon as possible. For more information, please visit [www.travel.state.gov](http://www.travel.state.gov).

Some locations require visitors to have a visa in addition to a passport. The FLA’s visa expenses can be covered by the program’s budget if this is built in as an anticipated expense while each student will be responsible for their own visa. On occasion your travel provider can help to facilitate a group application for the visas, but it should always be assumed that the responsibility will fall directly on the student.

SU has a number of visa services that we can recommend if a FLA wants to use them. We do recommend using the visa services for some countries. Visa services are not accepted by all countries so in some cases students will have to visit the host country’s consulate to get their visa. For this reason, student visa costs are not part of the budget as students are to purchase and obtain their visa independently.

## Smart Traveler Enrollment Program (STEP)

Every participant in a SU Faculty Led study abroad program, whether student or faculty, is recommended to register with the nearest US embassy or consulate to their travel location through the STEP Program (<https://step.state.gov/step/>). By registering with the site and making your presence in the nation known in case it becomes necessary to contact you during an emergency, you are able to “stay informed, stay connected, and stay safe” while traveling abroad.

In compliance with the Family Educational Rights and Privacy Act (FERPA), information on your welfare and whereabouts will not be released without your explicit consent. Millions of Americans travel abroad each year without difficulties; however, in the event of an emergency US embassies and consulates can provide a host of services to citizens abroad. There is no cost associated with this registration.

Non-US citizens cannot register through the Department of State website, but they are encouraged to check the website of their home country embassy to determine how/if they can register for any overseas travel. WORLD is committed to ensuring the highest level of safety and welfare of all our faculty and students abroad. In the event of an emergency, contact Public Safety at (386) 822-7300 and Melanie Smith at (386) 822-8166.

All FLAs are provided with contact information of the nearest US embassy or consulate to the program’s destination. In the event that a situation arises that requires consular assistance, contact the embassy/consulate and they can assist with reporting and replacing a lost or stolen passport, locating medical facilities, and even seeking legal aid.

## Travel to Program Location

The FLA’s travel arrangements depend on the specific parameters of each program. Sometimes the program provides group airfare, in which case the FLA will be expected to travel with the group of student participants to and from the program site.

In other instances, the FLA may choose to travel separately from the students, who would probably not be part of a group flight in this situation. If this is the case for your program, please arrange with your students before departure a time and place where the group should plan to meet upon arrival in the destination country. Also, be sure to have a way to stay in contact with your students should they have any difficulty with their original travel itinerary, delayed or canceled flights, missed connections, etc. If you will be traveling independently, please let WORLD know your particular travel dates as soon as possible.

## Finances

Another responsibility in leading study abroad programs at SU involves managing your budget. WORLD will guide you through the steps of what is included in the program’s budget, how to go about getting a cash advance for travel, proper maintenance of receipts, etc.

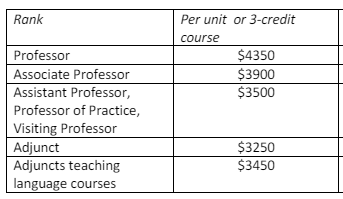
The required contingency portion of the budget is not part of the funds made available to the traveling professors. This is for emergencies only and offsets any underestimated parts of the budget. These percentages also protect all programs that may encounter unforeseen expenditures, such as medical emergencies, evacuations, student returns for behavior, extended stays, etc.

### Program Fee and Budget

The program budget and program fee will be carefully developed by WORLD in conjunction with the proposal submitted by the Faculty Leader Abroad (FLA). This budget will be constructed based on quoted travel and accommodation costs, third-party provider fees (if applicable), real revenue of student fees, exchange rate history, and activities outlined in the program proposal, such as cultural excursions, theatre events, and site visits.

### Faculty Leader Abroad Compensation

*Salary* Salaries are paid in accordance with Stetson’s summer policies.



Faculty salaries are incorporated into the study abroad budget that is prepared by the faculty member and WORLD. **An additional 9% must be added to the salary to account for employee fringe benefits**.

All study abroad programs must be attached to a for-credit course, either as an embedded credit, or previously assigned credit, such as courses taught in the fall and spring semesters. Students who do not take the course but want to participate in the program must audit the course at $500 or take a 2-credit hour independent study course for $500. As you build your budget, keep in mind that should you host an independent study for 2 credits, the salary is cut in half, which can help students who choose to attend the program but do not take the embedded fall or spring course.

*Meals* A per diem amount (50% of USG or max of $100 per day, whichever is lower) covers your meal expenses while traveling with a program. You are not required to keep and submit receipts for your per diem expenses. This must be included in your budget.

*Travel* You will receive round-trip transportation to and from the program site. These arrangements should be made by working directly with WORLD.

*Lodging* Lodging will be provided for you as part of the program fee paid by students. Depending on the location and duration of program, you may be housed in an apartment, hotel, residence hall, or other similar accommodation. When proposing your program, you can request specific lodging.

### Cash Advance for Travel

A request for long-term cash advance must be made 14 business days before it is needed. The FLA should prepare one requisition for all requested funds and should submit this document to WORLD. This form can be found on Stetson’s Office of Finance Resources page: <https://www.stetson.edu/administration/finance/resources.php>. Please click the link for the Expense Report for Travel reimbursement form.

Per the requirements of the Purchasing & Payments Office, you are required to keep all receipts for purchases made with the program’s cash advance/TAC card. These must be submitted along with a reconciled list of all program funds used, within 7 days after the last day of the program.

Documentation must also be included to verify the currency exchange rate. Original receipts are required for every dollar spent. Any advance amount remaining in the cash advance must be returned to the University (in US dollars) within 7 days after the program ends.

### Financial Record Keeping

Please maintain a purchase log and keep individual receipts for each transaction. You will need to indicate the dates of purchase, merchant, short description of purchase, amount, and purchaser. The log is kept for the duration of the program. Individual receipts must be obtained from the provider for each purchase and are kept with the log for reconciliation.

Per diem payments do not require receipts. Only funds allotted for travel and lodging that may have been estimated as an additional expense for the FLA will require receipts and return of any unused funds. The FLA also has the right to pay for expenses prior to departure and request reimbursement, items such as cell phone plans, airport parking, etc.

# Foreign Travel Accident Insurance

Just as it is important to have accident and emergency coverage in the US, it is essential that both students and FLAs are covered while abroad. We also want to ensure all participants are deemed healthy for travel, and that they have taken all necessary precautions for international travel, especially in regard to immunizations and prescription drugs. This is why it is essential for faculty and students to complete the forms related to the application process.

### Student Health

Each SU student who wishes to travel abroad will need to purchase foreign travel accident insurance through the university even if they already have a medical insurance policy. This will be covered at the pre-departure orientation for students.

FLAs and students are covered by Stetson’s group policy through AIG. If an FLA or student needs medical care while abroad, s/he will need to be prepared to pay for the care out of pocket, and then fill out a claim form to be reimbursed. A copy of the insurance card, claim form, and summary of coverage can be found online at this provided link. Program participants do not need to register their insurance; if a claim is filed, AIG will contact WORLD to confirm the FLA or student’s participation on the program.

As an FLA, it is your responsibility to be aware of any student health concerns while in-country. You will need to follow up immediately on any and all student illnesses reported. For instance, if a student does not show up for class or a group activity, find out why and offer assistance if needed. You will also need to help the student in seeking medical assistance. Note: you are required to inform WORLD of any student illnesses that require a visit to a health clinic and/or physician during the trip.

### Pre-Travel Doctor Appointment

It is also a good idea to meet with your general physician prior to international travel. Students are encouraged to visit Student Health Services to schedule an appointment well in advance of departure should they wish to get a check-up or address an existing condition before leaving.

### Medical, Security and Travel Assistance

An Overseas Accidents & Sickness Insurance and Crisis Management assistance is automatically provided through AIG for those students participating in Exchange, Semester Study Abroad programs and Faculty-led course related oversea programs. FLA’s are also automatically covered under the Overseas Accident & Sickness Insurance coverage. Download the Insurance Card to take with you while traveling which can be accessed through the study abroad website or by following [AIG Traveler’s card](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.stetson.edu/other/risk-management/media/Travel%20Assistance%20Cards%20-%202023.PDF). Also available are the claim form and a summary of the coverage.

Before your departure, each student, faculty, and staff member should print a copy of the accident insurance card (found [online](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.stetson.edu/other/risk-management/media/Travel%20Assistance%20Cards%20-%202023.PDF)) and keep it handy at all times during your trip.    
  
It is very important that you review program, medical and safety information about the country to which you are traveling for yourself and with the students. In addition, review insurance information before you depart.

### Foreign Travel Accident Insurance Coverage (Students)

Students can find more information on the AIG Foreign Travel Accident insurance plan through the student study abroad portal or by following [this link](https://www.stetson.edu/other/risk-management/foreign-travel.php).

FLAs should NOT use the cash advance or program funds to pay for any health care expenses.

Coverage begins from the date of departure to the date of return to the United States.

### Foreign Travel Accident Insurance Coverage (FLA)

FLAs are covered under the same AIG policy as the students. Payment procedures for any medical service rendered will follow the same process as outlined above in the student coverage section.

Please note that spouses or dependents of traveling faculty or staff are not allowed to register for international travel health insurance unless they are traveling on official university business as official/contracted representatives of the university, which in most cases would not apply to a faculty-led program.

# In-Country Activities and Responsibilities

## Arrival

Within 12 hours after the arrival of your entire group, please notify WORLD via a brief email or text that all students have arrived safely. In addition, students should contact home shortly after arrival to further assuage any potential worry. These two actions are absolutely essential, as WORLD receives phone calls from many anxious parents wishing confirmation that students have made it to their destination. It is the responsibility of the students to contact their parents but as the FLA it is a good idea for you to remind them upon arrival to avoid parent concerns.

## In-Country Contacts

It is important to establish and maintain positive working relationships with faculty and staff at your host institution, as well as travel agents/vendors, museum guides, coach drivers, etc. As the FLA, you are the primary liaison between WORLD, SU, and these outside vendors. Be sure to meet the key personnel immediately after your arrival, and make yourself available to administrators, instructors, and travel agents, as they may have questions for you and will appreciate your insights on program decisions.

## In-Country Orientation

You and the host institution or travel provider (if applicable) are responsible for coordinating an in-country orientation session for students soon after their arrival. This crucial event reiterates what has been outlined to students while still on the Stetson campus and can help them acclimate to the cultural differences they are sure to experience. If you are not utilizing a host institution or travel provider, this orientation falls to the FLA to conduct with students prior to or day of arrival.

This orientation should cover the following topics:

* Review of program objectives, learning outcomes, and group expectations
* Review of daily itinerary, group meeting schedule, program calendar, group travel, etc.
* Review of the syllabus and learning content as related to the itinerary
* Rules of the accommodation (residence hall, hotel, etc.) and meal schedule, if applicable
* Emergency procedures and contact information
* How to contact you after hours
* Local safety guidelines and health precautions
* How to make/receive local and international calls (if applicable)
* Internet access, postal mail
* Program’s guidelines for independent, off-site travel (if permitted)
* Tour of the host institution (if applicable) and nearby facilities
* How to use public transportation (if applicable)

Students will have already heard information about health and safety, drug and alcohol issues, and student conduct in the pre-departure orientation sessions held by WORLD, but it is important to review these principles again with students once they arrive in the host country.

* Students must abide by that country’s laws and regulations.
* Personal conduct can directly impact how the local residents treat and perceive students so it is important that dress and behavior be discreet.
* The Stetson University Student Code of Conduct applies to students on study abroad programs, even during free time.

# Communication

As an FLA you will be expected to maintain the following communication via email or phone (text or call) with WORLD:

* Arrival notification
* Any student health or medical concerns
* Disturbances affecting students’ well-being
* Emergency notification
* Departure notification

Depending on the duration of your program, you may also want to hold brief meetings with your students. For instance, on a short-term program, it may be a good idea to have a brief meeting with all the students in the morning to discuss the day’s activities or the night before to debrief that day and prepare for the next. These meetings are key to maintaining good communication between you and the students. Through these meetings, they are encouraged to share thoughts, complaints, and overall experiences on the program, and you are given a chance to respond to these concerns and share any updates in the program or travel schedule. This would also be a good time to remind students about completing the Off-Site Travel Registration if they are planning to travel independently during the program. The Off-Site Travel Registration is found on the World website under admitted students. All students are required to submit an Off-Site Travel Registration if they are traveling separately from the program.

## Phones

All FLAs need to be equipped with a working cell phone while in-country. FLAs may utilize their cell phone carriers for international plans, purchase international SIM cards, or purchase international cell phones for the duration of their time in country. Whatever plan or process works best for the FLA is permissible. The cost incurred for a working international phone needs to be included in the budget for the study abroad program.

Whatever app you prefer to use to call should an emergency occur – apps such as Viber, WhatsApp and Skype – need to be communicated with WORLD so the connections between your device and the WORLD office is solidified prior to travel. It is necessary to ensure the FLA and WORLD can connect quickly should any unforeseen event occur.

Keep in mind, those you wish to connect with should also have the apps installed on their phones or devices with their own accounts. Connect to WiFi via Settings. You can find Settings on the first app screen.

**In your contacts, we have saved some important phone numbers:**

* Melanie Smith’s Cell Phone: 912-713-7713
* Melanie Smith’s Office Phone: 386-822-8166
* Public Safety: 386-822-7300
* World: The David and Leighan Rinker Center for International Learning main office line: 386-822-8165

Taped to the back of your phone is an information card. This includes your mobile phone number(s), your SIM card serial number, your SIM pin and your PUK code.

**Accessories:**

* 1 rechargeable battery
* Multi-voltage travel charger
* USB cable
* Earphones
* Worldwide travel adapter set
* User guide

Please return the phone within one week of returning from your program.

FLAs are required to have a working phone abroad, but you are not required to use one of WORLD’s phones. You are welcome to use your personal phone; please just make sure you have an international plan. WORLD will reimburse you for international charges during your program. Be sure to submit your cell phone bill, highlighting the international plan costs and/or any additional charges. The reimbursable amount will come from the budget for the program, so be mindful to include it with the estimate.

# Academic Responsibility

As the Faculty Leader Abroad (FLA), you are expected to be fully involved in all the in-country activities and class work of the program. FLAs are expected to supervise all courses (if not teaching them), participate in program field trips, and be available for student and/or host institution consultation as needed.

You should also encourage students to attend all classes as well as the required program activities. They may need the occasional reminder that they are *studying* abroad, not just *traveling* abroad. Students may express concerns about cultural differences in the classroom (instruction, grading, etc.), and you can help them understand the differences and adapt to them. If you’re not teaching the courses on your particular program, your insight into the course content, classroom instruction, and program structure can help to ensure the academic integrity and overall success of the study abroad experience.

## Grading

On some study abroad programs, the FLA is solely responsible for grading students’ work, while on others the FLA assists the instructors at the host institution with evaluating students’ work. Students will naturally be interested in how, when, and by whom they will be graded, so it is important for the FLA to clarify all grading procedures and expectations with the host institution before the program begins. This information can then be clearly communicated to students via the course syllabus. Please be sure to communicate with students if all coursework must be completed in-country, or if a portion of your program’s assignments and grading will take place in the US.

## Faculty Off-Site Travel

As a Faculty Leader Abroad, you are required to be accessible to students 24/7 while in the host country. If you need to be away from the group, please be sure to make the following arrangements:

* Appoint a 24-hour emergency contact person (i.e., host institution coordinator) who can respond to any student concerns during your absence. This person needs to have a cell phone in order to maintain 24-hour availability.
* Discuss your off-site plans well in advance with WORLD staff, who will record the name and contact information of your appointed emergency contact person.
* Meet with your students as a group to let them know about your upcoming absence, as well as the name and contact information of your emergency contact person.

## Student Off-Site Travel

While some programs may not permit students to travel off-site due to time constraints and/or safety concerns, most programs do allow students to venture off independently over weekends or holidays. It is strongly suggested by WORLD that students communicate any off-site travel to their FLA. They should inform you of their travel itinerary, address/phone number of planned accommodation, a way to contact them in their absence, etc. Remember to encourage students to travel in groups of two or more, and remind them that unless otherwise noted in your program syllabus/guidelines, absences from class and other program activities are not excusable due to independent travel.

# Student Conduct

Students studying abroad may exhibit inappropriate behavior that you, as the Faculty Leader Abroad, will need to address. While many of the potential issues will be similar to situations you would encounter on campus, some of the issues can certainly involve the transition into, and unfamiliarity with, a new culture and environment. We want you to be as prepared as possible for any situation that should arise while you are abroad with your group, as inappropriate behavior is often the manifestation of a deeper issue such as homesickness, culture shock, fear, or depression.

The Stetson University Code of Community Standards also applies to students on study abroad programs, even during free time. A copy of the Code of Community Standards can be found in the appendix section of this handbook and [at this webpage](https://stetsonuniversity.navexone.com/content/dotNet/documents/?docid=719&public=true). It is also important to remember that the entire group must respect the laws and regulations of the host country.

If a student breaks the Code of Community Standards, you should both notify WORLD and fill out a Stetson University Incident Report online at <https://www.stetson.edu/other/report-it/>.

### Minor Behavioral Problems

Minor behavior problems that are not serious enough to warrant immediate dismissal from a program can have a negative effect on the program just the same. More importantly, negative behavior may impact the atmosphere and morale of the entire group, especially if it is allowed to escalate into major problems.

Examples of minor behavior problems include:

1. Excessive tardiness to class or class activities
2. Personality conflicts between program participants
3. Personal hygiene issues
4. Indifferent or rude behavior towards guests/guest speakers

One way to prevent minor behavior problems is to be proactive in your coordination and communication. It is best to provide strong encouragement of positive behavior, rather than setting rules, unless you are prepared to enforce such rules. Informal common-sense rules (such as travel in groups, always carry your cell phone, or notify the leader when you leave town) are recommended and can be agreed upon, reminding students they are active participants in the guideline-making process.

Should problems arise, it is generally best to talk to the student in private about the inappropriate behavior. You are also required to document the behavior on our Incident Reporting Form, and include your expectations on how the behavior can improve, which should also be discussed with the student. Should the behavior persist, WORLD will continue to work with you on assessing the situation and, if necessary, will facilitate the dismissal of a student from a program.

Keep in mind that students may make choices that do not break any laws or program regulations, but that you may find unwise (e.g. romantic involvement with a local). Address these choices only if you have good reason to believe the student is putting themselves in harm’s way. Remember to avoid making judgments and stick to issues of safety and well-being, as most students are accustomed to a great deal of freedom during their personal time here at Stetson and will expect the same abroad.

### Major Behavioral Problems

As indicated above, Stetson University expects study abroad participants to abide by the laws, regulations, and customs of the host country, community, institution, and program.

There are certain areas of major behavioral problems that must be reported back to the home campus:

* Conduct that violates SU’s Code of Community Standards
* Violation of the laws, rules and regulations, or customs of the host country, community, institution, and program
* Persistent behavior that is disruptive and detrimental to the group learning process and academic success of the program
* Conduct that damages or destroys property of another person, institution, or organization
* Behavior that gives the FLA and WORLD reasonable cause to believe that the continued presence of the student in the program constitutes a danger to the health or safety of themselves, other participants, other’s property, or threatens the future viability of the program
* Repeated offenses or severe infractions of the housing rules and regulations as established by the local facilities
* Alcohol misuse
* Physical or sexual assault
* Harassment
* Possession, use, or distribution of illegal drugs
* Setting a fire or possession of explosives
* Possession of a weapon
* Theft

### Alcohol

Inappropriate and/or excessive alcohol consumption is a serious problem with students across the nation. Alcohol consumption abroad can pose added health and security risks to students who may be unfamiliar with the language, cultural norms, and alcohol sanctions (or lack thereof) in another country. Even different altitudes will affect the intoxication levels of students, without them being aware of it. If alcohol consumption is affecting the general health of a student and/or causing interference with program participation, it is your responsibility to bring this to the attention of the student. The Incident Reporting Form (<https://www.stetson.edu/other/report-it/>) can be used to document this conversation, as well as the requested behavioral change.

Please also note that many of the hotels, residence halls, host institutions, and vendors we collaborate with have their own policies regarding on-site alcohol consumption. If such a policy is not in effect, it may be a good idea to implement one. Students will often purchase alcohol and consume it in their hotel/residence hall as a way to save money, but in many cases this can lead to binge drinking and disruptions.

Here at Stetson, it is our goal to encourage healthy behavior and mature choices for our study abroad participants. As a Faculty Leader Abroad, you will serve as an adult role model to our students and a representative of the University to our host institutions. Please keep this in mind with your own choices about alcohol consumption while serving as a Stetson University Faculty Leader Abroad.

As noted in the cash handling policy segment of the handbook, the program budget funds cannot be used toward the purchase or consumption of any alcohol for yourself, the students, or the host institution, vendor, provider, etc. No reimbursement will be provided for any alcohol purchase. It is also never appropriate for the FLA to purchase alcohol for students with his/her personal funds.

### Alcohol Misuse

Alcohol misuse is defined as any use that is harmful or potentially harmful to oneself or others. The planned, systematic misuse of alcohol becomes alcohol abuse. Alcohol misuse may be present when:

* A student misses any scheduled event because of the effects of alcohol consumption
* A student becomes ill due to the effects of alcohol consumption
* A student is disrespectful of others sharing the same housing, and congregates with loud groups for social purposes
* A student engages in inappropriate behavior toward other individuals as a result of alcohol consumption
* A student engages in destructive behavior toward property as a result of alcohol consumption
* A student does not abide by the laws of the country in which he or she is staying
* A student engages in behavior that causes embarrassment to the other members of the group, the faculty member(s) or the in-country host(s) as a result of alcohol consumption
* Students in a group facilitate/encourage or ignore a fellow student who is misusing or abusing alcohol
* Students transport alcohol to program sites with the intent of sharing the alcohol with the group.

Faculty Leaders Abroad may choose to report the behaviors above and any others they see fit for judicial action through Stetson’s Office of Community Standards using the online reporting form <https://www.stetson.edu/other/report-it>.

### Sexual Harassment

Sexual harassment abroad can sometimes be more difficult to discern due to cultural differences such as communication norms and variances in acceptable behavior. As a Faculty Leader Abroad, it is your responsibility to help students understand as much as they can about the cultural context where your program takes place. In turn, students must try to develop an understanding of acceptable behavior in the host culture. That being said, they should not feel as if they must tolerate unwelcome sexual comments or advances because they are foreigners, nor are they required to conform to cultural norms with which they are uncomfortable.

Stetson University takes sexual harassment very seriously and is committed to acting promptly and appropriately in support of a student, faculty member, or staff member who has been sexually harassed. As a representative of Stetson, you will be expected to respond appropriately if a student informs you that he/she has been sexually harassed. If the student informs you that he/she has been harassed by a host institution administrator, instructor, student (Stetson or otherwise), or a host family member, the following steps should be taken:

* Encourage the student to be assertive and inform the individual that this conduct is unwelcome and offensive.
* If applicable, immediately arrange new housing for the student.
* Ask the student to document in writing what happened (Incident Report Form).
* Report the situation to the host country administrator (host institution, organization, provider, etc.) if appropriate. Make all attempts to keep the identity of the student confidential.
* **Report the situation to WORLD immediately. Due to Title IX, all university employees (with the exception of the Chaplain and Counseling Center) are mandated reporters. If a student is sexually harassed or assaulted, you must report it.**

### Student Dismissal from Program

If the behavior of a student is threatening to themselves or others, and/or if it causes disruption to the program, inform Stetson immediately. You can discuss the situation with WORLD and agree upon the appropriate course of action to take. You will be asked to provide written documentation (using the Incident Reporting Form) of the incident. WORLD will then contact the **Office of Community Standards** to assist with the next steps and action. Students that are determined to need to be sent home must repay the university for the extra expense incurred for the early return to the U.S. WORLD will cover the cost, but the student will be billed an extra fee and that fee will remain on their account until it has been reconciled.

Please note that Faculty Leaders Abroad cannot summarily dismiss a student from a study abroad program; due process must be observed for any student participating in a Stetson University program. The final decision on whether or not a student should be dismissed is one that requires approval from the faculty member, WORLD, and the Provost’s office.

### Student Withdrawing from Program

Occasionally, a student will decide to withdraw early from a study abroad program. If a student conveys to you that they wish to withdraw early, try to find out the reason(s). Often these situations can be resolved in-country, without resorting to withdrawal. Some possible underlying causes to consider:

* Homesickness/lack of communication with home
* Family situations at home
* Unhappy with the program structure or content (including excursions)
* Health issues
* Dissatisfaction with roommates and/or accommodations

Try to help the student understand the benefits of completing the program versus the ramifications (both financial and academic) of withdrawing from the program. If, however, the student is determined to leave the program early, please inform WORLD before the student departs the country of study. WORLD will endeavor to speak to the student via telephone or Skype to answer questions about possible refunds, financial aid, and other matters. You will need to document a withdrawal, as well as any special circumstances, by completing the Incident Reporting Form.

# Safety and Emergency Procedures

The safety, security, and well-being of Stetson University students abroad is our highest priority. WORLD adheres to the recommendations of the US Department of State as well as the advice of experts in the field and at the University when determining if a specific location and/or program is a safe option for students. We also encourage you and your students to visit the State Department’s website (<http://www.travel.state.gov>) for pointers on how to have a safe experience abroad. They have developed a very comprehensive website aimed at providing health and safety resources geared toward students studying abroad, which can be found at [this website link.](https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-with-special-considerations/students.html)

### Precautions

As you know, numerous precautions are taken prior to students’ departure to ensure that Stetson’s study abroad programs occur in a safe environment. Nevertheless circumstances sometimes arise that could put students’ health and safety at risk. The safety issues that students most commonly face while abroad are usually avoidable with adequate precaution and sensibility:

* Traffic/pedestrian accidents
* Theft/pickpocketing
* Personal injury
* Health problems
  + Excessive alcohol
  + Lack of sleep
  + Unfamiliar poor diet/unsafe drinking water

While these issues are discussed at both the student and FLA orientation sessions, it is important for the FLA to revisit health and safety concerns with the students at the in-country orientation as well. Planning ahead can ease the impact of an unforeseen situation. Many FLAs find it helpful to determine an emergency meeting spot and/or set up a notification chain among their students. It is also a good idea to determine a back-up FLA (host institution coordinator, another faculty abroad, etc.) in the event of an emergency.

### What Constitutes an Emergency?

*Incident/Accident/Illness:* Student or staff member requiring more than routine medical care.

*Crimes/Arrests:* Crimes committed by or against a student, including physical and sexual assault, drug and alcohol related incidents.

*Psychological Emergencies:* Suicide threats and attempts, serious eating disorders, erratic or threatening behavior due to mental health related conditions.

*Death:* Student or staff member.

*Natural Disaster, Terrorism, Fire, Flood or Other Incident:* Within the city, region or country of the program requiring special assistance or relocation.

*Evacuation:* Natural Disaster/Terrorism/War/Political Emergency

*Pandemic:* A global disease outbreak.

While these issues are discussed at both the student and FLA orientation sessions, it is important for the FLA to revisit health and safety concerns with the students at the in-country orientation as well. Planning ahead can ease the impact of an unforeseen situation. Many FLAs find it helpful to determine an emergency meeting spot and/or set up a notification chain among their students. It is also a good idea to determine a back-up FLA (host institution coordinator, another faculty abroad, etc.) in the event of an emergency.

### Medical Emergencies

1. Transport student(s) to where they can receive emergency medical care. You should accompany the student to the hospital/clinic and assist in any way to ensure care is received.
2. If there is a psychological issue during World working hours, please contact the director. If WORLD is not open, please contact Stetson Public Safety at (386) 822-7300.
3. Ascertain that the other students are notified of your whereabouts and have an alternative emergency contact number.
4. Report the medical emergency to AIG. They will need the following information from you:
   1. Student name
   2. Stetson Membership Number:
   3. Exact location of the student (name, address, and phone of hospital)
   4. Name of physician providing care to the student
   5. Student’s current condition
   6. Phone number where you can be reached (mobile phone, hospital, hotel, etc.)
5. Keep detailed notes on any conversations you have with AIG and with any health care professionals where the student is receiving care and keep any receipts or invoices that are given to you for services.
6. Be sure you have all contact information for the student and yourself available and are able to discuss the situation with WORLD.
7. Notify the host institution (if applicable) of the situation, as well as the location of the student. If necessary, ask for a representative from the host institution who can act as a translator at the emergency medical care location.
8. Establish a consistent (e.g. hourly or daily) telephone schedule with WORLD in order to provide additional information as it becomes available and to give updates on the condition of the student. WORLD will be in contact with appropriate university personnel as required.
9. Maintain regular contact with the student receiving medical care, as well as with the medical providers. Remain at the hospital/clinic with the student if necessary.
10. After speaking with WORLD, hold a meeting with the other students to inform them of the situation. Keep them informed of your location and contact information if you are required to travel off-site.
11. Offer assistance to the student if he/she wishes to contact family. (AIG will also provide a bedside visit for a family member if the situation necessitates such care.)
12. Keep constant access to your cell phone so you are able to make and receive calls 24/7.

\*\*\*Note: Again, FLAs should NOT pay for the hospital expenses on behalf of the student, unless treatment is being withheld or it is a life-threatening situation.

### Sexual Assault

It is important to have a discussion with the students on the risks of sexual assault. You are advised to have an on-site orientation. During this orientation you can address the risks and reminds students how they can prevent sexual assault as well as what they should do in the event that they are sexually assaulted. Continuous reminders about unsafe neighborhoods, a list of recommended taxi companies (if applicable), and a group travel policy can be helpful reminders. Monitoring student behavior and calling students out on risk behavior (and completing an incident report if necessary) are vital to the success of the program and the safety of the students.

### After an Assault

In the event that a student is assaulted, you can immediately help them by providing appropriate support. Help them to contact local hospitals, authorities, and the host institution (if applicable).

Remind impacted students that it is NOT their fault. Discuss options (when they are ready) about filing police reports and completing a rape kit if available.  **You must also fill out an incident and/or Title IX report with Stetson.**

Some warning signs to watch for if you suspect a student has been assaulted include behaviors such as students acting distant, choosing not to participate in many activities, being overly or uncharacteristically quiet, isolating themselves from other students, being angry or spontaneous, engaging in risky behaviors, crying, being overly sensitive, behaving in an inappropriately sexual manner, or seeming nervous and ill at ease.

### Helpful Resources

* Stetson University Counseling Center
* Stetson Counseling hotline for times outside of normal business hours
* Rape or sexual assault crisis lines
* Peers
* Program staff
* Local counselors/clinics/hospitals
* Student’s family
* Police

### Self-Care

Be sure to take care of yourself throughout the program, and especially in crisis situations. You need to remain calm, healthy, safe, and functional in order to support the student in crisis and the group as a whole. FLAs can use Stetson’s resources as well should you encounter any issues yourself.

### Documenting an Emergency

Careful documentation is a key component of Stetson’s plan to assure accuracy of information, clarity in communication flow, and efficiency of incident management. All primary players can refer to a concise timeline of events, communications, participants, and actions. A detailed record of events is demonstration of due diligence in Stetson University’s decision making and communications when responding to emergencies. For all incidents please complete the Incident Report Form located on the WORLD website. Successful management of an emergency must include keeping all appropriate constituents informed of events in a complete, ongoing, and timely manner. During an emergency response Stetson University staff will often utilize email as the primary means of communication, but as FLA you should be accessible by phone 24/7. Group distributions with updated information may be sent to students, emergency contacts, or home office and host partners. These written communications are important to document response, keep constituents up-to-date, lessen time required for individual communications, and show due diligence. It is important to be clear, factual, and professional in these communications.

### Non-Medical Emergencies

Examples include: non-life threatening medical issues, loss or theft of items, changes in flight or travel schedules, serious behavior problems, or student issues at home.

1. Call Stetson’s Public Safety Office at 386-822-7300. If it involves a specific student, be sure you have all contact information for the student and yourself available and that you are able to discuss the situation with WORLD staff.
2. Document (in writing) the situation, including the student’s name, nature of the incident, location, time, etc. Remember to use the online Incident Report Form and inform WORLD once it has been submitted.
3. After speaking with WORLD, hold a meeting with the other students to inform them of the situation. Make yourself available to students to field any questions and address any concerns they may have. Keep them informed of your location and contact information if you are required to travel off-site.
4. Inform host institution (if applicable) and any other on-site academic directors. Request their assistance in responding appropriately to the emergency situation and to student needs. You may also request their assistance in filing a local police report if one is required, as well as contacting the nearest US consulate or embassy.
5. Establish a consistent (e.g. hourly or daily) telephone schedule with WORLD in order to provide additional information as it becomes available and to give updates on the condition of the student.
6. Keep constant access to your cell phone so you are able to make and receive calls 24/7.

# Group Dynamics and Conflict

## Stetson’s students are diverse. Among the students studying abroad with you, there will be students of varying races, religions, ethnicities, sexual orientations, languages, backgrounds, and life experiences. While diversity is a good thing, it can lead to conflict. Some students may even have learning differences or physical disabilities and it is important to both be aware of these issues and make the student comfortable in a group setting by handling these issues correctly. Some students may have issues that the rest of the group will need to be made aware of and other issues are best kept privately between the student and the FLA. Allow for students to alert you to their various situations before leaving for the trip and ensure that each student is aware of living arrangements and settings that may put them in close contact. Ultimately the goal of study abroad is to make students aware of other peoples and cultures and being more accepting of their fellow students is one step in that direction but do be aware that some students will have conflicts stemming from their various differences.

### Despite your best efforts, there will likely be at least some conflict among the students during the trip. This can vary in severity based on the length of the trip and the specific group dynamics, but regardless it is good to be prepared for some conflict resolution. It might be wise to address the conflict resolution process in the arrival orientation, so students know what to do in the event that they have an issue with another student.

### Effective Conflict Mediation

## View the group as a team. A major advantage a group has over an individual is its diversity of resources, knowledge, and ideas. However, diversity also produces conflict. Conflict arises from differences. When individuals come together in groups their differences contribute to the creation of conflict. It is often difficult to expose the sources of conflict. Conflict can arise from numerous sources within a group setting and generally falls into three categories as it relates to study abroad: communication factors, structural factors, and personal factors. Barriers to communication are among the most important factors and can be a major source of misunderstanding.

## Communication barriers include poor listening skills, insufficient sharing of information, differences in interpretation and perception, and nonverbal cues being ignored or missed. Personal factors include things such as an individual's self-esteem, their personal goals, values, and needs. In order for conflict to be dealt with successfully, faculty and group members must understand its impact on individuals and the group as a whole.

## Conflict in groups is not necessarily destructive, however. Conflict can be considered positive, as it facilitates the surfacing of important issues and provides opportunities for people to develop their communication and interpersonal skills. Conflict becomes negative when it is left to escalate to the point where people begin to feel defeated, and a combative climate of distrust and suspicion develops. Negative conflict can destroy a group quickly and often arises from poor planning. Being aware of the potential for negative conflict to occur and taking the necessary steps to ensure good planning will help prevent unhelpful disagreements among students.

## When negative conflict does occur, there are five accepted methods for handling it. Each can be used effectively in different circumstances.

## Direct Approach: This may be the best approach of all. It concentrates on the leader confronting the issue head-on. Though conflict is uncomfortable to deal with, it is best to look at issues objectively and to face them as they are. If criticism is used, it must be constructive to the recipients. This approach counts on the techniques of problem-solving and normally leaves everyone with a sense of resolution, because issues are brought to the surface and dealt with.

## Bargaining: This is an excellent technique when both parties have ideas on a solution yet cannot find common ground. Often a third party, such as a group leader, is needed to help find the compromise. Compromise involves give and take on both sides, however, and usually ends up with both walking away equally dissatisfied.

## Enforcement: Avoid using this method, if possible, it can bring about hard feelings toward the leader and the group. This technique is only used when it is obvious that a member does not want to be a group player and refuses to work with the rest. It could be necessary that an individual needs to be removed from the group.

## Retreat: Only use this method when the problem isn't real to begin with. By simply avoiding it or working around it, a leader can often delay long enough for the individual to cool off. When used in the right environment by an experienced leader this technique can help to prevent minor incidents that are the result of someone having a bad day from becoming real problems that should never have occurred.

## De-emphasis: This is a form of bargaining where the emphasis is on the areas of agreement. When parties realize that there are areas where they are in agreement, they can often begin to move in a new direction.

# Travel-Pack Components

When leading any study abroad program, it is essential for a FLA to have adequate documentation with them in the host country. This “packet” can be electronic (a USB drive) or hard copy (a binder), and you are required to have these documents and information with you at all times for the duration of the program abroad.

You should compile the following information and documents from students on your program (WORLD can assist with this upon request). Several of the forms listed below have been included in the appendix section of this handbook for your reference. Should you need additional copies, we are happy to send the electronic version, or you can access them on our website at [world.stetson.edu](file:///C:\Users\mwelsh\Downloads\world.stetson.edu). Please remind students to submit their required documents (travel itinerary, passport copy, health information form, risk/release form, and emergency contact information) to WORLD via our website no later than three weeks prior to departure. These deadlines will be listed on the students’ online application pages for their reference.

At a minimum, the pack should include the following items:

* Copies of students’ passports (and visas or resident cards, if applicable)
* Student health information forms
* Flight and travel itineraries for all students, as well as the group’s main itinerary
* Contact information
  + Host institution and/or travel agent (if applicable)
  + Accommodations (hotel, university, etc.)
  + Local medical provider, ACE insurance, and International SOS card
  + Nearest US embassy or consulate
  + WORLD and Stetson 24/7 emergency numbers

You may also want to consider adding some of the following items, depending on your familiarity with the location and the specific demands of your program:

* Any program/student checklists
* References (CDC guidelines, State Department warnings, language resources, blog updates, etc.)
* Stetson University travel policies
* Copy of your passport and health information form
* Outline of the contingency/emergency plan for your group
* Materials for your on-site orientation session
* Fiscal ledger sheet (to record all cash advance transactions)
* Grade sheet (if applicable)

# Post-Program Activities and Responsibilities

### Grades

You will need to submit your grades as normal, following departmental and Registrar guidelines and timelines. Depending on the time of travel in relation to the Stetson University academic calendar, you may be required to submit grades while you are still abroad. Notify students of missing work if necessary.

### Fiscal

You are required to submit receipts for all payments made on your account within 7 days of the end of your program or if stay abroad you must submit your receipts 7 days upon your return to the U.S. If further reconciliation is needed, you will meet with WORLD to go over final details of the program’s budget and begin looking toward figures for next year.

### Evaluation and Assessment

Your department may have required evaluations for you to complete upon return to campus. You will also be required to submit a one-page write-up of your experience to WORLD. This write-up should include trip highlights and ideas for improving the trip for next year.

### Moving Forward

We hope that you will plan to offer your program again next year! Please contact WORLD as soon as you determine if you will continue your program to help with the proposal process, program marketing and recruiting, budgeting, and making overseas arrangements. You will also want to maintain contact with former participants, as they can be a great resource in talking about the program with prospective students. With this in mind, also expect that your students may call on you for references, support, and advice. In many cases, students’ career and academic goals can be altered over the course of a study abroad experience, and they may ask for your input and suggestions. Also keep in mind that both you and the students could face some readjustment issues to life back in the US. Sometimes students feel that their study abroad classmates and Faculty Leaders Abroad are the only ones who can fully understand and appreciate the significance of their experience abroad. Encourage your students to get involved in the various facets of campus life geared toward culture, service learning, adjustment, and career counseling.

# Thank You

Again, many thanks from all of us at World. Thank you for your leadership efforts in directing a study abroad program here at Stetson University. Your continued involvement and enthusiasm certainly contribute to the expansion of study abroad at Stetson, and our goals of an ever-increasing number of students participating in programs abroad. We hope your experience was a positive one and that you will continue to serve as a Faculty Leader Abroad in the future. Thank you again, and please keep in touch!

**Group Expectations Contract [Example]**

Faculty, please feel free to have your students draft their own expectations and guidelines.

**Course number(s):**

**Faculty member(s):**

**Term:**

**Group Expectations:**

**Live life and experience your surroundings**

• Don’t be afraid to try something new

• Have a positive attitude

• Bring your sense of humor

**Be considerate of others**

• Be patient and helpful. Some members of the group have not yet traveled abroad and may be apprehensive or have questions that seem obvious to you. Help those people with kindness

• Try to include others (maybe a classmate you don’t already know) in some of your free time activities, meals, or leisure.

• If you’re planning to go somewhere specific, let everyone know so that others can

go along if they want (i.e. dinner, evening event, free day event).

• Stop talking and listen when the tour guide or professors speak, so that everyone can know what is going on and where to be.

• Be punctual! To be early is to be on time, and you do not want to get left behind or make others wait for you. Respect others’ time and don’t be late.

• No one should bring more luggage than he/she can carry alone.

• Practice common courtesy in the hotel/hostel/host family/dorms/etc., especially during the overnight hours. Remember there are other people staying where you are, and you should be respectful of them as well.

• Be respectful of other people’s interests. We will be visiting a variety of places as a group, and some activities may not be as interesting to you as they are to other participants.

**Be safe**

• Let others know where you are going (and if possible, go with a buddy). Someone should always know where you are.

• Don’t take risks that may put you in danger.

• Make good decisions.

• No one should cause fights or arguments over unimportant matters.

• Drink in moderation.

**Behave appropriately**

• Remember that your behavior will contribute to how people in your host country may view Americans, college students, and Stetson University.