

International Travel

Handbook for Lake Superior College

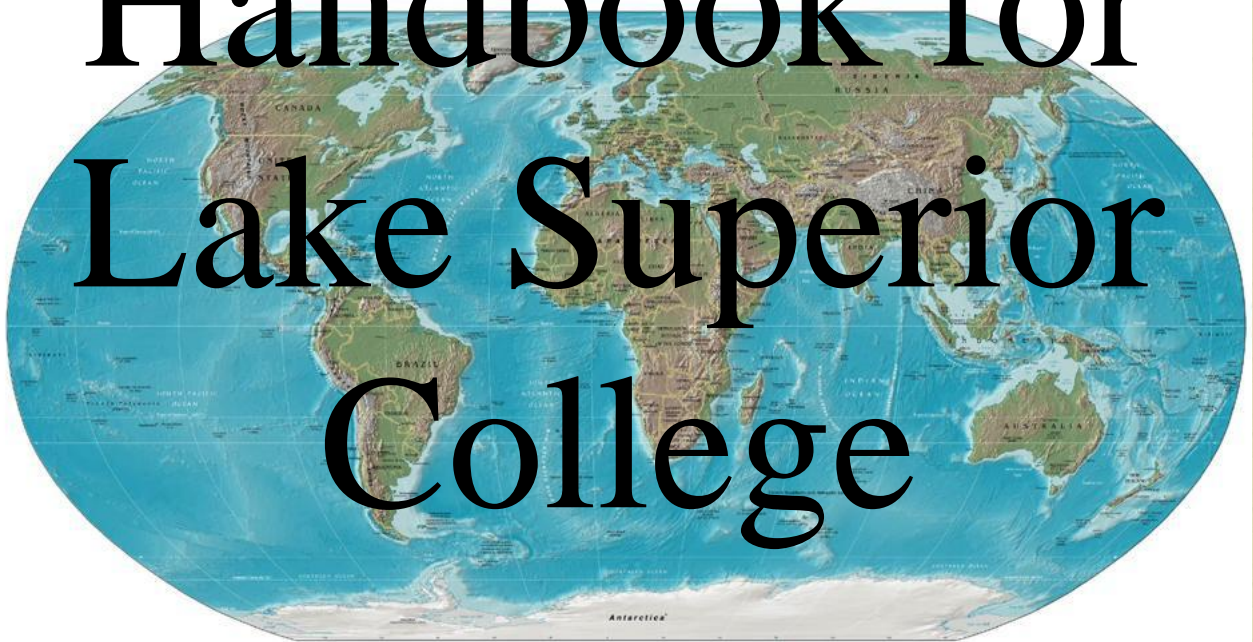


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Study Abroad

Lake Superior College offers several opportunities for students to travel and study in another country. Study abroad, as international education travel is generally known, is an opportunity for students to deepen their understanding of another language, become more knowledgeable about other cultures, and expand their own values, experiences, and heritage. Programs available through Lake Superior College vary in length from a week to a semester.

This handbook will help students and other guests plan their travel experience, gain academic credit for traveling and studying abroad, and re-entering the United States after completing the program. This handbook also includes information for faculty and staff at Lake Superior College about planning and leading a study abroad experience.

Studying abroad may not be as expensive as you think. In most cases financial aid may apply, even for students who currently do not have a financial aid package. While you are abroad you will have the experience of immersing yourself in another culture, but you will also have the opportunity to take courses and apply them to your degree at Lake Superior College.

Most international travel offered through Lake Superior College is related to an academic program or discipline. Learning is a major goal of the program, and academic credit from LSC is usually built into the program plan and expenses. The amount of credit varies by program and you should be sure to consult with an advisor about how study abroad fits into your academic plans.

Guidelines for Student Participants

Study abroad presents both academic and personal challenges. Participants should be flexible, adventurous, and cautious at the same time. You should be willing to adapt to new situations and to expect differences in all things. You will most likely have to take much more responsibility for staying on track and on time. Housing and living standards will be different: you cannot assume that environmental or living arrangements will be the same as they are in Duluth or the United States.

Read the literature from your study abroad program carefully and attend all orientation sessions so you are aware of cultural differences and preconceived notions you (or your hosts) may have. Take the time to research cultural differences; talk to former study abroad students, international students, and faculty; read the pre-departure information and travel books. Remember that personal safety is very important and that you must take responsibility for it.

Below are some guidelines for student participants in Lake Superior College international study and travel programs. They include a Student Code of Conduct to which each participant must agree.

Guidelines for Student Participants:

- 1.** Each applicant must be in good academic standing and provide the program leader with a current copy of his or her academic transcript.
- 2.** Each participant must complete the “Lake Superior College Application for International Study” form and be approved by the program leader.
- 3.** Each participant must provide the program leader with proof of current medical insurance and, if needed, proof of required inoculations.
- 4.** Students who do not receive instructor approval to participate in the program may appeal to the Vice President of Academic Affairs.
- 5.** Participants may be required to provide a doctor’s permission for travel abroad as a result of information given on the application form.
- 6.** Each student must be enrolled in a transferable college course specifically designed for the study abroad program and complete all course requirements.
- 7.** Each student is financially responsible for all the course-related expenses, such as tuition, books, and travel costs, and must honor the due dates for all payments.
- 8.** Each student must sign the College study abroad code of conduct, which outlines behavioral expectations of all program participants.

LSC Study Abroad Code of Conduct

International travelers are guests in other countries and representatives of the United States and of Lake Superior College. Therefore, all participants must agree to act responsibly.

I agree to:

1. Meet all my financial obligations by their due dates.
2. Adhere to all the terms and regulations established by the tour company, regarding cancellation policies and other travel conditions.
3. Be an active participant in **all** class sessions, before and during the program, and complete all assignments on time. Recognize that this is a learning experience, not a vacation.
4. Listen quietly when a tour guide, a group leader, or another group member is speaking.
5. Be on time for all travel and scheduled activities.
6. Go out in groups of at least 2 or 3 in the country we are visiting.
7. Dress, speak, and behave in a way that is respectful of the culture and the people we meet, including other hotel guests.
8. Respect the following guidelines if I am found guilty of an infraction.
 - a. Infractions will be dealt with in a way that equals the severity of the infraction, to be determined solely by the program leader, in consultation with the other program assistants.
 - b. The student may receive a disciplinary letter outlining his or her infraction.
 - c. For serious infractions, the student will be sent home at his or her own expense and, if applicable, will be responsible for expenses incurred due to his or her behavior.
 - d. Serious infractions may result in a failing grade for the course.
 - e. Lake Superior College administrators will be notified in regards to any infraction.
9. Recognize that this program is intended to be a fun learning experience, and we will act toward that goal.

I understand and agree to follow this code of conduct and take responsibility for the consequences of my behavior. I am in good physical and mental health and am able to travel without special medical attention or counseling supervision.

Student Signature

Name (Printed)

Date

If the student is under 18 years of age, the following must be completed:

I certify that I am the parent or legal guardian of the applicant, that I have read and understand the policies of this travel-study abroad program and will be responsible for extraordinary expenses incurred due to my child's behavior that may possibly necessitate an early return from foreign travel.

Parent/Legal Guardian Signature

Name (Printed)

Date

Lake Superior College Application for International Study

Individual Study Program... Name of Program _____

Group Study Program..... Name of Program _____

Dates of program applying for: _____

Applicant's name as it will appear on passport: _____

[LSC International study/travel programs require a valid passport]

Student Signature _____

Date _____

Passport Number: _____

Mailing Address: _____

Phone: (____) _____ - _____

E-mail Address: _____

Date of Birth: _____

LSC Student/Staff ID# or Social Security Number: _____

Will you be 18 by the time of travel? Yes No

[Any student under the age of 18 at the time of travel must have the parents' signature or the signature of a legal guardian over the age of 21]

Signature of Parents of Legal Guardian _____

Date _____

Emergency Contacts: **Please list two**

Contact Name	Contact Phone	Relationship
1. _____	_____	_____
2. _____	_____	_____

Academic and General Information:

Names of your current instructors:

Please list three individuals who are not related to you who can serve as reference. One of these references must be a current LSC employee.

Reference Name	Reference Phone	Relationship
1.		
2.		
3.		

1. Have you traveled out of the United States? Yes No

If yes, where and when:

2. Are you fluent in any language other than English? Yes No

If yes, please describe. [No foreign language skills are required]

3. Describe which college courses you have taken that have prepared you for a travel-study abroad experience and how they have prepared you? [Please attach a current transcript]

4. Please describe in detail why you wish to participate in a LSC travel/study program:

STATEMENT OF RESPONSIBILITY, RELEASE AND AUTHORIZATION TO PARTICIPATE IN LAKE SUPERIOR COLLEGE INTERNATIONAL EDUCATIONAL OPPORTUNITY

I, _____, am a student at Lake Superior College (“the College). I have agreed to participate in an international educational program entitled _____ sponsored by the College in the country(s) of _____ (“the program”). I understand and hereby acknowledge that my participation in the program is wholly voluntary. In consideration of being allowed to participate in the program, I hereby agree as follows:

1) I hereby represent and warrant that I am and will be covered throughout the program by a policy of comprehensive health and accident insurance which provides coverage for injuries and illnesses I sustain or experience overseas and, more specifically, in the countries in which I will be traveling while participating in the program. By my signature below, I certify that my health insurance policy will adequately cover me while outside the United States; and I absolve the College of all responsibility and liability for any injuries (including death), illnesses, claims damages, charges, bills and/or expenses I may incur while I am abroad. I agree to report to the College any physical or mental condition I have which may require special medical attention or accommodation during the program at least thirty (30) days prior to departure.

2) I understand and acknowledge that there are inherent health risks associated with traveling abroad. I agree that I am personally responsible for obtaining all health information, instruction, medical procedures, immunizations and medications appropriate to my intended travel. I recognize that the College is not responsible for any of my medical or medication needs and I assume all risk and responsibility therefore. I further agree that if I become incapacitated, the College, through its agents and employees, may take whatever action is deemed necessary with respect to my health and safety. I authorize the College, its agents and employees to place me, at their discretion and without further consent, in a hospital or in the care of a local doctor or other appropriate health care provider for medical services and treatment. If necessary or desirable, I also authorize them to transport me back to the United States by commercial airline or otherwise for medical treatment. I agree that I am fully responsible for any and all expenses, including transportation costs, associated with or in any way related to my medical care.

3) I understand that the College reserves the right to make changes to the program itinerary at any time and for any reason, with or without notice, and the College shall not be liable for any loss whatsoever to me by reason of any such cancellation or change. I acknowledge that I have been advised to obtain program insurance, at an additional cost to be paid by me. The College is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether the College makes flight arrangement. Any additional expenses resulting from the above will be paid by me. The College reserves the right to substitute hotels or accommodations or housing of a similar category at any time. Specific room and housing assignments are within the sole discretion of the College.

4) I understand and acknowledge that the College assumes no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors or hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of the

College, force majeure, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries, damage to property, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection with any accommodations, restaurant, transportation, or other service of for any substitution of hotels or of common carriers beyond the College's control, with or without notice, or for any additional expense occasioned by any of the foregoing. If due to weather, flight schedules or other uncontrollable factors I am required to spend additional nights, the College will not be responsible for my hotel, transfers, meal costs or other expenses. My baggage and personal property are transported at my risk entirely. The right is reserved by the College, in its sole discretion, to cancel the program or any aspect thereof prior to departure; and, in the College's sole discretion to cancel the program or any aspect thereof after departure, requiring that all participants return to the United States if the College determines or believes that any person is or will be in danger if the program or any aspect thereof is continued.

5) The College reserves the right to decline to accept or retain me in the program at any time should my actions or general behavior impede the operation of the program or the rights or welfare of any person. Similarly, if my conduct violates any policy or procedure of the College, or any provision of the College Conduct Code, which I hereby agree shall apply to my conduct while I am abroad, I understand that I may be required to leave the program in the sole discretion of the College's employees, agents and representatives, and I may be referred to the appropriate College officials for further disciplinary action. I agree that College officials may disclose information about me that may be classified as confidential or private to my parents, or others I have named as emergency contacts, as they deem appropriate or necessary for program purposes while I am abroad.

6) I understand and acknowledge that I have received and reviewed the attached U.S. State Department Consular Information concerning travel, in and around _____
_____. I have read the Travel Warning issued by the Department of State for _____ dated _____, and the Public Announcement issued for _____ dated _____. By these announcements, I am aware of and understand that the Department of State continues to alert U.S. citizens to ongoing safety and security concerns in _____, including but not limited to the dangers to my own health and personal safety posed by terrorism, crime, civil unrest and violence. I hereby assume, knowingly and voluntarily, each of these risks and all of the other risks which could arise out of or occur during my travel to, from, in or around _____.

7) Although the College is sponsoring this course, I understand that college faculty or representatives or agents may not be supervising me at all times. I may have the opportunity to travel independently periodically, subject to the faculty director's requirements for participation in and attendance at classes and other activities that are a required part of the program. During such independent travel, I understand that I am responsible for my own safety and cannot hold the College liable for any injuries to my person or property or any other losses as a result of my participation in the program.

If I decide to leave the program before completing the course of study, I will provide the College with advance written notice of my intention to leave the program. If I leave the program prior to its completion, the College has no liability to provide or arrange for transportation, housing, dining or other services to me in connection with my early departure.

8) I understand that engaging in political activity in _____, including but not limited to, joining political parties or unions, participating in demonstrations, soliciting political material or picketing may be dangerous or illegal. If I have legal problems because of such activities, I understand that the College cannot provide legal counsel.

9) I understand that as a U.S. citizen in a foreign country, I will be subject to the laws of that country. I agree to comply with those laws, as well as the College Conduct Code, including refraining from using, possessing or selling any illegal drugs. I understand that being charged with any infraction of the laws of the foreign country, including possession of any illegal drugs, is grounds for immediate expulsion from the program without refund. In addition, I understand that should I have any legal problems while abroad, I am responsible for any legal costs incurred as a result. The College cannot provide legal counsel in such circumstances.

10) I hereby acknowledge that I have read, understand and will abide by each of the terms and conditions of this Agreement. I have had the opportunity to review this document with legal counsel. This Agreement represents my complete understanding with the College concerning the College's responsibility and liability for my participation in the program, and it supersedes any previous or contemporaneous understanding I may have had with the College or its representatives on this subject, whether written or oral, and cannot be changed or amended without the parties' mutual written consent. My signature represents my voluntary agreement.

Dated: _____

I am at least eighteen (18) years of age

(Signature)

Name (Printed)

I am under eighteen (18) years of age

Student Signature

Name (Printed)

Parent/Guardian Signature

Name (Printed)

APPENDIX A

Personal Information for Participants

Medical Information:

1. Doctor's name and phone: _____

Name

Number

2. Current Medical Insurance Carrier and Policy Number:

Name

Number

3. Do you require any special accommodations? Yes No

[Note: many countries do not provide handicapped facilities.]

4. Please list any allergies:

a. Food _____

b. Medicine _____

c. Other _____

5. Do you require a special diet? Yes No

If yes, please describe. _____

[Note: vegetarian or other specialized diets may not be available.]

6. Are you taking or will be taking at time of travel any prescription medications?

Yes No

If yes, please list

[Note: all prescriptions must be transported in the original bottle with the prescription clearly labeled. Also refrigeration of special prescriptions may not be available]

7. Do you have any unique conditions that might make air travel difficult or uncomfortable for you? Yes No

If yes, please describe _____

8. In-country travel may be by bus, subway, train, car, boat or by foot. Do you have any conditions that would hinder travel by any of these modes?

Yes No

If yes, please describe _____

9. You may be traveling in areas that have heat well in excess of that experienced in northern Minnesota. Is heat or high humidity a health problem for you?

Yes No

10. Do you have any medical conditions that may adversely affect your ability to have a successful travel-study abroad experience?

Yes No

If yes, please describe

[Note: having such a condition does not automatically disqualify you from participation in LSC travel programs]

11. Please describe any other medical, mental or social conditions that would be helpful for the program organizers to know in order to help you have a successful experience.

APPENDIX B

Guidelines for Faculty and Staff

Revised on March 24, 2004 by the International Education Committee

General Guidelines for Study Abroad Programs:

- All study abroad programs will set up a contract with an official tour or educational study company. The Vice President of Academic Affairs and the Vice President of Finance and Administration will direct the work on the contracts.
- If a “free” program is awarded by the tour company for a certain number of participants, it will be averaged into the cost per person on the program, thus reducing the cost per student.
- All program leaders’ and program assistants’ travel expenses will be paid by LSC as per appropriate contract language.
- All participants and the Vice President of Operations and Finance must be provided with clear terms of the tour/educational company cancellation policies and terms. The policies and terms must be approved by the Vice President of Operations and Finance.
- All study abroad course fees, including travel expenses, must be publicized in the semester class schedule.
- All financial transactions must be made through the College Business Office. Individual accounts/cost centers will be assigned to each study abroad program. Tour or educational study companies will be paid directly from that account. All vendor payments will be made through Accounts Payable.
- Student accounts will be set up in the Business Office for each student. All student payments will be made through the Student Payment Office.
- Anyone wanting to start a new study abroad program must meet the criteria for study abroad program leaders. He or she must first present the program idea to the International Education Committee, then develop the program and get the approval of the Vice President of Academic Affairs.
- All participants must have a valid passport to travel.
- While LSC strives to provide reasonable disabilities accommodations, the College cannot guarantee these same accommodations in other countries. Anyone requiring disability accommodations should contact LSC’s Disabilities Services Office.

Guidelines for Study Abroad Program Leaders and Program Assistants:

- All study abroad program leaders and program assistants must be LSC employees with previous international education experience.
- Sign a college study abroad code of conduct, which outlines behavioral expectations of all program participants.

PROGRAM LEADERS:

- Any faculty member wanting to develop a study abroad program must present a plan to the International Education Committee, which will make recommendations to the Vice President of Academic Affairs.
- The program leaders are chosen by the Vice President of Academic Affairs.
- Anyone leading a study abroad program must fulfill all duties listed in the general program leader job description as described below, as well as any duties specific to a program.

General Program Leader Job Description:

- Work with VPAA and VPF&A to develop and set up a contract with a tour company.
- Develop appropriate curriculum for the study abroad program, following College procedure for initiating new curriculum.
- Make the initial contacts for the financial and student registration processes with the Business Office, Student Payment Office, Accounts Payable, the Financial Aid Office, and the Registrar. Maintain regular contact with these offices throughout the program.
- Develop and distribute advertising throughout the College and extended community.
- Recruit students prior to the trip by:
 - hosting a table at open houses and other college functions
 - meeting with potential program participants
 - corresponding with potential program participants through e-mail, phone conversations, and letters
 - making classroom visits
 - maintaining contact with past participants
- Maintain regular contact with registered participants with pertinent and updated information concerning the program (e.g., local customs and safety issues) and the course, including:
 - program registration with the tour company
 - payment due dates
 - passport and visa applications and regulations
 - packing, customs, health and travel insurance, and currency exchange information
 - foreign embassy and U.S. State Department travel advisories and warnings
 - course registration
 - course reading, discussion, and other assignments
 - pre-trip meeting dates
- Schedule classes and teach the course curriculum, including information on health and safety abroad.

- Lead all scheduled program activities, including museum visits and tours, group meals, and group meetings in the hotel or in other designated places.
- Direct all administrative tasks during the program, such as helping students at the airport and customs, doing head counts, keeping track of time, and working with local tour guides, bus drivers, and hotel personnel.
- Accompany students to various locations as needed, at any time of the day, even when these activities take place outside the scheduled group activities.
- Be on call around the clock as student emergencies may arise at any time of the day or night.
- Address and resolve crisis situations, such as theft, lost passports, and medical emergencies, which may necessitate contact with the police, U.S. embassy, or hospitals.
- Create and develop group cohesion prior to and throughout the travel period by maintaining personal contact with each program participant.
- Address and monitor student concerns, such as homesickness, health issues, and other personal difficulties.
- Address and monitor conflicts within the group, such as between roommates.
- Inform other program assistants of any concerns about students or program assistants and decide on the course of action.
- Assign the program leader or a program assistant to stay back at the hotel with students who are ill, being disciplined, or otherwise unable to attend group activities.
- Discuss student discipline matters with the program assistants and decide on the course of action.
- Sign a college study abroad code of conduct, which outlines behavioral expectations of all program participants.

PROGRAM ASSISTANT:

- Anyone wanting to serve as a program assistant must apply to the International Education Committee which will make recommendations to the Vice President of Academic Affairs. The final selection will be made by the Vice President of Academic Affairs.
- Selection of program assistants will consider gender balance when appropriate.
- If a program assistant is not a faculty member, he/she does not need to take leave but must have his/her supervisor's written approval.
- Program assistants will receive a stipend of \$500 to \$1500 (but no release time) for their work upon approval of the Vice President for Academic Affairs.
- Anyone serving as a program assistant must fulfill all duties listed in the general program assistant job description as described below, as well as any duties specific to a program.

General Program Assistant Job Description:

- Help with recruitment prior to the program, which may include:
 - hosting a table at open houses and other College functions
 - creating and distributing advertising
 - meeting with potential program participants
 - making classroom visits
- Assist with the student application screening process.
- Assist with email and other forms of communication with students throughout the planning stages of the program.
- Assist with program-related paper work, including:
 - application forms
 - letters
 - student health insurance information
 - photocopies of passports
- Participate in all the pre-program course activities, which may include several class sessions (often on Saturdays), informational meetings, and discussions on the online course supplement.

During the program, program assistants are required to do the following:

- Participate in all scheduled program activities, including museum visits and tours, group meals, and group meetings in the hotel or in other designated places.
- Assist with all administrative tasks during the program, such as helping students at the airport and customs, doing head counts, keeping track of time, and working with local tour guides, bus drivers, and hotel personnel.
- Accompany students to various locations as needed, at any time of the day, even when these activities take place outside the scheduled group activities.
- Be on call around the clock as student emergencies may arise at any time of the day or night.
- Make and maintain personal contact with each program participant and help develop cohesion within the group throughout the travel period.
- Pay special attention to students who appear to have personal difficulties, such as homesickness and offer help as needed.
- Pay special attention to and help solve potential conflicts within the group, such as between roommates.
- Report any concerns about students or other program assistants to the program leader.
- When needed, stay back at the hotel with students who are ill, being disciplined, or otherwise unable to attend group activities.
- When needed, lead a group alone if the program leader is unable to join the group, due to illness or other valid reason.
- Discuss student discipline matters with the program leader. If needed, help supervise disciplinary actions.