



OLD DOMINION
UNIVERSITY

IDEA FUSION

ODU Faculty Leader Study Abroad Program Handbook



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Introduction:

“Who, What, When, & Whys” of ODU Faculty-led Study Abroad

What does the term “Study Abroad” mean?

There are many kinds of experiences that get subsumed under the rubric of “Study Abroad” or “International Exchange” – ranging from the traditional “junior year abroad” to the one-week “if-it’s-Tuesday-it-must-be-Belgium” sightseeing tour dashing from one capital city to another in Europe. At most comprehensive universities like ours, it is recognized that a range of international study opportunities are needed in order to serve the needs and possibilities of a diverse student body. Consistent with this thinking we have developed a wide-ranging set of study abroad opportunities for the Old Dominion University (ODU) student body. At ODU, we:

- provide reciprocal semester- and academic-year exchange opportunities at over 100 partner institutions abroad;
- send students on accredited semester- and academic-year study abroad programs;
- offer summer programs at selected language institutes abroad;
- help students find international internships and work exchange programs; and,
- offer a number of faculty-led programs.

If you are not already familiar with the range of study abroad offerings and services at ODU, we hope you will become familiar with them by reviewing our Office of Study Abroad (OSA) brochure – and then encouraging your students to do the same! We will only increase ODU student participation in study abroad significantly when faculty members encourage their students to consider the many international opportunities available to them. We’ll be glad to personally visit your classes to promote study abroad opportunities!

Most study abroad professionals dream of finding themselves in a situation where many students at their institution study internationally for an academic year or at least for a full semester, preferably as an exchange student at a partner university. The benefits of a long-term experience substantially integrated into another culture are obvious to us. In recent years, approximately 30 Old Dominion students have participated in semester-long education abroad each semester – a number that represents a dramatic increase in recent years, though still shy of the potential we think is achievable. Recently, we have had ODU students study on exchange in Japan, the UK, Australia, Egypt, Denmark, Korea, France, Germany and Ghana, and have sent other students on affiliated study abroad programs in a number of other countries, indicating that Old Dominion students *are* interested in a

wide range of international experiences and *will* participate in semester-long programs at universities around the world.

But a significant number of our students, for a variety of reasons, cannot or will not commit to a year or a semester abroad, even if they are genuinely interested in obtaining international experience in college. (Again, this is consistent with the experience of most of our peer institutions.) These are the students who may be best served by a short-term program abroad, typically through a 4-6 week language and culture program, through a summer program offered by one of the numerous universities or consortia that make programs available to students outside their campus, or through programs led by ODU faculty and offered through the ODU Office of Study Abroad. At present about 150 Old Dominion students participate in one of these types of “short-term” programs, more than half of them on ODU faculty-led study abroad programs.

Short-term programs offer the flexibility of focusing on a particular topic in a specific locale and can provide unique and exciting opportunities across the curriculum, from “Castles and Cathedrals” to “East Asian Business and Culture in Korea & China” to “Travel Writing in Spain” to “Commerce, Communication and Culture in Brazil.” Ask the Office of Study Abroad for descriptions of recent and current programs.

Why should I be interested in study abroad for my students?

Strategic Goal Number 5 of Old Dominion University’s 2009-14 Strategic Plan is to Expand International Connections. Old Dominion is already a recognized U. S. leader in the international composition of our student body – at this writing, over 1100 international students and scholars from roughly 110 countries enrich the diversity on our campus. These individuals bring a variety of cultural experiences that enhance our classrooms and our community in many ways every day. A complementary side of International Education is the enrichment of our U.S. students’ college experience - beyond that provided by their contact with our international students and faculty - through a significant international experience of their own. While it would be wonderful to say that the number of Old Dominion students from the U.S. who study abroad equals the number of international students on campus, the current reality is that about 250 of them study abroad in any given year, a figure that is consistent with the level of study abroad participation at most of our peer institutions.

Who leads ODU faculty-led study abroad programs?

Faculty-led study abroad programs are led by enthusiastic and energetic Old Dominion faculty, with appropriate experience abroad, who have the endorsement of the appropriate university officers. Faculty members need the full support of their college and department, as well as the Office of Study Abroad, to succeed in organizing and leading a successful faculty-led program. The Director of Study Abroad welcomes program ideas, however tentative, at any time and will work with you to develop the idea, and seek departmental and college-level support. Your final proposal must have the requisite academic content and rigor to merit a departmental course designation and assignment of academic credit, cite sufficient background and/or experience in the host country to be able to achieve the intellectual and logistical goals of the course and program, and have a clear idea of the intended audience.

All these basic requirements having been met, experience has shown that most faculty-led study abroad programs rise or fall on the ability of the faculty leader to directly encourage students and convince them of the value of participating in the program. Few programs sell themselves. To be successful, faculty interested in leading programs abroad need to project a sincere enthusiasm for their program and be willing to extend themselves and actively convey their enthusiasm to potential participants.

When are ODU faculty-led study abroad programs offered?

Most ODU short-term faculty-led programs have traditionally been offered in the summer, the majority taking place shortly after the end of the spring semester. (Some faculty-led programs are also offered during Spring Break.) The advantages of an early summer time frame are several: the weather is pleasant in many places in the world; “shoulder season” (as opposed to “high season”) rates for airfare and hotels are still in effect; the summer tourist season is not yet in full swing; students can anticipate going on the program and returning early enough in the summer to get a job and earn some income; students, if interested, can take additional summer courses following their study abroad program; and universities abroad are often still in session and connections with faculty and students abroad are therefore easier at this time.

Mid- or late-summer programs, however, can potentially benefit from the availability of low-cost student housing abroad, and may be conducted successfully despite the lack of early-summer advantages noted above. Before settling on specific program dates, it is critical to think carefully about academic and logistical reasons and possibilities supporting the choice.

Most faculty-led programs range in length between 2-4 weeks and all must offer sufficient contact hours (as well as content) to merit the number of credits attached to the course; since students often find a smaller credit module unhelpful in making progress towards their degrees, most programs carry 3 credits. Obviously, the longer the program contemplated the more reason to select summer dates. As noted earlier, Spring Break (with the program starting a few days before the official start date and additional classes conducted on campus before and after the group is abroad) has also been done successfully.

Consideration must also be given to the question of what other faculty-led programs are being contemplated for upcoming Spring Break or Summer Break periods. If a faculty colleague has already planned a program focusing on the development of medieval cities in Iberia, for example, you might want to modify the timing or subject of your program idea for Spain and Portugal. For this reason alone, early contact with the Office of Study Abroad is important to the development your faculty-led study abroad program proposal.

Program Proposal Information

The Office of Study Abroad is continually looking for new, high-quality faculty-led study abroad programs. This section aims to help prospective faculty leaders in understanding the proposal process and in developing their study abroad program.

Concept and Program Planning

Experience has shown us that strong, well developed program concepts lead to smoother program development and implementation, which results in stronger, more rewarding study abroad programs. Again, faculty are encouraged to consult the Director of Study Abroad and the Study Abroad Coordinator to refine the program concept. Brainstorm with colleagues, significant others and students.

Faculty leaders should consider the follow questions while developing a program:

Academics:

- What course(s) would relate to the study abroad program? Is there the potential for cross-listing? Is it at the undergraduate or graduate level, or both?
- What are the academic and educational objectives of this program and course?
- How are those objectives enhanced by the location, duration, and timing of the program? Does the program offer something unique that could not be accomplished on campus?
- Does the program fulfill a curricular need for the department, academic major or minor, or a general education requirement?
- Does the course/program adhere to ODU's academic standards and course expectations (i.e., for the academic credit)?

Programmatic:

- What is the best time to offer this program?
- What is the best model for this program?
- How long should the program be to be most effective and most appealing to students?
- What experiences should be included to optimize student learning and the appeal of the program?
- Is the destination politically and economically safe and stable?
- What type of accommodations is most appropriate?

- Can you take advantage of local expertise or local contacts to enhance the program?
- How affordable is this program, given the location, duration, and experiences?
- How will you recruit students for this program?
- If a significant amount of travel is contemplated, how many different locations are feasible and desirable within the time frame you are contemplating?
- If you were an ODU student from the target audience, what would you find most appealing about the learning objectives, planned activities, locations, requirements, etc.?

It is helpful at this point to draft one or two day-by-day program itineraries to see how your ideas translate on paper. The potential itinerary can be submitted along with the program proposal. See Appendix for some examples from flyers for recent programs.

Program Proposal Process

The Office of Study Abroad has a proposal process for all new faculty-led study abroad programs. Interested faculty are encouraged to attend the Study Abroad Faculty Leader Information Sessions offered by the Office of Study Abroad to gain additional insights and understanding about the proposal process. In addition, faculty are welcome to meet with both the Director of Study Abroad and the Study Abroad Coordinator to discuss their ideas for a study abroad program, general program design, best practices, potential student interest, and overall feasibility.

All new programs must be proposed by June 1 of the year preceding the study abroad program. The program proposal form ([see Appendix A](#)) requires faculty leaders to outline the rationale for the program, possible program activities, recruitment strategies, and his or her international experience as it relates to the program, course and study abroad. In addition, the syllabus for the proposed course corresponding with the study abroad program must be included. The proposal must be signed by the appropriate Departmental Chair and the Dean, indicating approval for the course and support for the program.

Proposals are analyzed by the Faculty-led Study Abroad Program Selection Committee, which is comprised of OSA staff and members of the campus community. In the past this has included department chairs, academic advisors, and deans. The Selection Committee evaluates programs based on the academic merit and faculty connection to the program location and/or course curriculum; the likelihood of attracting 12 or more students on an annual basis; student safety and program risk management concerns in design and

implementation; and, the creation of a diverse pool of program offerings aiming to maximize student participation. To that end, faculty are encouraged to provide the most detailed and accurate information possible in their proposals.

Key Considerations in Program Selection

Feasibility must by necessity include a realistic assessment of success: No one wants to commit time and resources to a study abroad program that has little chance of realizing its goals. It is very discouraging – to faculty, staff and students alike – to offer programs that later have to be canceled due to insufficient enrollment. Everyone involved in deciding which programs Old Dominion offers needs to make an honest and frank assessment of proposed programs and share that appraisal with you.

The Faculty-led Study Abroad Program Selection Committee seriously considers each program proposal. However, the Office of Study Abroad cannot necessarily support and sustain every program that is proposed. Time and resources are finite, and there is a limit to the number of programs that can be planned.

The Selection Committee, then, must select the programs that are of the highest quality, have a strong likelihood of attracting sufficient enrollment and that will diversify the overall program offerings. The Selection Committee evaluates programs individually based on:

- Academic quality of the program;
- Strength of the itinerary and activities;
- Recruitment plan and the potential student pool;
- Relationship between the course and the location/activities;
- Faculty experience with the subject matter and location; and,
- Extent to which the program fulfills an OSA or departmental need.

The Office of Study Abroad strives to offer programs that best serve the broadest range of ODU students, based on geographical interest and academic subject. Therefore, quality programs are also evaluated comparatively to other study abroad programs. The Selection Committee also evaluates programs based on their relationship to other programs:

- Diversity of location;
- Diversity of subject;
- Key “target” subject area (non-traditional majors or those with high enrollments);

- Timing (spring break vs. summer break); and,
- Need fulfillment. (Does the proposed program fulfill a need that is not met by other study abroad programs?)

Proposal Timeline

Successful program development and execution takes time. Program planning should start well in advance of the proposal deadline of June 1 of the year prior to the program. Ideally, it is desirable to have a 12-18 month lead time from conception to realization of the program. A program planned for the summer of 2012 should be discussed with your department, college and the Office of Study Abroad in the winter/spring of 2011. The longer advance and planning time we have for your exciting study abroad program idea, the more support we can provide. [\(See Appendix B\)](#) for full program timeline.

Program Development

Program Development Considerations

The Study Abroad Coordinator works closely with the faculty leader to develop the specifics of the program beyond the program proposal – in other words to make the program a feasible reality. In many cases, this involves communicating with and occasionally outsourcing program components to study abroad third-party providers and other on-site contacts to arrange and finalize program arrangements. However, to a large extent, most of the program coordination is completed in house, which allows us to keep program costs at a minimum. The Study Abroad Coordinator will take the primary lead in communicating with the on-site contacts for program development. However, faculty members are encouraged to take advantage of personal and professional contacts, and are welcome to serve as the point-person to initiate these discussions.

The Study Abroad Coordinator and the faculty leader need to communicate regularly in order to develop the program effectively and in a timely manner. Ideally, the major details of the program and program itinerary will be solidified by the middle of August so that accurate advising for the programs can begin, and active program promotion can begin in earnest when students return to campus for the fall semester.

When developing the program components and itinerary, faculty should consider the following to ensure the most beneficial and successful program possible:

- Is the length of the program appropriate for the course? Keep in mind that, in general, the longer a program is, the higher the cost. Does each activity/site visit closely relate to the course content? Does each add significant value to the program?
- Is the program itinerary appropriate? Does the order of the activities make sense? Is there a good balance of academic/programmatic time and free time?
- What components are required, and which are optional?
- Is there an opportunity for students to gain cultural insights and interact with the host culture?
- Is the academic course time appropriate for the credit earned? Remember, a 3-credit hour class requires 45 contact hours.

The Office of Study Abroad supports high quality programs. However, we also recognize that cost plays a significant role in student participation. The length of time, the number

and type of activities, accommodations, transportation and other factors all contribute to the cost of a program, so serious thought should be given to each component.

Budget Development

Based on the program itinerary, the budget for the program is created. Budget development outlines all anticipated costs for the program, and results in the per-student cost of the program.

The following expenses are built into each program's budget:

- Transportation costs for the group, including airfare and any group transportation necessary for the program;
- Accommodations costs, which are typically based on shared accommodations;
- Visa costs, if required for the program destination;
- Admissions costs to any activity associated with the program;
- Honorariums, tips and gratuities;
- Group meals, if desired;
- Health insurance and emergency response assistance;
- Faculty program leader(s) per diem, transportation, accommodations, and other costs;
- Contingency costs for the event of unforeseen costs and currency fluctuation; and,
- Study Abroad administration fee.

The cost of the program is then divided among the anticipated number of student participants. Once this budget is set, additional costs cannot arbitrarily be added to the program.

Faculty program leaders are often involved in making decisions regarding arrangements of various kinds in the locations to be visited. It is critical, nonetheless, that contracts with anyone receiving payment for services – such as airlines, ground operators providing hotel accommodations and other services, tour operators, transportation companies, and the like – be negotiated through the Office of Study Abroad and not by individual faculty members. Honorariums, tips or similar payments to individuals should be anticipated and incorporated into the program budget. Flight arrangements may benefit from a faculty leader's past experience and contacts with specialty travel agencies, but contracting flights for a group may involve special concerns (schedules, cancellation penalties, price considerations, etc.) and, by Old Dominion University policy, must be negotiated with CI Travel. CI Travel will waive their option when they cannot match airfares by other agencies, but must nevertheless receive a formal request to do so, and cannot be

conducted by a faculty member acting as an individual agent. While faculty should feel free to suggest preferred agencies, airlines, flight schedules, hotels, transport while abroad, etc., the final arrangements must be negotiated by the Office of Study Abroad on behalf of the University.

Course Creation

It is the faculty's responsibility to work with their department, and those departments through which their course is cross-listed, to get the appropriate course sections created. These courses should be capped at zero students in order to ensure that only students who have registered for the study abroad program can register for the course.

Go/No Go Considerations

No one wants to put work into a course or program offering (whether on- or off-campus) only to see it be canceled. Two situations, however, warrant special attention in this regard: The safety of student and faculty participants, and the number of students enrolled.

Safety

Proposed programs to destinations where safety concerns have arisen, even if the concerns arise at the last minute, may have to be canceled. Political developments or weather or other natural disasters may make it prudent to cancel a program for safety reasons. Normally the University will not let a program continue to a region or country where the U.S. State Department has issued a Travel Warning, which are issued when long-term, protracted conditions make a country dangerous or unstable, leading the State Department to recommend that Americans avoid or consider the risk of travel. The Office of Study Abroad monitors such developments and consults with appropriate University officers (including the faculty director) concerning any decision to cancel a program based on safety considerations.

Enrollment

Undersubscribed courses/programs and the decision to cancel or continue require consultation with the dean of the college offering the course(s) that provide academic credit for the study abroad program and with the Office of Study Abroad and Office of International Programs, which budget the programs. Lower than anticipated enrollments potentially affect both the program budget (which is based on a projected number of

participants) and the faculty salary (which is based on minimum course enrollment). Please note that students registering through the Virginia Tidewater Consortium (VTC) pay home school tuition, and thus do not contribute to the ODU faculty member(s) salary or to the course enrollments as tabulated by ODU. Enrollments of VTC students, though, can be quite helpful in reducing program costs for individual student participants. Consulting with the appropriate college deans, OSA and OIP will make every effort to see that faculty-led study abroad programs are realized. Programs that have not attracted more than a few ODU students, however, are not usually financially feasible to administer. Both program faculty leaders and already-registered students need to know with reasonable lead time whether or not the program is going so that they have sufficient time to make alternative plans, if necessary. Assessment of the program status normally begins at the priority deadline – mid-November for Spring Break programs, and mid-February for Summer Break programs.

Participation of Family Members, Other ODU Faculty, and Community Members

All interested participants are encouraged to contact the Study Abroad Coordinator to discuss possible participation. However, special consideration must be given to non-ODU students.

Spouses and partners of faculty leading study abroad programs may be eligible for participation in the faculty-led study abroad program. Spouses are not required to register for the corresponding course, as all other participants would be. Spouses will be charged to cover their costs, but will not have to cover the cost of the faculty leader(s) or the study abroad administrative fee. The Office of Study Abroad needs to know by the application deadline whether the spouse of the program leader will accompany the program in order to make necessary arrangements.

On a case-by-case basis, other ODU faculty not leading the program may also be able to participate. Accompanying faculty are not required to register for the corresponding course. Faculty will be charged to cover their costs, but will not have to cover the cost of the faculty leader(s) or the Study Abroad administrative fee. (Additional costs may be required for single accommodation supplements.) The Office of Study Abroad needs to know by the application deadline if additional ODU faculty members will accompany the program in order to make necessary arrangements.

Community members may be eligible to participate in ODU faculty-led study abroad programs, provided they meet the minimum requirements. Community members are

required to register for the course as a non-degree seeking student, and pay the associated University application fee, tuition costs, and program fee.

Program Promotion and Recruitment

Importance of Recruitment

Faculty-led study abroad programs and their corresponding courses, like other ODU courses, typically require a minimum enrollment of 12 ODU students. Unfortunately, this is often a challenge. Study abroad programs are not typically required or established courses, so special efforts will be needed to make students aware of the opportunity and motivate them to consider how it can benefit them and their education in a significant way. Some students will eagerly seek this kind of experience, but most need to be convinced of the unique added value of studying in another culture. And all students have many other priorities and interests competing for their time and financial resources.

While the Office of Study Abroad does its utmost to promote study abroad, both generally and on a program-specific basis, we are not solely responsible for marketing faculty-led study abroad programs. We work with individual faculty to recruit students for programs, but experience has shown that the most effective recruiters are the program's faculty leader(s) and former students.

As a faculty leader, you have to make a personal and concerted effort to promote your program directly to students through a variety of methods. Your experience, enthusiasm and expertise about the course and destination are your strongest marketing tools. Students tend to look to faculty for advice on how best to enhance their ODU experience, and regarding the substantive benefits of study abroad. The effort you put in to recruiting for your program can and will make a difference in the success of the program.

Recruitment Strategies

There are many avenues available for marketing study abroad programs and recruiting students. It is not generally enough to take advantage of only one strategy – multiple approaches should be taken to increase the likelihood of reaching students, and getting them excited about the opportunity.

The most effective promotion period is Fall semester and early Spring semester. The earlier promotions start, the sooner students will register for the program, and the better for everyone involved. To that end, it is ideal to have the majority of program details finalized by mid-August. Because airlines and other vendors cannot always give price quotes this far in advance, we sometimes must promote programs with estimated cost

figures, but most years we are able to do this with reasonable accuracy. No matter how appealing the program, if students (and their parents) do not have key information about the program in a timely fashion they cannot make plans to participate.

Faculty leaders are expected to promote their own program individually; follow up in a timely manner with students who express interest in your program is crucial. Some of the most common strategies, along with general descriptions and recommendations are outlined below.

- Create a colorful flyer, brochure or poster. Promotional materials need to have certain essential information conveyed in a complete, accurate, concise and comprehensive manner. Because the University may be held liable for the contents of written information on any of its offerings, all printed representations of the program must be approved by OSA prior to publication. Both you and OSA need to have an original copy on file and available for photocopying when needed. OSA will absorb the cost of printing flyers, but cannot produce large quantities of them without advance notice. If your department's budget allows, you should feel free to print additional copies there. Distribute the flyer to colleagues, post around campus, distribute in classes or leave on tables.
- Web-based promotion is also highly effective. The OSA will help to link your program information to your departmental home page and will also list the faculty-led programs on the ODU Study Abroad Facebook page. Posting through social media venues is an ideal way to capture the attention of our technologically-programmed students.
- Classroom presentations are the most effective way to promote study abroad programs. Your enthusiastic presence describing your program in the heart of the academic enterprise, the classroom, has the highest likelihood of attracting students to it. Many faculty are leery to be perceived as salespeople and are reluctant to ask colleagues for 10 minutes of class time to promote their program, but it's worth overcoming one's reticence and making the extra effort to reach students and colleagues with information about a special learning opportunity they should know about.
- Ask your colleagues to help. Getting a notice in your college and departmental newsletter and approaching colleagues and departmental advisers one-on-one and discussing your program objectives and attractions in departmental meetings so that others can help you in reaching potential students should be a part of your recruitment efforts. This is particularly helpful during advising periods when students are meeting with their academic advisors to discuss future coursework.

- Student clubs, based in your department or outside it, as well as student residence hall programs, are similar worthwhile venues that ought to be considered. Suggest to the president or programming chairperson of the club that you will be glad to offer a brief presentation and answer questions at one of their upcoming meetings, and consider including PowerPoint slides, videotapes, films or other extras that relate to your destination or the focus of your program – as well as any other visuals that can be used to interest students in the region or academic focus of your program. Past program participants can be great promoters as well.
- The off-campus market should also be considered – although you need to be aware that other colleges' and universities' calendars, curricula, and their own study abroad offerings should be considerations affecting who you approach and how you approach them. .

The Office of Study Abroad actively promotes study abroad opportunities for ODU students, including faculty-led programs. OSA takes responsibility for the following:

- Creating flyers for distribution to students. The template for these is standard.
- Creating a webpage on the OSA website outlining the details of your program.
- Recruiting students through advising sessions.
- Advertising general study abroad opportunities using social media, such as Facebook and Twitter.
- Offering weekly information sessions to promote study abroad, generally.
- Organizing classroom and residence hall presentations to promote study abroad, generally.
- If desired, organizing program- or major-specific information sessions, to be done in cooperation with faculty leaders.
- Hosting the Study Abroad Fair each semester, which faculty-led study abroad program leaders are required to attend. While your promotion efforts will be of greatest importance in recruiting for your specific program, OSA conducts campus-wide promotion of Study Abroad throughout the academic year. Our centerpiece events are the Study Abroad Fairs, which are held in the Webb Center each semester, normally the first Tuesday in October and the first Tuesday in February. We invite faculty to staff one of the fair's tables for as much of the event as possible. (Activity Hour from 12:30 – 1:30 is the period of heaviest traffic). While we try to participate in as many other campus fairs and events as we can, our limited staff size and time constraints do not allow us to devote full attention to a single program, which means that the faculty leader ultimately must be the point person for the program and contribute his or her best efforts to promoting it.

Important Student Information

When promoting your faculty-led study abroad program, it is essential that the information passed along to students is accurate. We recommend sending students to speak with OSA staff for individual advising appointments during which complete and accurate information can be shared with the students. However, faculty leaders should have a basic understanding of the study abroad processes that closely relate to students and recruitment.

Academic requirements:

- All students who participate in faculty-led study abroad programs must be in good academic standing when they apply for the program AND to participate in the program. Good academic standing requires a 2.0 GPA for undergraduate students or a 3.0 GPA for graduate students.
- Students must also be able to meet any prerequisites for the course, as determined by the faculty leader and OSA. Faculty leaders do have the option of creating prerequisites and additional registration requirements, such as a higher GPA. However, the potential effect on program enrollments and the need for these requirements should be carefully considered.
- Students, unless otherwise stated, are eligible to sign up for faculty-led programs after their first full semester.
- Students from other schools are required to meet the same academic standards as ODU students.

Payments:

There are two separate costs for students participating in faculty-led study abroad programs – the program cost and the tuition cost. The program cost refers specifically to the cost of the overseas components of the course, such as transportation, accommodations, activities, etc. When registering for the program, students must turn in a \$250 deposit that is applied to the total cost of the program. The remaining program payment is split in half, though students can opt to pay the total program cost upfront. The program cost is paid to the Office of Study Abroad.

Tuition is paid separately, and is due according to the deadlines and policies outlined by the Office of Finance. Students pay tuition at their normal rate – in-state or out-of-state; undergraduate or graduate, etc. Tuition is paid directly to the Office of Finance.

Financial Aid:

Students are able to use financial aid to cover course tuition as well as the faculty-led study abroad program cost. However, financial aid is awarded on a case-by-case basis, so not every student may be eligible or have additional funds to use to cover the costs. In order to be eligible for federal financial aid, students must be enrolled full-time. For undergraduate students, this equates to 12 credit hours during the Fall and Spring semesters and 9 during the Summer term. At the graduate level, students must take 6 credit hours during the academic year and 3 during the summer.

Pre-departure Considerations

Student Application and Payment Processes

Applications and necessary payments are required for all participants for any faculty-led study abroad program. The Office of Study Abroad facilitates this process.

The application for Faculty-Led Study Abroad is now an online, electronic process. The OSA uses an administrative software program called Studio Abroad. The link to access this program is <https://odu.studioabroad.com>. Students will be asked to create a personal account on Studio Abroad. Once they have created a personal account, they will be asked to schedule an advising appointment with the Coordinator of Study Abroad to discuss the particular program of interest. Once the student has an understanding of the program requirements-logistical, financial and academic, he/she will be asked to pay a \$250 deposit to secure his/her program application. This deposit comes out of the cost of the program, and holds the student's spot on the program, potentially making them eligible for a scholarship. This deposit is refundable up until 120 days prior to the start of the program. The student will also be asked to read the International Study Participation Agreement ([see Appendix C](#)).

The International Study Participation Agreement serves as both a risk management / behavior contract and liability waiver. Both are required components of the application. Students are expected to register online for the desired program by mid-November for Spring Break programs and mid-February for Summer Break programs. By the application deadline, one half of the program fee (less the \$250 deposit) is also due. The remaining payment is due later – typically January for Spring Break programs, and March for Summer Break programs. After students make the first program payment, the Office of Study Abroad begins making purchases on the group's behalf. Therefore, after this point, many of the fees become non-refundable, even if a participant has to withdraw from the program.

As previously mentioned, students are able to use financial aid to cover the cost of the program, if they are eligible for financial aid. If a student is planning on using financial aid to cover program costs, he or she is able to sign a billing agreement, which allows the Office of Study Abroad to bill his or her ODU account for the cost of the study abroad program. This is only encouraged for students who are sure they will receive the necessary amount of aid, as students will be responsible for the entire cost of the study abroad program, even if financial aid does not cover the entire.

Student Academic Matters

Faculty-led study abroad programs are, at the heart, academic courses. Therefore, academic standards are of key importance. There are two sides to this - student academic requirements and course academic rigor (please see section regarding course creation). The Office of Study Abroad requires that all students who participate in faculty-led study abroad programs be in good academic standing, both when they apply for the program and in order to participate in the program. According to the University, good academic standing requires a 2.0 GPA, which is thus our minimum for participation.

Our office does not specifically limit students from participating on a faculty-led study abroad program based on class rank. However, we do require them to have an ODU GPA, which limits participation to those students who have been at ODU for at least one semester prior to the program.

As faculty-leader, you have control over the prerequisites of your program, be they GPA or previous course requirements. If you choose to have different academic standards and prerequisites, please communicate this to the Office of Study Abroad so that this information can be included in marketing materials and online and so students can be properly advised. However, keep in mind that additional requirements can limit the number of students who are able to participate in your program.

Students are required to register for the course(s) corresponding with the study abroad program. The Office of Study Abroad will facilitate this process. However, because courses are capped at zero to ensure that only students who sign up for the study abroad program can register for the corresponding course(s), students must be "force added" into the course. Students will complete a "Course Add Form" with the appropriate CRN, and turn it in to the Study Abroad Coordinator. The Study Abroad Coordinator will collect the necessary faculty signatures, and work with the Office of the Registrar to have students added to the course(s).

Non-ODU students wishing to participate in an ODU study abroad program will also need to complete an ODU Non-Degree Entry /Registration Form in order to become a part of the ODU system. Students from Virginia Tidewater Consortium institutions register by completing a Virginia Tidewater Consortium Student Cross-Registration Form, which requires the permission of the student's academic adviser. The Non-Degree Entry / Registration form is available online on the Registrar's website, while the VTC form is available only in hard-copy format at the Registrar's desk. Again, the Study Abroad

Coordinator will facilitate this process.

Communication Protocols

Regular communication with study abroad program participants is essential. Their study abroad experience is often the first time ODU students have been out of the United States, especially without their families. Nervousness, anticipation, and uncertainty are to be expected.

However, this can be combated with regular communication from the Office of Study Abroad and the faculty leader(s). Generally speaking, the faculty leader is responsible for communication regarding course requirements, while the Office of Study Abroad is responsible for communication related to study abroad requirements and logistics.

The policy of the Office of Study Abroad is to ONLY communicate with students via their ODU email accounts. It is recommended that faculty maintain a similar policy for study abroad program related correspondence.

Pre-departure Orientations and Course Elements

Pre-departure preparation is a multi-part process, including helping students prepare academically, logistically, and cross-culturally for their time abroad.

In general, the faculty leader is responsible for preparing the participants academically for the experience abroad. This can be done in a number of ways: development of a syllabus or course pack, course meetings, a list of required and/or optional readings, assignments to research specific sites or topics in advance of the program; background lecture(s), videos, slide and/or PowerPoint presentations, etc. Students tend to want as much information prior to the abroad component of the course, so the more information provided ahead of the international component of the program, the better. This also allows students to go into the study abroad experience with additional background information regarding the course content, location(s), and culture, which in turns helps them feel more comfortable and prepared while overseas.

In general, OSA staff are responsible for preparing participants logistically and for getting information to students regarding such requirements as passports, visas (if required), International Study Participation Agreements, emergency contact information, travel documents and tickets, health information forms, roommate assignments, hotel and emergency contact information, etc. These efforts are orchestrated by the Study Abroad

Coordinator.

Both the faculty leader and OSA staff share responsibility for preparing participants for a cross-cultural experience, which includes basic reminders that “things will be different” in the host culture as well as culture-specific tips that will help them function in, enjoy, and to the greatest extent possible, learn from their international education experience.

The Office of Study Abroad, the Study Abroad Coordinator, and the faculty-leader will coordinate at least one pre-departure orientation meeting to discuss the logistics of the program and major cultural differences. An important goal of the meeting for everyone should be the creation of realistic expectations (including norms of behavior, responsibilities to each other, health and other preparations to assure comfort and safety, etc.) for the program and to build esprit de corps among group participants. This meeting will be led by the Office of Study Abroad, but the program leader is encouraged to provide additional information specific to the program, course, and his or her own experience in the culture and country (ies).

Programs normally require *at least* two pre-departure meetings of at least one hour each. The Study Abroad Coordinator can schedule additional meeting space for these sessions, though classroom space used for the course can also be utilized, if available.

Required Travel Paperwork

Old Dominion University requires that all employees for whom the costs of travel will be covered by the University complete travel related paperwork. This paperwork is prepared by the Office of Study Abroad, but requires signatures from study abroad program faculty leaders. The Director of Study Abroad will serve as the Budget Director for these forms.

1) University Personal Liability Travel Credit Card Policy

All primary faculty leading ODU faculty-led study abroad programs are required to apply for and be approved for a University Personal Liability Travel Credit Card. This card is required for risk management and emergency response purposes. Faculty-leaders who intend on offering future study abroad programs must fulfill all requirements for maintaining an active account, including completing all necessary training, using the credit card only for authorized expenses, and paying off any balances in full and on-time.

If faculty leaders do not already have a University Personal Liability Travel Credit Card, they will need to apply for one. The application can be requested from Melissa Snowden

(msnowden@odu.edu) in the Office of Finance. The credit card application will be signed by the Director of Study Abroad. This travel card is to be used ONLY for ODU travel related expenses. In order to maintain eligibility for the travel card, individuals must complete annual training through the Office of Finance.

2) ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form

Completion of the ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form is the first step in the faculty travel approval process. These forms are prepared by OSA's Office Manager for signature by the faculty-led study abroad program's faculty leader(s) and the signature of the Director of Study Abroad. The form is then forwarded to the Office of Academic Affairs for final approval. This form must be completed before any study abroad program costs can be paid. The signed forms are returned to and maintained by the Office of Study Abroad.

3) Request for Travel Advance

The Office of Study Abroad strives to pay for as much of the costs of faculty-led study abroad programs prior to the start of the programs as possible. Doing so lessens the amount of program costs that faculty are responsible for on the ground. However, it is rarely possible to pre-pay all study abroad program costs, either due to the nature of the expense (i.e., group meals, tips), or the infrastructure of the destination (i.e., locations where credit cards are not accepted).

The Office of Study Abroad does not expect faculty to utilize their own funds to cover group costs. Therefore, we offer to complete the Request for Travel Advance form for faculty leaders. These forms are prepared by OSA's Office Manager for signature of the faculty program leader(s), as well as the signature of the Director of Study Abroad. The form is then forwarded to the Office of Finance for processing. Completion of this form is required for funds to be advanced for travel. The travel advance amount is up to the discretion of the faculty leader; it could cover solely faculty per diem, or any amount up to the outstanding program costs. The Office of Study Abroad must submit the Request for Travel Advance to the Office of Finance at least two weeks prior to program departure to allow adequate time for processing.

** The University Personal Liability Travel Credit Card is REQUIRED for travel advances. The full amount of the faculty leader's travel advance is put onto the faculty leader's University Personal Liability Travel Credit Card. While the Office of Study Abroad and the Office of Finance work to reimburse the funds in a timely manner, it is possible that the

reimbursement may not be available by the time the credit card payment is due. Even in this circumstance, it is still the faculty member's responsibility to pay off the credit card fees in full and on time.

Faculty Responsibilities While Abroad

Leadership Responsibilities

It is a great task to take a group of students abroad, and one that carries many roles and responsibilities. As a study abroad faculty leader, you hold the role of teacher, guide, confidant, cultural informant, disciplinarian, community builder, and general over-seer, to name a few. Many of these responsibilities and roles are discussed below.

The faculty leader has overall responsibility for the study abroad program from the group's departure from the U.S. until the end of the program. It is expected that the leader(s) will travel with the group. Weather and other factors can result in delayed flights, missed connections, etc., and may require someone to act on behalf of the group. Some students may not have traveled abroad before and occasionally a participant has never traveled by airplane previously. For these reasons it is helpful, if not absolutely essential, that the leader(s) assume responsibility for their group from the beginning of the experience to the end.

Once at the destination abroad it is important that members of the group understand some basic ground rules (punctuality, full participation in required group activities, respect for each other and all others associated with the program, etc.) that have been established to foster the best experience possible for all. Depending on the type of program (travel schedule, type of travel, number of participants to keep track of, etc.), it may be useful to establish a buddy system, count heads before bus departures, etc. During orientation, it is important to set clear, firm expectations and to remind students that they have chosen to participate in a course in another culture. Things are not supposed to be as they are at home and therefore will require special precautions, adjustments and responsibilities. These need not be onerous, and students should not be made to feel overly intimidated by these challenges and ground rules, but they should be made aware of the special nature and requirements of this kind of learning in the places you are visiting.

Faculty are also asked to keep the Office of Study Abroad apprised of the program. Faculty should inform Study Abroad staff of a safe arrival as soon as possible. In addition, faculty should check in with OSA on a regular basis, even if only to say everything is going well.

Faculty are also charged with promoting the healthy and lawful behavior of the group. Standards for this type of behavior need to be outlined prior and throughout the program. The use of drugs or other risky or illegal behavior endangers not only individuals but also the group as a whole, and students should be cautioned that putting the program at risk will result in their immediate termination from the program, after which they will be advised to leave the country immediately. As an employee of ODU, and the University's on-site academic representative, the faculty leader has the authority to dismiss any student, upon approval by ODU's Director of Study Abroad, should a participant use illicit drugs, violate ODU rules and regulations, the laws of the host country, jeopardize his/her safety, or the security of the program. These provisions are included in the International Study Participation Agreement, which all students sign when registering for study abroad programs.

In the event a situation develops that may lead to a participant's dismissal, the faculty leader should:

1. Notify the Office of Study Abroad as soon as you suspect a behavior may be cause for dismissal.
2. Put the dismissal notice in writing and present it to the student, keeping a copy for OSA. The student is not required to sign the letter to indicate acceptance of the dismissal action.
3. Communicate to the student in writing that he or she is no longer allowed to participate in any official activities related to the study abroad program.

Courses offered abroad provide unique opportunities not available in the usual classroom situation. Faculty can take advantage of these opportunities by encouraging and building in activities that will fully engage participants in the new setting and culture. Homestays with local families can be an ideal way to learn about another culture, although this is more feasible in some circumstances than others. Nevertheless, maximizing opportunities for contact with locals is something to be sought after, and working with colleagues abroad to achieve this for your group can be key to fully achieving your objectives. Securing the services of reputable local guides or cultural informants, for instance, can turn what might otherwise be mere sightseeing into insightful and thought-provoking experiences.

Helping students have a meaningful hands-on experience without extensive classroom time can be enhanced in several ways:

- requiring students to keep journals in which they reflect on what they have observed and learned;
- holding debriefing sessions several evenings during the program;
- requiring students to prepare a site briefing for the group before visiting a place;
- providing for informal one-on-one discussions with students while traveling between sites;
- etc.

Quizzes, tests and papers may be just as appropriate in the non-classroom setting, but consider ways in which you might make on-going and final assessment fit the unique situation.

Especially when leading a program which is moderately to highly mobile, it's critical to keep participants informed of plans for the day, changes in the schedule, etc. Uncertainty, especially in an unfamiliar environment, can create unnecessary anxiety for group members. It is advisable to also allow some time during the period abroad where students can do some exploration and reflection on their own (or with one or two others). Free time at selected points in the program need not detract from the educational experience but, instead, can dramatically enhance it. Students – and faculty leaders, too – need a break or two from the more intense togetherness of the group. Stimulation from new sights and sounds and even smells can be overwhelming at times. Pace activities – including travel – in such a way that the learning is manageable and pleasurable as well as challenging.

There is a natural tendency to want participants to be exposed to *all* the wonders of a new place, but with time being limited it is necessary to be selective. One option is to make some activities optional or suggested. Then more hands-on, experience-based learners can add to their schedule while others (possibly those who are more analytical or reflective) can take a needed break from programmed activities.

At the conclusion of the program, faculty leaders are expected to accompany the group flight back to the U.S., although in some circumstances arrangements can be made to permit the leader to extend his or her stay in the host country. Any such modifications need to be discussed in advance with, and approved by, the Director of Study Abroad.

Risk Management and Emergency Response

Student and faculty health and safety are at the forefront of concerns for the Office of

Study Abroad. To that end, health insurance and emergency assistance is provided to all study abroad participants and faculty. These are not optional, and their costs are built into the cost of programs. The Office of Study Abroad has contracted with CMI Insurance and MEDEX to provide these services.

As a faculty leader, it is your responsibility to take proper precautions to manage and reduce risks involved with your study abroad program. In the event of an emergency, it is your responsibility to handle any incident involving one or more students in the group. Students can and do fall ill, suffer injuries, become victims of crime, or otherwise end up in problematic and/or unfortunate situations. The group as a whole may end up in a politically volatile situation or face significant travel interruptions. It is the responsibility of faculty to act for the safety and well-being of the group. Your responses must be proactive and documented.

For risk management purposes, faculty leaders are required to carry cell phones with international coverage. It is essential that students and the Office of Study Abroad be made aware of this number for programmatic communication as well as emergency purposes. In an emergency, faculty cell phones should be used to call MEDEX, ODU, and any other number necessary, such as students' emergency contacts. Estimated costs for programmatic calls by faculty leaders are included in faculty-led study abroad program budgets.

To minimize risk, certain behaviors and activities are not permitted because they carry potential unacceptable risk both to individuals and to the University. Such activities include, but are not limited to: bungee jumping; participation in political demonstrations; scuba diving; rental and/or operation of motor vehicles of any type (including motorcycles); and non-program solitary travel. These activities are inappropriate both for the program itinerary, but for students and faculty acting as individuals as well. Upon application to each study abroad program, students sign the International Study Participation Agreement in which they pledge not to partake in these risk-taking behaviors, but faculty leaders are expected to remind students of risks and how to best avoid them.

If an emergency should occur during your program, it is important to remember as faculty that you are not alone. The Office of Study Abroad is also charged with the responsibility of coordinating the management of emergencies affecting participants in ODU study abroad programs. Assuring the safety and well-being of students, faculty and staff who

are involved or participating in ODU programs abroad is of the highest importance, and all reasonable actions will be taken to accomplish this. To that end, the Office of Study Abroad can marshal a variety of resources to assist and respond in a time of crisis. Some of these resources and their function are described briefly below:

FrontierMEDEX: +1-410-453-6330

Call FrontierMEDEX first! FrontierMEDEX should serve as the first responder in the event of an emergency abroad — be it an acute emergency (e.g., an emergency involving a seriously injured or ill student in need of urgent medical attention) or widespread emergency (e.g., a terrorist attack or a natural disaster affecting a wide area or a large number of people).

FrontierMEDEX accepts collect calls from anywhere in the world 24/7/365. When contacting FrontierMEDEX be sure to identify yourself as a member of an Old Dominion University study abroad program, and provide your ODU MEDEX / CMI Program ID. (Information on international access codes for calling to the U.S. from abroad is available at <http://www.countrycodes.com>.)

FrontierMEDEX maintains an established network of English-speaking doctors and nurses all over the world. FrontierMEDEX can pay in local currency for emergency medical expenses on behalf of ODU students or faculty. FrontierMEDEX has up-to-date, comprehensive health and security information available and can advise faculty and students in the event of a widespread emergency. In addition, FrontierMEDEX has assets to assist with medical or security evacuations, for individuals or entire groups, as warranted by the situation. The cost of evacuation, when warranted, is covered under the University's FrontierMEDEX policy.

Office of Study Abroad: +1-757-683-5378

The Office of Study Abroad will assist in coordinating proper emergency response, and should be contacted as soon as possible following an incident. If necessary, the Office of Study Abroad will consult and coordinate with the senior University officials, enabling the mobilization of a vast network of campus-wide resources in the event of an emergency.

ODU Police Department (ODUPD): +1-757-683-4000

ODUPD operators are trained to respond to emergencies, and they have the ability to contact senior officials of the University 24/7/365. Depending on the nature of the emergency, ODUPD may contact the director of the Office of Study Abroad, the director of

the Office of International Programs, the Dean of Students, Counseling Services or other relevant University officers to assist. Remember, in order for ODUPD to effectively assist you, it is essential that you relate all relevant information regarding the emergency. At a minimum, it is important that you identify yourself as an ODU study abroad student or faculty program leader, state your full name, give the country and city where you are currently located, tell the operator what is wrong, and provide a complete telephone number at which you can be reached.

Office of Counseling Services: +1-757-683-4401

ODU students and faculty can speak with a counselor at the Office of Counseling Services about any issue. Faculty may consult with a counselor on how to assist and advise a student experiencing excessive stress, anxiety, or other difficulties.

Student Physical and Mental Health

Closely related to risk management and emergency response are student physical and mental health. Recognizing that most leaders are neither doctors nor lawyers, it is part of the role of the faculty leader(s) to oversee the general well-being of the group, to supervise any inherently dangerous activities, and to help out in case an emergency of any kind arises. As part of pre-departure orientation, participants are asked to fill out a Health Information Form and provide information that can be shared with the leader(s), in confidence. This allows a student, for example, to alert us to the fact that he or she is diabetic, allergic to specific medications or foods, or taking prescribed medicines. This information could be critical in an emergency situation.

Students are covered by medical insurance while they are abroad, but they still may need help in securing assistance in an emergency situation. It is therefore important that each faculty leader have some knowledge – or access to someone else who has it – on where to turn in such an eventuality. Information about nearby hospitals is provided in the faculty program binder, but MEDEX can also be contacted to recommend appropriate health care providers. Do not hesitate to take students to the hospital or health clinic. Unless you are a trained medical professional, it is NOT advisable for you to dispense medical advice or sophisticated medications, but taking and maintaining a small, basic first aid kit with some bandages, ibuprofen, motion sickness pills, tweezers, safety pins and a small flashlight can help in the case of minor problems.

Coaching on personal safety issues (how to avoid making oneself a target for pickpockets, using taxis at night, locking doors and windows, being observant of your surroundings,

avoiding crowds or political demonstrations, etc.) as well as health issues related to the specific country or region (drinking tap water, anticipating sidewalks with potholes, looking left crossing streets in the UK, etc.) may be essential information for participants coming into an unfamiliar environment. In this regard, participants with previous experience abroad, in addition to the faculty leader(s), can often be helpful to those who may have little or no experience living or traveling in a new environment.

Student mental health has become an increasing concern in the field of International Education. Studying abroad, even for short periods of time, can be an extremely stressful experience for many. The stress of a new environment, being away from home and routine, and culture shock can easily exacerbate existing mental health conditions, and for some students this can cause significant and serious health and safety concerns. Students are encouraged to be proactive about their mental health, and to communicate with faculty about any concerns they may have. However, not every student may be comfortable approaching faculty members. Be proactive about reaching out to students if you have any concerns. Remember, and remind students, that mental health care is covered by the program-contracted insurance, and this benefit should be utilized, if necessary.

Sexual Assault

Sexual assault is a tragic experience that can unfortunately take place abroad. While we hope you will be safe and happy during your time overseas, we feel it is important to address the possibility and provide you with an outline of the resources available to you. We want to emphasize that we are here for you and will do whatever we can to support you in your time of need.

Rape and sexual assault are often used interchangeably. In addition, the term sexual misconduct is becoming the preferred language for university protocol and policy. No matter the term used, the meaning is the same – non-consensual sexual activity. If someone is incapacitated due to the use of alcohol and/or drugs, they cannot consent to sexual activity. Types of sexual assault/sexual misconduct include acquaintance rape, sexual harassment, stalking, stranger rape, sexual touching, dating and relationship violence. Sexual assault is a crime in the United States. Sexual misconduct is a violation of University policy. Student victims of sexual misconduct will have services and reporting options available to them when they are studying abroad.

Old Dominion University has both a Sexual Harassment Policy and a Sexual Misconduct

Policy. Both policies can be found online: [Sexual Harassment Policy](#) and [Sexual Misconduct Policy](#). If you feel that any faculty, staff, or student has behaved in a manner inconsistent with the policies, please, inform someone immediately.

Local standards concerning what constitutes appropriate behavior may differ considerably from those in the U.S. In some countries, for example, women might experience suggestive catcalls on the street or rather aggressive advances by men in social situations. Sexual assault is illegal and unacceptable in all countries, although the degree of aggressiveness with which local authorities pursue violations varies greatly from country to country. In all locations, any attempt at forcible sexual advance, by anyone, should be reported immediately.

If you are a victim of sexual assault while studying abroad, there are international services available to help you. We recommend that your first and primary contact be your study abroad provider's on-site coordinators. They are there to support you, especially during emergency situations, and have an understanding of the resources available to you locally. In addition, you are required to carry comprehensive medical insurance, as either offered through ODU or through your provider, which should include emergency medical coverage. Please check your policy for contact information and coverage in the event of such an assault. We also advise that you contact the Office of Study Abroad at ODU so that we can assist you from our end, and help coordinate any additional actions or support you may need.

If you are assaulted, remember it is not your fault. It is the fault of the person who assaulted you. Do not shower or discard any of the clothing you had on during the assault. Contact your on-site staff immediately for assistance and they will advise you on what to do next. ODU can provide crisis counseling and sexual assault resources critical for healing and emotional support.

Many of the services available at ODU are also available to you remotely while studying abroad.

➤ **The Women's Center** ([ODU Women's Center](#))

The Women's Center has the Sexual Assault Free Environment Program (S.A.F.E.) and a staff member who specifically works with students who are victims of sexual and/or relationship violence.

➤ **Response Sexual Assault Support Services of the YWCA:**
[YWCA Sexual Assault Support Services](#)

24 hour crisis hotline: 757-622-4300

- **ODU Student Health Services:** [ODU Student Health Services](#)
757-683-3132
- **ODU Counseling Services:** [ODU Counseling Services](#)
757-683-4401

There are also several very helpful resources that provide international information:

- Rape, Abuse, and Incest National Network (RAINN)
([RAINN Resources](#))
- Handbook of International Centers for Survivors of Sexual Assault and Harassment
([Handbook for Sexual Assault / Harassment Survivors](#))

You can reduce the risk of sexual assault by exercising good judgment and taking some basic precautions. North American women are often stereotyped as being promiscuous, and study abroad participants sometimes find themselves in difficult situations that they could have avoided. In some countries, the concept of non-stranger rape (also referred to as date rape or acquaintance rape) is almost unknown and the general feeling may be that if a female goes home with a man, or is alone with him, she is willing to sleep with him, regardless of how many times she says no. Avoid putting yourself in such a situation.

Other Points

- Be street wise. Avoid poorly lit and deserted areas and exercise caution in crowds.
- Avoid impairing your judgment due to excessive consumption of alcohol. Drink within your limits and know where your drink came from and where it is at all times. Drug facilitated rape can happen.
- Use the buddy system – go out with friends and do not leave anyone behind.
- Be aware of your surroundings at all times. Walk confidently and act like you know where you're going. Pickpockets and other predatory criminals exist and tend to prey on people who look lost or who do not seem to be paying attention.
- Find out which areas are considered to be unsafe by the local people and avoid them.
- Do not leave valuables unattended.
- Trust your instincts – if someone is pressuring you or if you feel uneasy, call for help.
- Be an active bystander and friend – if you see someone at risk, get involved by asking if she/he needs help or by calling the police.

- **For female travelers** who may be more likely to encounter harassment, uncomfortable situations can usually be avoided by taking the following precautions:
 - Dress conservatively; while short skirts and tank tops may be comfortable, they may also encourage unwanted attention. Use the dress of local women as a guide. Avoid walking alone late at night or in questionable neighborhoods.
 - Do not agree to meet a person whom you do not know in a non-public place.
 - Be aware that some men from other countries tend to mistake the friendliness of American women for romantic interest.

Handling Emergency Situations

Prior to Departure: Participants need to have full information regarding the risks of activities related to the study abroad experience in order to make a truly informed decision about participation. In our written information, in our advising sessions, and in oral presentations during pre-departure orientations we need to be obvious and direct in our warnings about risks participants may face so they can make an informed decision regarding their participation. Because they may have little experience traveling or living in another country, it is important to inform them of general health and safety precautions and specific precautions related to the sites visited. OSA staff are prepared to provide this information, but it is important that the faculty leader is also informed and prepared to reinforce appropriate cautions and warnings during the duration of the program.

Providing emergency contact information: The Office of Study Abroad prepares a card with emergency contact information abroad (U.S. embassy phone number, "911" equivalent number, etc.) and at ODU. Two cards are given to each participant and each faculty leader, one to keep with them during the program and one to give to a family member or friend at home. In addition, where feasible, faculty leaders are provided with, or asked to acquire at the program's expense a cellular phone for use in an emergency situation. The home phone of the Director of Study Abroad will be provided to the faculty leader and other staff members are available through the ODU Police phone number, which is provided on the emergency contact card.

U.S. Embassies have an American Citizens Unit within their Consular Affairs Office charged with assisting U.S. citizens living and traveling in the country. Responding to injury/missing persons/arrests/stolen or lost passports, etc., is a primary concern of the unit. Within the diplomatic constraints imposed, the Department of State policy is to assist

any U.S. citizen in trouble, and embassies routinely maintain lists of reputable attorneys, doctors, etc. in the event such services are required.

In an emergency, your first responsibility is the safety and well-being of program participants. Do whatever is necessary to obtain prompt medical attention, embassy intervention, or police protection.

In a medical emergency, make sure the student is taken to the nearest medical care facility. Assure the well-being of the remaining students before traveling to the medical facility to serve as the injure/ill person's advocate.

In the even an affected student is unable to re-join the group, leave the student only with another authorized program representative. **Never appoint another student to remain alone to supervise, manage, or monitor the treatment or other emergency response.**

For emergencies related to terrorist activity or natural disaster, gather at the prearranged emergency location(s) and follow the directive of local authorities.

Remember: in some emergency situations, the safest action may be to remain in place.

When you have done all you can to reasonable assure the students' well-being, immediately contact ODU by telephone **757-683-5378**.

If the dedicated telephone line is unanswered after 3 rings, your call will be automatically forwarded to the ODU Public Safety dispatch officer on duty.

The direct dial number of Public Safety is **757-683-4000**.

ODU has explicit protocols in place to deal with various emergency situations. The OSA and Public Safety will contact on-campus resources to assist you as you work through the emergency situation, assembling a crisis response team as appropriate.

All requests from media (on-site or US based) must be referred to ODU's Communications and Marketing office: **757-683-3114**.

Timely and accurate information is critical. When you contact ODU, be prepared to provide as much of the following information as possible:

- Name(s) of individual(s) involved in the emergency
- Specific nature of the emergency

- Time and location of the emergency situation
- Your cell phone number and/or current local phone number AND e-mail address
- Name and location and contact information for the place where individual(s) have been taken for treatment or other emergency service
- Other information specific to the emergency and as requested by responding ODU personnel, **including a time for the next telephone or e-mail contact**

In many situations, follow-up directions from ODU to faculty and host institution personnel will occur primarily via FAX and e-mail (provided telephone service and Internet access are operating and available at the emergency site). Therefore it is critical that all official FLSA program staff regularly monitor their ODU or other e-mail accounts for updates and instructions.

When appropriate, the OSA will coordinate communication with contracted insurance provider(s) and assist in arranging payment of fees on behalf of the affected person(s). Once the insurance carrier has been contacted, allow them to manage all local arrangements and service fees. For medical and liability reasons, it is not wise to solicit outside input or take control of benefits coordination.

When appropriate, ODU will notify local US Embassy officials of the crisis, and communicate any additional recommended actions.

In some cases, you may be directed to notify the local police of the situation. You will be directed to follow the course of action recommended by the US Embassy or consulate which may include the following procedures the police ask of you or the affected student(s).

If there is a continuing risk to the welfare of your students (for example, during a terrorist threat), ask the embassy or consular officer to advise you on a regular basis about the evolution of the crisis and request specific information to guide the students' response.

During a political crisis or other emergency in which foreigners in general, or US citizens in particular, may be at risk, direct students to keep a low profile, to avoid traveling alone or in large groups, and to avoid behavior which will call attention to themselves. Your emergency plan may include instructions that all students return to their residence during such a crisis.

Remind students to use caution when sharing personal information, including their local address.

Always direct students to avoid demonstrations, confrontations, and situations where they may be in danger. In particular, direct students to avoid places where foreigners or Americans are known to congregate and to remove signs, luggage tags, or clothing that identify them as foreign.

Reinforce strategies for blending in, such as adopting locally purchased apparel and speaking the host country language in public. Students should keep up with local news updates through newspapers, radios, and television.

Experts advise that during a political emergency, it is unwise to change locations. Therefore, it is unlikely that participants will need to be evacuated from the city or country where the program is operating. However, faculty members and students will be re-located or brought home if a situation deteriorates to the point where the degree of risk is deemed unacceptable. ODU has contracted emergency evacuation assistance and insurance.

In the event of significant crises, individual students may feel most secure by returning home to the US. When safe travel is assured, every reasonable effort will be made to assist the student in making arrangements for travel. The IPO will facilitate arrangements for the student(s) to continue their academic program on campus and will work with the affected student(s) on issues related to housing, financial aid, etc.

Budgetary Responsibilities

In the weeks leading up to departure, the Study Abroad Coordinator will outline remaining program budget items to be paid on-site by the program's faculty leader(s). Faculty-led study abroad program budgets are created in collaboration with the faculty leader, and so should be sufficient to cover any remaining expenses. However, throughout the program, it is the responsibility of the faculty leader(s) to be mindful of the program budget, and to not spend more funds than the program budget allots.

Faculty can use a variety of payment methods to cover costs of the program. Faculty can choose to use a personal credit card, the University Personality Liability Travel Credit Card, cash, or a combination of methods. Regardless, all expenditures must be fully documented in order to be reimbursed.

Faculty leaders will be provided with a "reimbursement cheat sheet", but the general mantra is "**to be reimbursed for all expenses, aside from faculty per diem, receipts are required.**" This is true for tips, honorariums, and other items paid in cash. Faculty

leader per diem expenses do not require receipts.

Receipts must be turned in to the Office of Study Abroad within 5 business days of return. These receipts should be organized by day to expedite reimbursement processing.

Post-program Responsibilities

After study abroad program faculty leaders return from what we hope is a rewarding personal and professional experience, there is still work to be done. Please be mindful of these tasks and their respective deadlines.

Following the program, faculty leaders must:

- Submit receipts for all expenses for which he or she needs reimbursement to the Office of Study Abroad within 5 business days of return. The Study Abroad Coordinator and the Office Manager will work together to process the travel reimbursement.
- Submit Program Report to the Director of Study Abroad within 3 weeks of the program conclusion. The form for this report is available from the Office of Study Abroad.
- Submit grades for the associated course(s) in accordance with the University deadlines.
- Pay the balance, in full, on their University Personal Liability Travel Credit Card. The credit card balance must be paid in full by the due date, even if the University has not yet reimbursed faculty for expenditures charged on the card.

Additionally, the Office of Study Abroad requests that program faculty:

- Encourage students to complete the Faculty-led Study Abroad Program evaluation form through the Office of Study Abroad. (OSA will also solicit feedback via these evaluations.)
- Stay in touch with student participants. This can help students deal with any potential reverse culture shock and other re-entry issues. Not only will this help students readjust, but can solidify your relationship with them. Remember, students can be an extremely effective recruitment tool for future programs.
- Encourage other faculty members to develop study abroad programs, or participate in development workshops for new study abroad program faculty leaders.

Appendix A- Faculty-Led Study Abroad Program Proposal Form

Please print this completed form and attach the materials listed below to it. Proposals **must** be signed by both the faculty member's Department Chair and Dean. Submit the proposal packet to the Office of Study Abroad (Dragas Hall 2006). An electronic copy of your proposal should be e-mailed at the same time to Steve Bell, Director, Office of Study Abroad, at sdbell@odu.edu.

The deadline for proposing an ODU Spring Break or Summer faculty-led study abroad program is June 1 of the year preceding the program.

A complete proposal packet consists of:

1. This form, signed by your Chair and Dean, including responses to the questions on page 2.
2. Course description(s) and syllabus/syllabi.
3. Sample program itinerary (see page 2, question #9 for details).

Name _____

Academic Title _____ Email _____

Department & Campus Address _____

Proposal Type: Spring Break Program Summer Program Proposed dates: _____

Proposed Program Location(s) _____

Title and Number of Proposed Course(s) [*Please list all courses to be offered as part of this program.*]

Suggested departments for cross-listing course(s) (*not required*) _____

Course prerequisites (should match on-campus requirements, unless prior department permission)

For repeat programs only: In which year(s) has this program been offered? _____

Faculty-led Study Abroad Program Proposal Details
(Faculty proposing repeat programs should skip to #10.)

1. Please explain your rationale for choosing the course(s) and the proposed location(s). How do you expect the location(s) to enhance your teaching and student learning? What are your academic and program goals?
2. Please describe two or more possible program activities (excursions, field trips, visits, etc.) and their connection to the academic focus of your course. (For a Physical Therapy focused program, examples may include visits to burn and physical rehabilitation hospitals/clinics to observe rehabilitation techniques utilized in-country.)
3. What is your experience in the proposed location(s)? When was the last time you visited this location, and for how long? Please comment on the nature of your contacts in-country that may be useful in developing/partnering of this proposed program.
4. Which student population(s) are you targeting and why will this program appeal to them?
5. What avenues are open to you through your department and college for reaching your target group(s)? Will the course you propose satisfy a major, minor, or cluster (i.e. requirements) for them?
6. How does the proposed program fit departmental and college goals of providing international experiences for students?
7. Please briefly outline your experience teaching the proposed course(s) or similar courses at ODU or abroad.
8. Have you had experience teaching U. S. students in a foreign setting, or other analogous teaching experience? If yes, please describe.
9. Please submit a syllabus and draft itinerary for the course(s) you are proposing. The itinerary should include dates or number of days in all locations, including tentative excursions. The itinerary may be incorporated into the structure of the syllabus, if preferred.
10. **For repeat programs only:** please describe any changes you intend to make to the structure or academic content of the program compared to prior years, if applicable.

Faculty-Led Study Abroad Program Proposal Endorsements

A. Faculty member agreement

I understand that the faculty-led study abroad program I am proposing will be cancelled unless the required minimum number of students register for the program.

I agree to:

- a) actively recruit students to participate in the program during the fall and spring semester prior to the program;
- b) apply for, carry and, if necessary, use an ODU Personal Liability Credit Card;
- c) read, and carry out the responsibilities described in the "Responsibilities of Faculty and Staff Representing Old Dominion University on Study Abroad Programs";
- d) attend training workshop(s) for faculty program leaders;
- e) encourage students to complete a course evaluation and a program evaluation. (I understand that these evaluations will be circulated to OSA staff and my Department Chair.);
- f) submit grades for each student at the end of the program, by the stipulated deadline;
- g) submit an evaluative report of the program within 30 days of program completion; and
- h) submit all receipts (both itemized as well as summary credit and/or debit card receipts) and any remaining funds to the Office of Study Abroad within 3 days of my return to Norfolk.

Name of Faculty Member (please print): _____

Signature of Faculty Member: _____ **Date:** _____

B. Endorsement of Dean and Department Chair

For ODU faculty-led study abroad programs, ODU faculty members are paid as if teaching an on-campus course.

The costs of travel (both international and program-related local), international health insurance, accommodations, per diem, use of a cell phone, and other program activities for the faculty leader will be included in the study abroad program fee paid by student participants.

Your signature below indicates that the Department/College endorses this study abroad program proposal and agrees to fund all of the salary for this faculty member.

Department Chair (please print): _____

Signature of Department Chair: _____ **Date:** _____

Dean (please print): _____

Signature of Dean: _____ **Date:** _____

Appendix B- Faculty-led Study Abroad Program Timeline

The faculty leader and the Office of Study Abroad program coordinator collaborate throughout the year on the following: program planning and proposal, program development, student recruitment, pre-departure preparation, program implementation, and program evaluation.

Spring semester: New program planning- discuss program/course plans with academic department and college, meet with OSA Director and/or Study Abroad Coordinator to discuss program ideas as needed. Planning should include program design and location, timeline, course description and syllabus, course cross-listings, student enrollment considerations, and recruitment strategies.

June 1: New program proposal deadline for following academic year (Spring Break and Summer Break). Signatures of approval are required from the faculty leader's academic chair. Proposals should be sent electronically and in hard copy to the Director of Study Abroad, Steve Bell, sdbell@odu.edu, 2006 Dragas Hall.

Existing program leaders must inform the Office of Study Abroad about their intention to repeat a program by this date.

Late June: Program selection committee will meet to evaluate program proposals for the following year.

July: Following committee decisions, faculty will be informed of program acceptance. Faculty must apply for or renew passports as needed. Approved programs will be posted to the Study Abroad website, and will be announced to the campus community. Begin marketing and recruitment for all programs. Program coordinator to develop and distribute marketing materials.

Faculty leader and program coordinator begin to actively plan and collaborate on program development.

- Mid-Aug. to mid-Sept.: Faculty leader and program coordinator meet roughly bi-weekly to finalize program details, including the program price.
- Mid-Sept. to early Nov.: Faculty leader and program coordinator participate in coordinated promotional activities, including but not limited to program- or major- specific information sessions, classroom presentations, and attending the Fall Study Abroad Fair, which occurs the first Tuesday of October.
Program coordinator holds advising sessions for programs.
- Mid-November: Spring Break program student application deadline - Students submit applications and program payments to the Office of Study Abroad by the deadline. Following application, students should apply for or renew passports if necessary.

The Office of Study Abroad determines Spring Break program viability based upon enrollment and program deadlines, and communicates as needed with the appropriate College regarding the course enrollments.
Marketing and recruitment for Summer Break programs continue.
- December: As needed, faculty leader and student participants apply for visas. Faculty leaders must also apply for University Personal-Liability Travel Credit Card.
Marketing and recruitment for Summer Break programs continue.
- January: Spring Break student participants make final program payments to the Office of Study Abroad. Faculty leader and program coordinator host pre-departure orientation courses for the Spring Break programs.
Program coordinator finalizes flight payments, vendor payments, etc., as needed. Spring Break faculty leader and program coordinator collaborate to finalize itinerary, site visits and other on-site details.

Marketing and recruitment for Summer Break programs continue.
- February: Faculty leaders and program coordinator participate in the Spring Study Abroad Fair, which is held on the first Tuesday of February.

Summer Break program student application deadline - Students submit applications and program payments to the Office of Study Abroad by the deadline in mid-February. Following application, students should apply for or renew passports if necessary.

The Office of Study Abroad determines Summer Break program viability based upon enrollment and program deadlines, and communicates as needed with the appropriate College regarding the course enrollments. Summer program faculty leaders must also apply for University Personal-Liability Travel Credit Card.

Faculty leaders attend Office of Study Abroad sponsored workshops as offered.

March:

Spring Break program faculty pick up cash advances as necessary. Spring Break study abroad programs take place. Within 3-5 business days of return, faculty leader submits all receipts for reimbursements, along with other required documentation, to the Office of Study Abroad for processing. Faculty leaders submit program report within two weeks of return.

Program coordinator collects Spring Break student evaluation data.

Summer Break student participants make final program payments to the Office of Study Abroad. Program coordinator finalizes flight payments, vendor payments, etc., as needed. Faculty leader and program coordinator collaborate to finalize itinerary, site visits and other on-site details. As needed, faculty leader and student participants apply for passports and visas.

April:

Faculty leader and program coordinator host pre-departure orientation courses for the Summer Break programs.

May - August:

Summer Break program faculty pick up cash advances as necessary.

Summer Break study abroad programs take place. Within 3-5 business days of return, faculty leader submits all receipts for reimbursements, along with other required documentation, to the Office of Study Abroad for processing. Faculty leaders submit program report within two weeks of return.

Program coordinator collects Summer Break student evaluation data.

Program evaluations are shared with the appropriate faculty. Plans for program development are discussed for follow year's programs.

Program Name: _____

Appendix C- International Study Participation Agreement Old Dominion University

INSTRUCTIONS: Read entire document carefully before initialing each page and signing.

As a student participant in Old Dominion University's (ODU) international study program, you are agreeing to the following conditions established by the ODU Office of Study Abroad (OSA), which includes Program Directors, Program Faculty, Program Coordinators, faculty, staff and administrators of ODU, generally referred to in this document as "the official representatives of ODU". The International Study Participation Agreement applies to international programs developed, administered and managed by all colleges, academic departments and administrative units of Old Dominion University including but not limited to the following: the Office of Study Abroad, the Career Management Center, the Office of Student Activities and Leadership, the Recreation and Wellness Department, and the Darden College of Education's Programs for Continued Learning.

University Policies: I understand the rules governing student responsibility and behavior as stated in the Old Dominion University Honor Code, Monarch Creed, Student Disciplinary Policies and Procedures, and the Student Abroad Handbook are in effect for the duration of the program. I am responsible for adhering to established policies, heeding verbal and written announcements, and exhibiting reasonable and acceptable behavior which shows genuine concern for social patterns of the host culture as well as my personal integrity at scheduled events and on excursions.

Program Orientation: I am responsible for attending required pre-departure and on-site orientation meetings, for submitting all forms and identification materials by the specified due date(s), for following instructions for course registration, and for complying with requests related to my enrollment. I understand that failure to do any of the above may result in my removal from the program.

Payment of Fees: I accept the responsibility for coordinating timely payment for tuition and associated program fees and for following university procedures for financial aid and scholarship(s) disbursement. I am responsible for making payment of all remaining account balances in accordance with the program payment schedule, and I am responsible for all late fees and/or costs for collection of fees in accordance with standard University procedures. Non-payment of fees will jeopardize my continuing participation in the program and may result in withdrawal or dismissal.

Costs Related to Withdrawal, Dismissal and/or Absence: I shall be solely responsible for any and all costs arising out of my voluntary or involuntary withdrawal or dismissal from the program prior to its completion, including withdrawal for reasons of health, family emergency, illegal drug or alcohol use or abuse, legal detention, etc., or disciplinary action by official representative(s) of the University. Costs incurred on my behalf include, but are not limited to, monies advanced on my behalf for non-refundable deposits at other institutions, legal documents, special fees, air, ground, and/or sea transportation, tours and excursions, housing contracts, and program activities, events, and visits. If I withdraw, depart, or am

dismissed from a program for any reason prior to its formal completion, I will not be eligible for any academic credits, and further I understand that the fees charged for the program pay for the program as a whole, and that I cannot be refunded for parts of it that I miss due to absence, withdrawal and/or dismissal. **If I withdraw within 120 days prior to the start date of the program, I will be responsible for the full program fee. Cancellation or withdrawal after the program has started will result in the forfeiture of all fees.**

Scholarships: I will return any and all scholarship monies awarded or received to the OSA should I withdrawal from the international study program prior to or following commencement.

Travel to Program Site: Unless included by the OSA as part of the program, I am responsible for securing travel arrangements that will allow timely arrival to the program site for on-site orientation and for notifying the OSA of my itinerary and transportation methods, and full contact information (email, cell phone number, physical address, etc.). I am responsible for investigating and applying for appropriate documentation, e.g. passport, visa, health certificate, financial statement. If I should purchase an airline ticket without the approval of the Program Director(s) and OSA, I understand that ODU will not be held liable for the price of the ticket or any fees associated with changing the ticket, should the program be cancelled for any reason.

Initial _____

Attendance: I acknowledge that attendance is mandatory at all classes and course-related outings and excursions except in cases of illness and/or emergencies beyond my control. Visits by family and friends are not reasons for an excused absence. With the exception of personal and family emergencies where the student and the official representative(s) of ODU have made appropriate arrangements, students must remain on the program abroad for its entire duration in order to receive credit. There is no provision for making up missed examinations for any reason.

Free time: I am responsible for travel, lodging, and meals during designated free times within the inclusive program dates, during periods of independent activity, and before or after the program.

Conduct and Dismissal: I understand that as a U.S. or other foreign national citizen in a foreign country, I will be subject to the laws of that country. I agree to conduct myself in a manner that will comply with the regulations of my host university and of the program as administered by the Program Director(s) and the Office of Study Abroad. I understand that the official representative(s) of ODU has the right to dismiss me from the program at any time if: a) my conduct is deemed unacceptable or violates established rules of behavior; b) I violate laws, rules and regulations of my host country, community, institution or program; or c) the official representative(s) has reasonable cause to believe that my continued presence in the program constitutes a danger to the health or safety of persons, including myself, or property, threatens the future viability of the program, or brings the program into disrepute or its participants into legal jeopardy. I understand that a decision to dismiss me from the program will be final; that separation from the program will terminate my status as a program participant; can result in the loss of all academic credit; and I will not be entitled to any refunds and will remain responsible for costs incurred on my behalf. I understand that once dismissed I will not be allowed to remain in program facilities (such as housing) nor participate in any program activities.

Alcohol: I acknowledge and will abide by ODU Drug and Alcohol Policy 6603. I understand that ODU prohibits the illegal or otherwise irresponsible use of alcohol by students and that it is my responsibility to know the risks associated with alcohol use and abuse. Because I will be studying and traveling in countries where the legal age for alcohol consumption and/or rules regarding the consumption of alcohol are different than in the United States, I accept the responsibility to know relevant country and local laws concerning the possession, use, and abuse of alcohol. If I am of legal age and choose to consume alcohol while abroad, I will be expected to drink and behave responsibly. The illegal or excessive consumption of alcohol or misconduct due to alcohol consumption will not be tolerated and will result in disciplinary action, including but not limited to dismissal from the program and judiciary proceedings.

Drugs: Illegal drugs as determined by the laws of the United States and the Commonwealth of Virginia in any form are not tolerated. Possession or use of illegal drugs is punishable by fine, imprisonment, and/or deportation. Student participants found using or possessing illegal drugs in any form are subject to immediate dismissal from the program and judiciary proceedings.

Health Care and Emergencies: I am responsible for my own health care, conduct, financial integrity and travel plans related to the program. I understand that on rare occasions an emergency may develop which necessitates the administration of medical care, hospitalization, the administration of an anesthetic, or surgery. Therefore, in the event of injury or illness to my (self, son, daughter), I hereby authorize ODU by and through its authorized representative(s) or agent(s) in charge of said program, to secure medical treatment including the administration of an anesthetic and surgery based upon the advice of a qualified health care professional. I also authorize any official representative(s) of the program to provide any health information as appropriate. It is understood that such treatment shall be solely at my expense and I agree to reimburse ODU for any expenses which it might suffer on account of said injury or treatment thereof. In the event of serious illness, accident, or emergency, my designated emergency contact(s), as indicated on the Program Application Form, may be notified.

Health insurance: I certify that for the international study program I am covered by international health insurance as contracted by ODU directly or through participation in an Office of Study Abroad affiliated program. I acknowledge that it is my sole responsibility to ensure that my health insurance coverage is adequate for my needs.

Disability Accommodations: I accept the responsibility for registering with ODU Disability Services to determine eligibility for services and accommodations related to disabilities, if appropriate; and further, I understand that an Access Plan outlining my accommodations should be submitted to the OSA at least sixty (60) days before the program commencement date in order to assess and determine the ability of the university to provide a reasonable accommodation.

Initial _____

Operating Motor Vehicles: I understand that ODU strongly discourages students owning or operating vehicles during international study. Traffic congestion and different traffic laws and regulations, civil and criminal, can make driving motor vehicles in foreign countries extremely hazardous. Insurance requirements, or other financial responsibility laws, vary from country to country. If, however, I choose to operate a motor vehicle while abroad, I recognize that ODU assumes no financial responsibility for care or legal aid in the event of an accident, infraction, fine, injury, and vehicle breakdown while operating a motor vehicle.

Personal Responsibility: Although ODU is sponsoring this program, I understand that neither ODU nor any of the directors, instructors, and staff or travel arrangers will supervise me at all times. I will have the opportunity and the right to independently leave the group periodically, subject to the requirements for participation in and attendance at classes and other activities that are a required part of the Program. Therefore, I will be responsible for my own safety and cannot hold ODU liable for any injuries to my person or property or any other losses as a result of my participation in the Program.

Third-party Liability: I understand that ODU does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Program. Additionally, I expressly understand and agree to indemnify and hold harmless Old Dominion University, its Board of Visitors, its Office of Study Abroad, its agents, affiliates, officers, and employees from any and all claims and causes of action for damage to or loss of property, personal illness or injury, or death arising out of travel or activity conducted by or under the control of Old Dominion University that may occur as the result of actions by third parties with regard to the aforesaid Program.

Assumption of Risk: I recognize that it is a privilege to participate in the ODU international study program. I realize that study in another country exposes me to risks of physical and emotional harm that I may not be exposed to while studying on the ODU home campus including but not limited to injuries caused by weather, animals, transportation, disease, natural disaster, flora or fauna, and actions of third parties. I acknowledge that ODU has attempted to inform me of the nature of those risks and to advise me how to minimize those risks. I expect that ODU will continue to endeavor to use good faith efforts to keep me informed of material developments that would affect those risks, but I agree that I am the one responsible for my safety and the safekeeping of my property. In consideration of my (self, son, daughter) being permitted to participate as a student in the international study program, I hereby acknowledge the risks of physical and emotional harm or injury and financial obligation inherent in the program. Moreover, I assume the risks identified and acknowledge the existence of other risks of injury and financial obligation that are not articulated here. I agree to hold harmless and release the Commonwealth of Virginia, ODU and its Board of Visitors, and their respective agents and employees including, but not limited to program directors, program faculty, program coordinators, faculty, staff/administrators and personnel of Old Dominion University from any liability whatsoever for injury, illness, death or loss or damage to property which may occur in connection with my participation in this program, and I agree to not make any claim or to commence any litigation or other proceeding against any of the foregoing.

Initial _____