



# GLOBAL EDUCATION OREGON

## FACULTY HANDBOOK

### 2022

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# FACULTY HANDBOOK INTRODUCTION

Welcome! We at GEO are excited to work with you to ensure your study abroad program is safe and successful. Study abroad is one of the most important, life-changing experiential learning opportunities for our students.

This faculty handbook includes important information related to all aspects of leading a study abroad program, from the submission of initial program proposals to program development, recruitment, management, and post-program evaluation. This page provides a basic overview of GEO, followed by a detailed breakdown of roles and responsibilities for our staff, you as faculty leader, and the myriad other people we work with to ensure program success. There is a lot of information here – thank you in advance for reading it carefully. Faculty are also encouraged to keep a digital copy of this handbook with them for the duration of your study abroad program.

## ABOUT GEO

Global Education Oregon (GEO) is the study abroad office for the University of Oregon. We work with UO faculty and faculty at US partner institutions to develop programs at our four GEO Centers in London, Siena, Segovia, and Oviedo in addition to many other locations around the world. We also partner with over 70 colleges and universities abroad in an exchange program that allows us to send UO students to enroll in their university and host students from their universities.

## Our Mission

At Global Education Oregon, we create pathways to international, cross-cultural experiential learning for students, faculty and university partners. Founded on the belief that international engagement is integral to developing global citizens that will be responsive to the challenges of sustainable development, we:

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

## What is a GEO Center?

GEO faculty-led programs can either take place at a GEO Center or can be organized through a contract with a third-party vendor. GEO Centers exist in London, Italy (Siena), and Spain (Segovia and Oviedo). GEO Centers are equipped with classroom and office facilities. GEO Centers all have local, full-time, on-site staff, including a Site Director, who manage most of the logistics of the program (see next section). There will most likely be other classes taught by local faculty at the GEO Center as well. In some cases, students may be taking courses at a nearby university. Learn more about our GEO Centers [here](#).

## *Education Abroad Standards*

GEO is a member of the *Forum on Education Abroad*, the Standards Development Organization for the field of education abroad in the United States. The *Forum* presents professional [standards of best practice](#) for institutions and individuals working in the field of international education. These standards have directly informed the information and policies in this handbook.

As a Faculty Leader on a GEO program, you are a practicing international educator who will follow the same *Forum* standards of good practice while teaching on the program.

# GEO STAFF ROLES AND RESPONSIBILITIES

We are excited to work with you on your upcoming faculty-led program. The following section details the roles and responsibilities of GEO Staff at UO, GEO Staff at GEO Centers, and other onsite staff who support GEO study abroad programs (e.g. Third-Party Vendors).

## *Global Education Program Coordinator (GEPC)*

The GEPC assigned to your program will be the primary go-to person and your main point of contact at GEO. In order to avoid misunderstanding and miscommunication, please ensure that you copy your GEPC on all written communication pertaining to your study abroad program.

GEPCs are responsible for the following components of your program:

- **Forms:** Supply all required forms for the establishment of the program, including the program proposal form, contracts, handbook, etc.
- **Finances:** Authorize all monetary transactions related to your program, including but not limited to collection and disbursement of program funds, payment to faculty and onsite staff, and reimbursements for pre-approved out of pocket expenses.
- **Budget:** Build, manage, and approve all aspects of the program budget, including final program price.
- **Advising:** Advise students interested in your program to review course equivalencies, program details, and scholarships.
- **Applications:** Screen all student applicants before faculty review applications (if applicable) and follow-up with students who are missing key application materials.
- **Orientation:** In collaboration with the faculty-leader, schedule and lead a pre-departure orientation for program participants. All orientations include details related to health and safety, program itinerary, billing, financial aid, and academics.
- **Promotion:** Support the faculty leader in program promotion by acting as liaison between the Faculty Leader and the GEO Communications & Marketing Team, co-hosting info sessions as requested by faculty, and compiling interested student email lists for Faculty Leaders to use during promotion. NOTE: faculty leaders are the primary source of promotion for faculty-led study abroad programs.
- **Support Onsite Staff:** Acts as liaison with the GEO Site Directors and other on-site staff (e.g. center staff, third party vendors, etc.) to coordinate program logistics such as housing, excursions, class space, travel, etc.
- **Emergency Management:** In collaboration with faculty leaders, onsite staff, and GEO leadership, respond to student emergencies in accordance with the GEO risk management procedures.
- **Evaluation:** Analyze program evaluations to make recommendations for future iterations of the program, participate in the the Study Abroad Programs Committee (SAPC) review of programs within the GEPC's portfolio.

## *GEO Center: Site Director and Center Staff*

GEO Centers all have their own full-time, year-round local Site Directors and center staff. Faculty Leaders at a GEO Center have a hands-off role in planning the day-to-day logistics and excursions. In collaboration with the GEPC, center staff are responsible for the following components of your program:

- **Housing:** Reserve and coordinate housing for faculty and students
- **Excursions:** Plan and coordinate excursions
- **Facilities:** Own and manage class space and common areas as the “hub” of the program
- **Logistics:** Manage all health protocols, transportation logistics, etc.
- **Orientation:** Lead and organize the student arrival orientation
- **Grades:** Receive grades from faculty for all students to be entered directly into Studio Abroad

- **Discipline:** Handle all disciplinary actions if/when they arise (faculty will be involved if needed)

Programs held at GEO Centers will likely include on-site faculty teaching courses alongside your own. It is possible for the Site Director to put you in contact with these local faculty prior to your program to discuss collaboration between your courses and excursions to make them more complementary.

### *Non-GEO Center: Third-Party Vendor*

Programs not held at a GEO Center may have onsite staff representatives from third-party vendors who will assist with some aspects of your program. In collaboration with the GEPC and Faculty Leaders, third-party vendors are responsible for the following components of your program:

- **Housing:** Reserve and coordinate housing for faculty and students in collaboration with the GEPC
- **Excursions:** Plan and coordinate excursions
- **Facilities:** Organize and manage instructional space and other common areas as needed by the program.
- **Logistics:** Organize and manage onsite logistics, including but not limited to onsite orientations, health protocols, transportation logistics, and other safety and risk management procedures.

### *GEO Marketing & Communications Team*

This GEO team is responsible for promoting ALL GEO programs, including yours. They work closely with the GEPCs to determine the best “selling points” and audiences to promote your program to and use a variety of institutional channels to do so.

The GEO Marketing & Communications team is responsible for:

- **On-Campus Tabling:** Answer questions and promote programs, info sessions, scholarships, etc.
- **Events:** Coordinate and lead on-campus events to promote study abroad and engage students
- **On-Campus Signage:** Design and distribute posters and other materials to promote study abroad in general and (in some cases) specific programs or locations
- **Email Campaigns:** Create and target email campaigns to various groups of students according to UO-approved communications policies based variables such as major, minor, class standing, etc.
- **Social Media:** Manage and create content for the @GEOabroad Instagram, Facebook, and Twitter accounts to promote programs, educate on travel/study abroad, and inspire global engagement
- **Website:** Create and edit each program page on the GEO website
- **E-Cards & Digital Displays:** Create and distribute program-specific e-cards for faculty to share/use and general study abroad digital displays to be displayed strategically around campus

NOTE: Although the GEO Marketing & Communications Team will at times highlight specific programs in social media campaigns, emails, and through the GEO website, they are not responsible for program-specific marketing and recruitment efforts for faculty-led programs.

### *Division of Global Engagement (DGE) Finance and HR:*

DGE accountants will process cash advances, assist with arranging travel if necessary, issue payments to GEO Centers and Third Party Providers, and process reimbursements as needed. The DGE HR team will process faculty contracts to ensure faculty are compensated as agreed upon with GEO.

### *GEO & UO Administrative Staff*

Ensure students are properly enrolled; assist with academic, financial aid, and scholarship advising; and confirm course credit equivalencies. See Appendix I for all relevant GEO Staff Contacts.

# FACULTY ROLES AND RESPONSIBILITIES

GEO faculty-led programs provide an amazing opportunity for students to grow academically and personally during their study abroad experience, making your leadership on the program an integral part of that journey. From promotion and recruitment to onsite program management and post-program evaluation, the success of all aspects of a faculty led program depend upon a strong, positive working relationship between faculty and GEO staff.

## Pre-Program Faculty Responsibilities

Prior to departure, Faculty Leaders will:

- Meet with GEPC to finalize syllabi, course materials, schedule, facilities, excursions, and budget
- Sign the Faculty Agreement
- Develop and implement a recruitment plan in collaboration with the GEPC
- Monitor application numbers in Studio Abroad
- Review (and interview when applicable) student applications
- Attend faculty orientation (required) and student orientation (optional)
- Attend GEO workshops on new program development, on-site leadership, and crisis and emergency management
- Prepare personal pre-departure travel and living abroad logistics

## ***Program Development & Planning***

Program Development begins 12-18 months before program start date through the faculty-led program application process. Faculty leaders submit new and existing (renewal) program proposals through an annual Provost and HR-approved application review process. Proposals are reviewed by school/college academic leadership (Dean or designee) in consultation with GEO. Faculty whose programs are approved will work in collaboration with the GEPC to finalize the following program components:

### *Syllabi*

The program proposal and syllabi that are submitted during the initial stage of program development will form the foundation of the program as it takes shape. Faculty are responsible for course syllabi and academic content for their program, though GEPCs and onsite staff may help by providing useful feedback and suggestions that help tie course content to international education best practices. Once complete, the syllabi will be filed with the Registrar by the GEPC. Any subsequent changes to the syllabi must be sent to the GEPC to update it with the Registrar and on the GEO website on behalf of the faculty.

### *Course Materials*

A list of proposed course materials will be submitted to GEO along with the final syllabi three terms before program start date. In an effort to ensure access for students with modest financial means, GEO encourages faculty to keep the total cost of required course materials to a minimum. In most cases, required reading can be printed on-site with advance notice. Please avoid making changes to course texts that cannot be printed or viewed online close to the program start date to avoid students being unable to acquire the text prior to departure.

Required reading and related assignments should come primarily from textbooks and/or materials available ahead of time, as access to libraries is limited or non-existent in many study abroad context. Reliance on digital materials is strongly recommended.

Additional notes on course materials:

- The cost of mailing additional teaching materials to and from the program location cannot be reimbursed by GEO.
- It is the responsibility of Faculty Leaders to secure copyright clearance needed on any materials

to be distributed.

### *Program Itinerary and Class Schedule*

Faculty will work in collaboration with GEPCs and onsite staff to finalize a program itinerary and course schedule at least two terms before program start. For most study abroad programs, classes will be scheduled in one or two-hour blocks, four days per week (Monday – Thursday), with some afternoons and Fridays set aside for excursions or fieldwork.

### *On-Site Facilities*

The on-site facilities will depend on the program location. The logistics are primarily handled by the GEPC and onsite staff (Site Director or Third-Party Vendor). GEO centers have onsite facilities that can accommodate most program structures and instructional styles. For programs not held as a GEO Center, adequate facilities including class space, offices, and housing will be coordinated by the GEPC and third-party vendor to accommodate the course structure and teaching style.

### *Faculty Housing*

GEO arranges lodging for faculty for the duration of their program. Faculty housing typically consists of a one-bedroom apartment or hotel. Faculty who wish to arrange their own housing, or who wish to secure housing that is different than a standard one-bedroom apartment or hotel (e.g. space to include dependents who may be traveling with faculty) should notify GEO during the initial program development phase (12-18 months in advance of program start date).

### *Excursions*

Several high-value excursions are regularly included in study abroad programs to provide optimal academic and cultural enrichment for students. Excursions tend to be powerful “selling points” for students during the recruitment and outreach phase. Faculty are encouraged to collaborate with the GEPC and the Site Director or third-party vendor to plan excursions that will complement and help illuminate course curriculum. Afternoon, day-trips, and multi-day excursions are all possibilities.

### *Budget*

The GEPC will develop a program budget that will establish all program costs and student fees for the program. The GEPC will then review the program budget with the Faculty Leader for approval three terms prior to program start date. Once a budget is finalized, the associated program price will be published to the program page on the GEO website. The finalized budget will be used to inform the program’s minimum enrollment (see below). Any changes to program budget after the program price has been published are subject to GEO approval. Except in exceptional circumstances, negotiations with vendors regarding program costs will be the responsibility of the GEPC.

### *Faculty Agreement*

Once program development is complete, all Faculty Leaders sign a GEO Faculty Agreement, which outlines specific program information and GEO policies regarding faculty-led programs. See Appendix II.

## ***PHASE 2: Recruitment & Outreach***

Active program promotion is key to the success of your program. Past practice has proven that meeting enrollment minimums is directly related to the level of faculty engagement throughout the recruitment process. As a faculty-leader, you are the face of the program and thus act as the primary promoter and recruiter; students chose faculty-led programs primarily because of the desire to learn from and work with a UO faculty member.

GEO will act in a supporting role by promoting study abroad across campus, sharing tools you may use in your promotion, developing limited program-specific materials (see below), and, where applicable, assisting with outreach to partner universities. Program specific materials may include:

- **E-card:** Send in emails to students and colleagues; print and display in your office

- **Webpage:** Hosted on the GEO website, the program page includes all program details and can be linked to in all faculty promotions; consider adding a link to the program page in your email signature
- **Social Media:** 1-2 photos and/or videos for use on your personal social media accounts

### *Outreach Tips & Tricks*

- **Current Students:** Communicating with students currently enrolled in your classes is low-hanging fruit. We recommend discussing your program in class and periodically emailing your students about the program.
- **Potential Students:** To reach students that may not be enrolled in your classes, your GEPC can compile a list of students with relevant majors and minors that would be good candidates for the program.
- **Colleagues:** Inform your colleagues about your program and encourage them to share it with interested students in their classes.
- **Social Media:** Most students have Instagram and TikTok accounts, but many are also active on Twitter. Utilize whichever social media platforms you feel comfortable with to post photos, videos, fun facts, excursions, academic info, and program descriptions.
- **Blog:** If you have an active blog that students and/or colleagues follow, creating a post about your program is a great idea
- **Info Sessions:** Work with the GEPC to schedule an info session (virtual or in-person) about your program. It's recommended that you add the info session to the [UO Events Calendar](#) so it will appear on the GEO Homepage and can be promoted by the GEO Communications team on social media. For renewing programs, limited funding may be available for faculty to use during promotional activities; please ask your GEPC for more details.

#### *Social media accounts to tag & follow*

Instagram: [@GEOabroad](#), [@uoregon](#)

Facebook: [GEOabroad](#)

Twitter: [@GEOabroad](#)

Vimeo: [International Ducks](#)

For more tips on recruitment and outreach strategies, feel free to reach out to your GEPC or the GEO Communications team ([dgecomms@uoregon.edu](mailto:dgecomms@uoregon.edu)).

## ***PHASE 3: Applications & Enrollment***

### *Minimum Enrollments*

An enrollment minimum is determined for every GEO program and is directly related to program budget. Minimum enrollment must be met before a program will run. The most successful programs that regularly meet minimum enrollment (and even reach a waitlist!) are those with significant Faculty Leader recruitment and outreach efforts using the above tips and other creative tactics.

Once faculty sign the faculty agreement they are able to monitor student enrollment directly by logging into GEO's Studio Abroad (STAB) portal. Faculty are automatically updated via email with regular enrollment summaries. When reviewing open applications in STAB, please note that most programs will have a 50% attrition rate, meaning twice as many applications will be opened as will be completed and confirmed.

Approximately one month prior to the program application deadline, faculty will meet with the GEPC to assess the status of their program enrollments. At this time, faculty may need to implement additional recruitment strategies to enhance enrollment. Past practice shows that application deadline extensions are often ineffective recruitment tools and thus only approved by GEO in exceptional circumstances. If



the minimum enrollment is not met by the application deadline, faculty may have the option of cost-sharing some of the program expenses to reduce the likelihood of their program being cancelled. Cost-sharing might include using air miles to pay for airfare, use of faculty development funds, contributing towards the cost of accommodations, reducing faculty salary, etc.

Please note that GEO is a largely self-funded unit and thus cannot run programs that do not cover their own cost. In addition, GEO's budgeting process assumes slight attrition after applications are confirmed.

### *Studio Abroad (STAB) Definitions & Application Process:*

- **Initial Application:** The student has opened an application and may be working on submitting the required materials, but has not yet completed the application
- **Under Review:** The student has submitted the application and all required materials and the GEPC is screening the application for meeting minimum requirements and behavioral/conduct history. Once approved by the GEPC, faculty are required to review student applications and interview students (when applicable) as soon as possible. If approved, select the "Faculty Accept" application tag
- **Acceptance Offered:** Once approved by the faculty and the GEPC, the student is informed that they have been accepted to the program
- **Acceptance Confirmed:** The student has paid the required deposit to guarantee a place on the program. At this stage, the student is officially considered to be enrolled in the program.

**NOTE: After application review, GEO offers acceptance to students:** Although faculty leaders play a key role in reviewing and approving student applications, GEO is solely responsible for offering acceptance to students. *Please do not tell students directly that they have been accepted* onto a program, as there may be factors affecting the ability of GEO to offer admission that are not evident to faculty during the application process (e.g. conduct records, health and safety restrictions, confirmation of participation in another program, etc.).

## ***PHASE 4: Pre-Departure Orientations***

### *Student Orientation*

Students become acquainted with their program throughout the application process and, once accepted, through a comprehensive pre-departure information packet provided by GEO, on-campus pre-departure orientations lead by the GEPC, and an on-site arrival orientation. See Appendices VI, VII, and VIII for required student policy documents.

**UO faculty** are welcome to participate in student orientations as an opportunity to meet some of the students and to discuss courses and other matters with them. If you wish to participate in the pre-departure orientation, please work with your GEPC.

**Non-UO faculty** need to contact their campus study abroad representative to coordinate a pre-departure orientation on their home campus.

### *Faculty Orientation*

Several weeks prior to departure, faculty will be contacted to set a date for an orientation session with the GEPC. Faculty leaders may also be required to attend an orientation led by GEO's safety and risk manager. For Faculty Leaders teaching at a GEO Center, a video call will also be scheduled with the GEO Site Director. Pre-departure orientation topics may include everything in this handbook, plus emergency, safety, and risk management procedures.

## ***PHASE 5: Pre-Departure Personal Logistics***

Once your program has reached the stated minimum enrollment and the program start date approaches,

faculty leaders will complete the following tasks:

- Inform the GEPC if family or dependents will be joining you (faculty are strongly encouraged to notify your GEPC as far in advance as possible)
- Obtain passport, visa(s), and required immunizations (if applicable)
- Arrange air travel through your home department or the Division of Global Engagement in accordance with UO travel policies
- Sign up for insurance and register dependents, if applicable
- Notify bank of travel plans and prepare for on-site financial transactions, as needed (ATMs, cash, etc.)
- Pay housing deposit, if applicable
- Complete the setup of and upload all materials to your online course page, if applicable
- Prepare materials to take abroad (student files, course materials, budget information, this handbook, evaluation forms, etc.)
- Verify phone plan with service provider. NOTE: All faculty leaders and students are required to have a working cell phone that can make and receive calls both in-country and to/from the United States.

### ***Family & Dependents***

Faculty Leaders are welcome to have spouses, partners, and other family members accompany them while teaching abroad where program and housing conditions allow. However, there may be restrictions on the number of occupants that can be accommodated in program lodging, and there are some limitations in the ability of dependents to engage in program-specific activities. Faculty planning to have dependents accompany them should notify GEO as soon as possible in the program planning process.

Faculty will be solely responsible for arranging special accommodations for dependents, including but not limited to enrolling children in school or daycare, arranging connections for engagement in personal or professional activities, etc. In some cases GEO or onsite staff may be able to make recommendations to support faculty in this process, but GEO is not responsible for arranging special accommodations for dependents.

Unfortunately, family members are not allowed to "audit" courses during GEO programs. However, arrangements can often be made for them to participate in excursions or other group activities. Any expense associated with a family member's participation is the faculty's responsibility.

Leading a study abroad program will require more engagement with students than what is required when teaching on your home campus, which means faculty with dependents should plan more time away from family than you would expect at home. Past faculty members and GEO staff are good resources for information and you are encouraged to contact them if you have questions.

### ***Passport, Visas & Immunizations***

Costs and planning associated with visas, passports, and vaccinations are the responsibility of the faculty.

### ***Travel Arrangements***

[UO Travel Policy](#) requires faculty to purchase airfare for study abroad programs through UO's concur system. In most cases, your home department office staff can help assist you in purchasing your airfare once GEO has approved your program. Transportation to and from the program location on the agreed-upon dates is included in the program budget, unless noted otherwise. When planning to book your trip, keep the following points in mind:

- Faculty are responsible for notifying UO and their GEPC if personal time or a non-direct route is being taken. A comparison quote will be required before booking the flight, which can be done by UO's travel partner Direct Travel.
- A maximum air travel cost will be included in your program budget. The cost of the ticket you

purchase may not exceed the value of a regular economy fare to and from the site, based on the lowest cost price quote of the most direct route made at the time of booking, within a reasonable amount of time prior to the start date of the program. UO travel policies allow for seat upgrades for flight legs lasting more than eight hours. Any additional expense or change in air travel cost must be approved by the GEPC.

- Faculty Leaders will not be reimbursed for airfare booked using frequent flyer miles or for tickets not purchased through UO's concur system.
- Travel per diem may be paid for travel to and from your program location. This may include meals while in transit and, if necessary, a hotel stay.
- Faculty may arrive one or two nights prior to the start of the program, where budgeted, and must vacate their apartment as determined by GEO staff ahead of time. Faculty who wish to arrive early or extend their stay are required to independently arrange and pay for their lodging.

## *Insurance*

Faculty Leaders are covered by the same medical insurance as students for the duration of the program, which is provided and administered by Chubb Insurance. Faculty coverage includes an additional 14 days of coverage, which is typically used to cover the seven days prior to the start date and continue for seven days after the program ends, although faculty may arrange the days as works best for them. Consult the insurance brochure for information on pre-existing conditions and exclusions (including dental work and high-risk activities noted in the policy exclusions). Specific information can be found in the brochure provided by GEO.

The insurance provided by GEO is health and evacuation insurance and does not cover personal property or trip cancellation. Additionally, GEO recommends that additional insurance be purchased to cover any personal travel outside of the GEO insurance coverage period. This will need to be from a different provider. The purchase of these types of additional insurance is the responsibility of the Faculty Leader.

### *Insurance Enrollment*

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

### *AXA Travel Assistance*

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

### *Claims*

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

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

### *Insurance for Dependents*

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

## *Taxes*

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

## *Housing Deposit*

A refundable damage deposit may be required for your accommodations, particularly at GEO Centers. You will receive an invoice from GEO for these costs, if applicable.

## *Online Course Page*

UO's Canvas platform is available for some faculty-led courses depending upon the program location and registration process used for the courses (verify with the GEPC). If Canvas is unavailable, faculty may sign up for a free Canvas account at [canvas.instructure.com](https://canvas.instructure.com) or consider alternate online course sites. Blog sites such as Wordpress.com or the UO Blogs site (<https://blogs.uoregon.edu>) can be created. Course sites should be completed and ready for use with all uploaded course materials available and shared with students and the GEPC prior to departure.

## *Mobile Phones*

- All faculty leaders and students are required to have a working cell phone that can make and receive calls both in-country and to/from the United States for the duration of the program.
- In most countries, pre-paid account SIM cards (included in budget) can be purchased relatively inexpensively.
- We recommend that faculty check with their service vendor prior to leaving on their program to check if there is a carrier lock on their device.
- Discuss arranging a satellite phone with your GEPC in locations where regular coverage is not available.
- Phones purchased with program funds must be returned to GEO at the end of the program.

## **Faculty Responsibilities During the Program**

Faculty-led study abroad programs provide an incredible opportunity for faculty and students to build relationships and learn from each other outside the classroom. Therefore, faculty-leaders should plan to engage with students and onsite staff outside regularly scheduled class time.

In addition to teaching and maintaining the academic requirements of the program, faculty share responsibility for all other aspects of the program, including dealing with student issues when they arise and being available outside of class time. While most faculty leaders report having ample time to enjoy the host country during their program, faculty leaders' primary responsibility is supporting the program and program participants; unless planned in advance with GEO, faculty will not have time to conduct research or engage in extra-curricular activities during a study abroad program.

All faculty are required to be present for the entirety of the program. Faculty are only able to leave the program location if your GEPC and onsite staff are aware of your absence and how to reach you AND one of the following conditions are met:

- The program is based at a GEO Center and GEO Center staff are available to oversee group leadership in the absence of the Faculty Leader
- The program design includes a contracted full-time program vendor that is providing staff support to the group on a 24/7 basis and you have notified the GEPC of your absence in advance
- A second faculty member or other program staff has been contracted by GEO to share leadership of the program and will be present during your absence

In nearly all cases, faculty will be coordinating with GEO to resolve any unexpected situations that might arise during the program, which could include responding to minor student situations (e.g. supporting

students experiencing culture shock) to actively participating in emergency management protocols in the case of a serious emergency (natural disaster, student injury, etc.). GEO staff can be contacted 24/7 in case of an emergency and will be coordinating with other UO administrative departments as needed.

### *Modeling Conduct Statement*

Faculty Leaders are role models to their students and represent GEO, the UO, and the United States while abroad. Conduct in the classroom, in your residence, on excursions, and in all official and personal capacities while overseas during the program period is expected to align with all UO ethical and conduct standards. Faculty are also encouraged to be mindful of the need to model ethical conduct and appropriate behavior for the cross-cultural context in which the program is located.

## ***On-Site Student Arrival Orientation***

Students arrive on the published program start date. Faculty will be there to meet students on their first day of the program and participate in scheduled orientation activities. Otherwise, GEO and/or onsite staff handles the arrival orientation for all students, including supplemental materials.

## ***Culture Shock***

While students benefit immensely from the opportunity to study, live, and work abroad, most students who participate in study abroad experience some uncomfortable feelings associated with acclimation to their new surroundings, often called culture shock. Culture shock may relate to being separated from the people, places, and things that make a student comfortable at home, or may be expressed by a feeling that there are serious problems with the program, location, accommodations on site, or even you. Faculty leaders should be prepared to help students think critically (and dispassionately) about what might be causing their misgivings and the best ways to respond to them.

### *Culture Shock Symptoms*

Symptoms of culture shock can include: irritability and fatigue; under- or oversleeping; nervousness; paranoia; obsession with communicating with people at home; feelings of frustration and/or hostility toward host country or particular cultural features; socializing only with other US visitors; isolation; and excessive drinking/partying.

### *Helping Students Adjust*

Culture shock will be addressed in the arrival orientation, but the following guidelines will help you provide support for your students during the cultural adjustment process:

- Create an open environment within the group in which all opinions are validated
- Have a plan ready for handling problems that may be out of your sphere of knowledge and expertise. Determine in which cases to call the UO or others. When in doubt, contact GEO for suggestions. We work closely with the Counseling Center, the University Health Center, and the Office of Student Life.
- If at a GEO Center, make use of your experienced GEO Site Director. Determine in which cases to call the UO or others. When in doubt, contact GEO for suggestions. We work closely with the Counseling Center, the University Health Center, and the Office of Student Life.

## ***Diversity and Inclusion***

GEO seeks to engage and support students from a variety of backgrounds, including but not limited to students of color, LGBTQ+ students, students from under-represented groups, first-generation college students, students with disabilities, veterans, and non-traditional students.

As a Faculty Leader, you should be prepared to work with students from diverse ethnic, religious, and/or socio-economic backgrounds. In addition, programs often include students with extensive international experience alongside students who may have never left their home state let alone the U.S. It is important

that you plan your academic and extra-curricular activities (e.g. excursions) with an eye towards supporting students from diverse backgrounds. Your GEPC, with support from other UO campus administrative units such as the Center for Multicultural Academic Excellence and the Division of Diversity, Equity, and Inclusion, can help you prepare to be successful in these efforts.

## ***Weekly Meetings***

Faculty are expected to meet weekly with all students in a way that creates an open environment for students to ask questions about the upcoming week's activities, discuss cultural immersion, or address other issues that may be of concern regarding any aspect of the program. These meetings may be in combination with required class time or as a separate, required weekly event. Whenever possible, faculty are encouraged to include onsite staff in these meetings as students may raise questions or concerns that faculty may not be in a position to answer (e.g. housing issues, questions about transportation logistics for an excursion, etc.).

## ***Sponsored Excursions vs. Non-Sponsored Activities***

Faculty are expected to accompany students on all required program excursions. In cases where faculty are not at a GEO Center, they will be responsible for coordinating all excursions in collaboration with onsite staff (e.g. third party vendors). During the program development phase, faculty will be notified of the many high-risk activities that are excluded from insurance coverage and therefore cannot be included in excursions.

- **Sponsored excursion:** a budgeted activity that forms a part of the published program itinerary, is a required activity for all students, and may include lecturing or other activities for which students will later be assessed. These may include:
  - **GEO Center Excursions:** for all students taking courses at a GEO Center, arranged by the local site staff and may involve either local day trips or overnight trips. These may be trips made by walking, bus or rail.
  - **Course-specific Excursions:** only for students enrolled in specific courses at the GEO Center, planned by the course Faculty Leader in coordination with the Site Director and are typically local using public transportation. Students may be provided with a transportation pass which helps mitigate some costs for local excursions.
- **Non-sponsored activity:** optional activity that usually involves students paying their own expenses and therefore may not be used for academic assessment or the basis of grading. Faculty are not required to participate in non-sponsored activities, but are expected to explicitly inform GEO when students are involved in activities that are not part of the sponsored program.

## ***Student Behavior Reporting***

Low academic performance or excessively problematic behavior should be reported to the GEO Site Director or to the GEPC. You may be required to intervene and/or manage problematic student behavior, and especially problematic behavior that may require intervention from GEO or other UO staff. You will need to provide ongoing communication with the GEO Site Director and/or the GEO staff to ensure issues are handled, resolved and reported as required.

## ***Grading***

Grading and coursework should be neither more severe nor less rigorous than grading for courses on your home campus. Attendance is mandatory for all classes during GEO programs. Grading procedures vary by program type, location, and student cohort.

### **Non-GEO Center programs with UO students only:**

- Grades for UO students are to be entered directly into DuckWeb

- CRN numbers are created for your courses, allowing you to enter grades in the same way as you would for regular campus-based courses
- You are not responsible for entering grades for courses taught by other instructors

**Non-GEO Center programs with UO and non-UO students:**

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

**GEO Center programs:**

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

In most cases, grades must be submitted within two weeks of the program end date. Inform the GEPC as early as possible if your program requires post-program work with a project due date past the program end date.

## ***Evaluations***

Encourage students to complete their program evaluations one week prior to the program end date and take a thoughtful approach to their comments for the benefit of students to follow. Anonymized copies of the evaluations from your teaching term will be sent to you after all responses have been compiled and all grades are final. Student evaluations are very helpful for improving future programs.

## **Faculty Responsibilities After the Program**

Upon program completion and return to your home campus, please:

- Submit student grades as soon as possible, prior to any Registrar/term end deadlines and no more than two weeks after the last day of the program
- Contact GEO to schedule a debriefing appointment
- Submit Faculty Leader's report

### ***Reimbursements***

Except in exceptional circumstances (e.g purchasing your own housing), faculty are not required to keep receipts for pre-approved and budgeted activities. Reimbursement will come through UO's per diem policy. Please ask your GEPC if you have any questions about how to be reimbursed for onsite activities that require out of pocket payment by faculty.

### ***Faculty Reports***

Faculty are expected to submit an evaluation report within one month of the end of the program. GEO will send a template report to complete prior to departure. Along with the student evaluations, GEO staff benefit from Faculty Leaders' unique perspectives and experiences on the program. See Appendix IV for a comprehensive list of what will be included in your final report.

### ***Debriefing***

Debriefing a program is a very useful exercise for both GEO and faculty leaders. Faculty should plan to meet with the GEPC for a debriefing session shortly after the program completion (e.g. 30-60 days). This meeting is essential for program planning if you wish to run the program again. Please contact the GEPC upon returning to your home campus to arrange a meeting time.

### ***Promotion of Future Programs***

There are many ways to stay involved with GEO and GEO Centers after returning to the US. Experienced Faculty Leaders become invaluable resources for students and faculty interested in study abroad. Below are possible ways in which faculty can remain involved in GEO study abroad programs:

- Act as a resource for new faculty members selected to lead future study abroad programs
- Share successful recruiting strategies with upcoming Faculty Leaders
- Present program information in your classroom
- Share GEO social media content on your personal social media accounts and encourage students to follow @GEOabroad
- Speak at organized GEO events on campus
- Collaborate with GEO on a webinar
- Spread the word about faculty-led options with GEO to colleagues on your campus and through your professional networks



# POLICIES AND PROCEDURES

## Record Keeping

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

- Academic records
- Student information records (contact info, emergency contacts, health, etc.)
- Budgetary records and receipts (where applicable)
- Student accident, illness, or disciplinary incidents
- Other miscellaneous records (e.g., specific excursion itineraries)

## Confidentiality and FERPA

FERPA (Federal Educational Rights and Privacy Act) is a federal law that protects the privacy of student records, which may conflict with the desire of parents and others to be fully briefed on student progress. Students participating in GEO programs maintain their right to privacy.

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

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

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

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

### *FERPA and Social Media*

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

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

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

- Using an alias, where the identity of the student is known only to the instructor
- Password protecting their contributions, making them viewable only by the instructor

- Preparing their comments and posts offline and providing them directly to the instructor

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

## Disciplinary Procedures

### *Mandatory Reporting*

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

<https://investigations.uoregon.edu/employee-responsibilities>

The [UO Code of Student Conduct](#) applies to students on UO-sponsored study abroad programs and states that, “The Student Conduct Code establishes community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with the educational objectives of the University of Oregon.” All students are required to sign a Student Behavior Agreement prior to being accepted to the program (See Appendix VIII) and can be referenced to justify disciplinary action.

If teaching at a GEO Center, your Site Director will be directly involved with student discipline and must be informed about ongoing student discipline problems or incidents requiring disciplinary action. The complete conduct policy and disciplinary procedures can be found on the GEO website [here](#).

It is important to handle Student Code of Conduct violations fairly and promptly. Faculty Leaders may bypass the first two steps below and take immediate action in consultation with the GEPC whenever a student is involved in illegal acts or acts that may result in harm to themselves or others.

1. Students will be notified in email of the incident by the Site Director, Faculty Leader, or designee and of the time and place to meet to discuss it. The meeting may be in person, or at the election of GEO staff, the Site Director, Faculty Leader or designee, by telephone.
2. Students may be accompanied by a third party if they choose, but must notify GEO of the identity of the third party prior to the meeting.
3. At the meeting, student(s) will be informed of information that has been reported about the incident in question.
4. At the meeting, students may present any relevant information, including written statements from witnesses. GEO staff, the Site Director, Faculty Leader or designee will determine relevance.
5. If the student admits to the behavior, the incident will be discussed and appropriate sanctions will be determined and communicated to the student either verbally, through a written warning, or a letter of dismissal. See below under Sanctions.
6. If the student denies involvement in the incident, the discussion will focus on the available information. GEO staff, the Site Director, Faculty Leader or designee will make a determination as to whether the student breached this Agreement based on available information. GEO staff, the Site Director, Faculty Leader or designee has a reasonable time in which to render a final decision in each case. Students will be notified as soon as possible after a decision has been reached. Sanctions for breach of this Agreement are in effect as soon as a decision has been rendered.
7. If a student fails to accept receipt of written notice, misses meetings or otherwise fails to participate in these procedures, GEO staff, the Site Director, Faculty Leader or designee may find that the student has engaged in the alleged breach and impose sanctions based on the information at hand.

## *Interim Suspension*

In cases where GEO staff, the Site Director, Faculty Leader or designee reasonably believes that there is potential for further harm to self or others, the Site Director (or designee) may immediately remove any student from his/her residence or the program until GEO staff, the Site Director, Faculty Leader or designee speaks with the student. If after speaking with the student, GEO staff, the Site Director, Faculty Leader or designee reasonably believes that there is potential for further harm to self or others, the interim suspension may be continued until the student has been notified of the decision rendered at the conclusion of the review process set forth above.

## *Sanctions*

GEO has a legitimate interest in affording students an educational environment conducive to learning while studying abroad. All sanctions are designed to be educational, with student growth in mind. Sanctions can take a variety of forms and can be issued in combination, depending on the violation in question.

1. **Verbal Warning with email follow-up:** A verbal notice is given to the student that the violation/incident is unacceptable and that the student may face further sanctions for additional violations. The student receives an email confirming the verbal warning was issued. GEO staff is informed via email of the verbal warning being issued to the student. GEO may, in its discretion, proceed directly to a written warning or dismissal in certain cases.
2. **Written Warning:** A written notice is given to the student that the incident is deemed to be in violation of the GEO Student Behavior Agreement. A copy of the warning letter will be sent to GEO Oregon and the student's home campus if not a University of Oregon student. Additional sanctions (see below) may apply, including removal from the program if further violations occur. This letter may be issued if a student incurs repeated minor violations/incidents, and/or more severe single violations/incidents. GEO may, in its discretion, proceed directly to dismissal in certain cases.

### Sample notice of written warning to a student:

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

- *No further incident of [incident] during any program-sponsored activity.*
  - *Consistent participation in this program and all program activities.*
  - *Courteous and respectful behavior toward [offended party].*
  - *You are expected to adhere to the UO code of conduct and the participation agreements you signed.*
  - *Reply to this email acknowledging receipt and agreement to these conditions.”*
3. **Dismissal from the Program:** Dismissal may be applied in the case of repeated offenses of any severity, failure to complete required sanctions stipulated in the written warning, and/or single incidents of high severity meriting immediate dismissal. A written notice will be issued informing the student that their status as a program participant has been terminated. A copy of the dismissal notice will be sent to GEO Oregon and the student's home campus. All GEO-affiliated institutions and individuals in the host country will be notified that the student's affiliation with GEO is terminated. No refunds will be granted of any GEO fees and students are responsible for the cost of their return home.
  4. **Additional Sanctions:** Additional sanctions applied as a condition for continuing in the program may include, but are not limited, to:
    - **Restitution/Fine:** This involves charges to be paid for damages, theft, penalty, or any other expenses related to the violation.

- **Formal Apology:** This involves the requirement to present a written apology to program staff or instructors, students, and/or community members (host families, host institutions, neighbors, etc.) affected by the conduct.
- **Community Education or Service:** This involves students being required to perform an educational task or to provide service to a group as assigned for a limited period of time. These efforts will generally relate to the violation in question.
- **Required Assessment and/or Participation in Drug, Alcohol, or Other Professional Counseling:** This involves requiring the student to be assessed by a qualified professional and/or attend a specified number of sessions with a specific individual or treatment program for professional drug, alcohol, or mental health counseling.
- **Loss of Privileges:** This means that a student's privileges to use facilities or to participate in activities or events will be withdrawn permanently or for a period of time.
- **Housing Change or Termination:** This means that a student may be required to leave his or her housing and move to alternate housing or obtain housing accommodations independently. No refunds will be provided. Depending on the situation, housing termination may be grounds for immediate dismissal from the program.

### *Appeals*

If a Letter of Dismissal has been imposed, a student may request an appeal. All requests for the hearing of an appeal will be directed to the GEO Executive Director. A request for an appeal must be submitted by the student within 24 hours of the student being notified of a decision. The student may give the appeal request to the Site Director, Faculty Leader or designee who will send the appeal to the Executive Director. The student may also submit the appeal directly to the Executive Director. All sanctions remain in effect until any appeals have been considered and responded to in writing. The Executive Director (or designee) will first determine whether the appeal will be heard. If the appeal will be heard, the Executive Director (or designee) will review the record and consult with site staff and others regarding pertinent information. An appeal is not a rehearing of the case. The Executive Director may modify the decision or sanction or direct the “decisionmaker” to take further appropriate action.

## **UO Academic Policies**

The following information outlines the academic policies and procedures unique to GEO programs.

### *Course Contact Hours*

GEO course credits are calculated on a per-contact hour basis rather than credit hours. UO policy defines one undergraduate quarter credit hour as 30 hours of student work, both in class and out of class. Within this, one class hour is considered to be 50 minutes. Thus, a 4-credit (quarter-length) course should engage students in 120 hours over the course of the term, including class time and excursions as well as work done outside of class including reading, writing and projects.

### *Course Evaluation and Approval Process*

New courses or courses offered by a partner host university that have not previously been approved for UO credit will need to be evaluated by the UO Registrar’s Office before credit and equivalencies can be granted. Approved courses and their equivalencies are listed in the Registrar’s GEO course database, which can be found [here](#).

### *Graded vs. Pass/No Pass*

All GEO courses are offered with variable grading options (students choose) by default. Faculty will issue a letter grade, which will be converted to P/NP by the Registrar where requested by a student. Faculty who would like to have fixed grading options for their courses should consult with the GEPC.

## *Incompletes*

Incompletes must only be used when serious extenuating circumstances prevent a student from completing coursework. Examples of circumstances that would merit an incomplete include serious illness or injury requiring that the student is not able to attend class for a significant amount of time or early departure from the program due to family death or serious illness.

An incomplete agreement stipulating what must be accomplished for the remainder of the course and a firm date by which it must be completed needs to be agreed upon by the student and submitted to the GEPC. Incompletes may not be assigned by anyone other than UO faculty. See Appendix IX for the Incomplete Contract.

## *Academic Performance*

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

## *Attendance Policy*

Course attendance is required for all courses, including course-related excursions. Students are not allowed to skip classes or change exam times to accommodate personal travel.

# **Faculty Compensation**

Faculty compensation is allocated according to a Provost and HR-approved faculty pay schedule.

### In the regular academic year:

Faculty may teach on a GEO program in a regular (non-summer) term as an in-load assignment of duties, drawing home-campus salary, provided their dept head and dean approve of this as an assignment of duties, and the student credit hours generated by teaching abroad are commensurate with those that would have been generated teaching at home. This usually requires faculty to teach all of their highest-enrollment classes in terms when they are not abroad, with the overseas SCH thus commensurate with the SCH they would have generated in their lowest enrollment class.

Deans may request from the Provost a waiver of the SCH commensurability principle if faculty teaching abroad in regular academic year serve wider school/college objectives.

GEO pays to home department true replacement cost for instruction and service (to the extent it can be operationalized) that would have been provided by faculty member on study abroad program.

### In the summer term, the salary schedule balances the following considerations:

- a. Student access: GEO programs must be financially accessible to low-income students.
- b. Compensating UO faculty fairly and on a known, transparent scale.
- c. Fact that compensation to UO faculty includes full round-trip airfare, full cost of local lodging (sometimes including faculty family members) and some meals.
- d. Fact that faculty on GEO programs are assuming both an instructional and a student support role. Student support role can be quite extensive. Given the expanded duties involved in teaching abroad, this appointment is considered to be 1.0 FTE.
- e. Faculty members may waive salary or accept lower compensation, often to reduce price and increase accessibility of program to students of limited financial means.
- f. UO Registrar limits credits per week to 2, regardless of contact hours or instructional model.
- g. Payment for non-UO faculty will be based on these rates, but negotiated on a case-by-case basis with each partner institution.

The Provost has approved a standard salary schedule (Table 1), using a per-credit compensation rate for all faculty across campus, with variation by rank.

Deans also have the option, with Provost approval, to compensate faculty up to 2% of base salary per credit for which faculty are responsible overseas. This will only be approved if the school/college agrees to higher minimum enrollment levels (set by GEO) to ensure very limited increase in student prices as a result of these higher faculty salaries. The Provost is committed to student affordability and access as core principles guiding study abroad pricing.

**Table 1. Summer Salary Schedule**

<b>Tenure Line Rank</b>	<b>Per Credit Rate</b>	<b>Non-tenure Line Rank</b>	<b>Per Cr Rate</b>
Professor	1,450	Highest rank (e.g., Senior Instructor II)	1,250
Associate Professor	1,250	Middle rank** (e.g., Senior Instructor I)	1,050
Assistant Professor	1,050	Lowest Rank (e.g., Instructor)	850

\* Applies to Instructor, Lecturer, Librarian, Research Assistant, Research Associate, Research Professor, Research Scientist, Research Engineer, Principal Research Scientist, Professor of Practice, Postdoctoral Scholar, Clinical Professor, Office of Administration. See [HR for full ranks](#)

\*\* Middle rank level used for job categories without tiered ranking (e.g., Officers of Administration)

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

## APPENDIX I: GEO CONTACTS (AT UO)

### Global Education Oregon

300W Oregon Hall  
University of Oregon  
Eugene, OR 97403-5209  
+1 541-346-3207

### Emergency Reponse

Faculty leaders will be provide contact information for onsite staff (e.g. GEO Center staff, third party providers, etc.) who are responsible for assisting in the event of an emergency. **Faculty are expected to contact onsite staff first in the event of an emergency.**

Once an student safety and location has been confirmed and support from onsite staff has been managed appropriately, faculty should call the GEO 24/7: **+1 503-764-4146**. This is the number of the GEO emergency answering service, who will notify on-call GEO staff of the phone call and any other information provided. **The Faculty Emergency Handbook has detailed emergency response procedures.**

Name	Title	Office Number	Email
Dennis Galvan	Dean & Vice Provost Global Engagement	541-346-5851	dgalvan@uoregon.edu
Lori O'Hollaren	AVP and GSI Director	541-342-2712	loholl@uoregon.edu
Will Johnson	Assist. Vice Provost and GEO Director	541-346-4713 (O) 402-730-6875 (C)	williamj@uoregon.edu
Michael Price	Health, Safety and Risk Mgr	541-346-6692	michaelp@uoregon.edu
Luis Ruiz	Asst Dir Analytics & Student Success	541-346-1128	Lruiz1@uoregon.edu
Ben Callaway	GEPC	541-346-1209	callaway@uoregon.edu
Alyssa Cervenka	GEPC	541-346-1427	cervenka@uoregon.edu
Patrick McMurdo	GEPC	541-346-1204	pmcmurdo@uoregon.edu
Quinne Hauth	GEPC	541-346-1310	qhauth@uoregon.edu
Elizabeth Dougherty Abbasi	GEPC	541-346-5640	abbasi@uoregon.edu
Jenn Kuan -Pettiti	GEPC	541-346-5826	jennk@uoregon.edu
Emma Rinaldi	GEPC	541-346-5468	erinaldi@uoregon.edu
Bernice Ofori-Parku	GEPC	541-346-0517	berniceo@uoregon.edu
Dana Elliott	Institutional Relations Rep	541-346-1682	danaell@uoregon.edu



### 1. Faculty Roles and Responsibilities Agreement

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

#### PARAMETERS, POLICIES, DUTIES & RESPONSIBILITIES FOR FACULTY ON GEO PROGRAMS

##### A. Program Planning and Budgeting

1. Faculty member agrees to provide draft syllabi, detailed program plan, contact and logistical information, and other elements needed to develop a full program budget prior to program marketing period (12-18 months before program start).
2. Faculty member recognizes that not all academic themes or topics of research expertise provide a suitable basis for study abroad program development, and agrees to work with GEO to render initial program themes suitable for study abroad application. This may require that the faculty member revises their program design and delay program start for 12 or more months.
3. Faculty member accepts that GEO retains final decision-making authority over program elements and budget planning. GEO generally defers to faculty on syllabus content, but retains the right to postpone program development until syllabi and academic plan are suitable for study abroad application.
4. Faculty member agrees to attend a two informational workshops, the first being for new Faculty Directors to review all aspects of program development and the second being a yearly workshop on GEO crisis management procedures, which is mandatory for all faculty leading GEO programs. The mandatory crisis management workshop takes place at the end of winter and beginning of spring terms. A final required meeting between the faculty member and GEO program coordinator will also take place prior to program departure and will cover program specific details related to risk management and crisis response, financial and budgetary responsibilities, and post-program requirements.

##### B. Enrollment, Budget Adjustments, and Program Cancellation

1. GEO uses the program budgeting process to establish:
  - a. A minimum enrollment necessary to run a program;
  - b. An enrollment level below which program is automatically cancelled;
  - c. A program expenditure reduction plan for each enrollment level below minimum; and
  - d. Above cancellation threshold (expenditure reduction most commonly includes, but is not limited to, some combination of reduction of faculty member salary; reduction or elimination of faculty member travel and/or housing support; reduction or elimination of excursions).
2. If final program enrollment falls below the pre-established program minimum enrollment, faculty agree to one of the following options:
  - a. Run program below the mandatory minimum enrollment by agreeing to specified program expenditure reductions at each enrollment level below mandatory minimum enrollment to ensure the program budget breaks even.
  - b. Program cancellation recognizing that early cancellation is essential to afford students the opportunity to find alternative study abroad options.



3. GEO reserves the right to cancel a program due to natural disaster, public health emergency, political unrest, terrorism, acts of war or any other reasons beyond GEO's control.
4. Faculty member receives no compensation in case of program cancellation prior to program start date.

### **C. Recruitment, Outreach and Marketing Division of Labor**

1. Collaboration and cooperation with all GEO program staff is required of all faculty members during the program development, execution and post-program phases.
2. Recognizing that collaboration on publicity materials is key to effective recruitment, faculty member agrees to work closely with GEO to develop website materials, as well as digital and print collateral for program promotion. GEO works closely with and values faculty member input, but retains creative control over final versions of all promotional materials.
3. Faculty member assumes the primary responsibility of promoting program to colleagues and students in home department and to all appropriate target audiences. GEO supports this effort with print and digital marketing materials and in consultation with each faculty member at the outset of the promotional season.
4. GEO assumes partial responsibility for promoting the faculty-led program and agrees to publicize the program on the GEO website, in GEO social media, through outreach events planned on the UO campus such as the Fall Study Abroad Fair, and to GEO's institutional network of 30+ colleges and universities. All UO faculty led programs are automatically open to GEO's partner campuses provided students meet eligibility requirements.
5. Faculty members are responsible for devoting time and effort to program promotion and student recruitment within and beyond their home departments, as well as promotion and recruitment activities to their professional networks on and off campus. This includes (but is not limited to) conducting information sessions, classroom visits, and attending GEO promotional events. Successfully enrolled programs are generally a direct reflection of the amount of time faculty members invest in promoting their programs.

### **D. Faculty Duties and Responsibilities During Program**

1. Faculty member agrees to abide by all the duties, responsibilities, and standards of conduct that apply while employed on the UO campus and to act in compliance with anti-discrimination, mandatory reporting and FERPA student privacy laws.
2. Faculty member agrees to all the duties and responsibilities detailed in the GEO Faculty Handbook.
3. During the GEO program, faculty members act in an expanded role (compared to their campus role) to oversee student welfare onsite; facilitate student learning and reflection outside the classroom; ensure that a student health and safety orientation has been conducted on-site; and follow UO crisis management protocols presented in the GEO Emergency handbook.
4. Given the expanded duties involved in teaching abroad, this appointment is considered to be 1.0 FTE. Faculty may not engage in additional teaching (including the teaching of online courses) or other departmental duties outside of the responsibilities involved in leading their study abroad program. Requests for exceptions to this rule should be directed to GEO during the program planning process. Exceptions to this rule will require approval from University of Oregon Human Resources.
5. Faculty member is expected to consult with staff in the GEO office on an ongoing basis, notifying GEO promptly in the event of any health and safety incident involving a student whether or not the student requests that an official report will be filed on their behalf.
6. As Faculty Directors and instructors on GEO programs, faculty members are role models to students and represent GEO, the UO, and the United States, abroad. Their conduct in the classroom, in their residence, on excursions, in all their official capacities, as well as in their private time while overseas

during a program period, must be exemplary. Given their role and visibility, faculty members agree to abide by all UO ethical and conduct standards, and are mindful of the need to model ethical conduct and appropriate cross-cultural behavior at all times.

7. Where a third-party provider or onsite staff, including GEO Center staff, are contracted to provide leadership, program support, or academic support, faculty will be available during the pre-departure planning phase to ensure that all program details are agreed upon and to set a positive tone of communication between the faculty member and the on-site contacts. Upon arrival, faculty will initiate and establish a regular meeting schedule with the local provider to ensure effective communication that is necessary to run a study abroad program.

8. Faculty leading a program agree to arrive at the program location no later than one day prior to the published arrival date and to remain on-site through the published departure date. Exceptions will be made for faculty who are traveling on group flights with program participants. At no time will the participating students be left without a contracted leader on-site.

9. GEO Faculty Leaders agree to not leave the city of the program location at any time, including weekends, unless one of the following is true:

- a. The program is based at a GEO Center and GEO Center staff are available to oversee group leadership in the absence of the Faculty Director.
- b. The program design includes a contracted full-time program provider that is providing staff support to the group on a 24/7 basis and you have notified your GEO Coordinator of your absence in advance.
- c. A second faculty member or other program staff has been contracted by GEO to share leadership of the program and will be present during your absence.

10. Faculty members must participate in and provide academic leadership on excursions related to their courses.

11. Faculty members unable to fulfill their duties as Faculty Directors on their programs due to unforeseen health or other personal circumstance or who elect to not continue leading their program for future iterations agree to allow the program to continue running with GEO selecting a new faculty member to continue leading the program. Replacement faculty are subject to GEO approval.

12. GEO reserves the right to remove faculty from programs at any time for violation of duties and responsibilities in the GEO Faculty Handbook or for conduct inconsistent with standards and responsibilities associated with UO employment on the home campus.

### **E. Post-Program Responsibilities**

1. Faculty member agrees to submit a post program report using the report template provided in the GEO Faculty Handbook and to contribute actively to a post-program debriefing with GEO staff within one month of program end.

2. Faculty member agrees to turn in full complement of itemized receipts and other documents needed for program financial reconciliation no later than one month after program end. Faculty agrees to stay within the agreed upon budget, unless additional expenditures are pre-approved by the GEO staff.

3. Faculty member agrees to submit grades as soon as possible and in any case no later than two weeks from the program completion date or the grade due date as assigned by the UO Registrar. Under some circumstances an extension of the due date may be possible if approved prior to the program start date. The GEO coordinator must be informed of final course assignments that will be due either more than two weeks after the program ends. Grades must always be submitted prior to the grade due date approved by the UO Registrar.

*By means of my electronic signature, I hereby acknowledge that I have read and agree to the Faculty Roles and Responsibilities Agreement .*

# Global Education Oregon Faculty-Led Program Agreement

## Part II: Program Provisions and Conditions

[FACULTY MEMBER NAME]  
[PROGRAM YEAR, TERM AND TITLE]  
[PROGRAM LOCATION/GEO CENTER]

The GEO Faculty-led Program Agreement is a two-part agreement that summarizes the policy parameters, as well as expectations, duties and responsibilities that faculty agree to fulfill when they lead or teach on GEO customized and faculty led programs, or otherwise participate in GEO programs. This document uses the term “faculty member” and “faculty leader” to refer to faculty (TTF or NTTf), GE, or staff, from the UO or from a GEO partner university, who lead or teach on any GEO program.

The two parts of the GEO Faculty-led Program Agreement consist of the following:

**Part I: Faculty Roles and Responsibilities.** Part I of the Agreement outlines the parameters, policies, duties and responsibilities for faculty leading GEO programs. Faculty are required to sign and submit Part I in GEO’s Studio Abroad portal before Part II may be executed.

**Part II: Program Provisions and Conditions.** Part II of the Agreement provides conditions and provisions for the specific faculty-led program that has been proposed and serves as the agreement between GEO and the faculty leader. Faculty must initial and sign where required, and return the signed copy to the appropriate GEO program coordinator before leading a GEO program.

### Contacts and Salary Information

- Faculty leader’s home campus: [CAMPUS NAME]
- Faculty leader name: [FACULTY MEMBER NAME]
- Faculty home department: [FACULTY DEPARTMENT NAME]
- Home Campus Study Abroad Director: [CAMPUS STUDY ABROAD DIRECTOR NAME]
- Program Title: [PROGRAM TITLE]
- Program dates (arrival – departure): [PROGRAM DATES]
- Minimum number of students required for faculty participation: [MINIMUM ENROLLMENT]
- Faculty compensation: [\$ AMOUNT; INDICATE HERE IF FACULTY IS TO BE PAID IN-LOAD WITH A FACULTY REPLACEMENT FEE WITH FURTHER EXPLANATION UNDER PROGRAM CONDITIONS BELOW; SAME WITH FEE STRUCTURE BASED ON ENROLLMENT. INDICATE WHETHER OPE SHOULD BE ADDED TO THE AMOUNT SHOWN.]
- Program Assistant compensation: [INCLUDE HERE IF THERE IS TO BE COMPENSATION FOR ACCOMPANYING GE OR OTHER SUPPORT STAFF, IF APPLICABLE, WITH EXPLANATION UNDER PROGRAM CONDITIONS BELOW. DELETE IF NOT RELEVANT TO CURRENT PROGRAM.]

Important dates include:

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

### Program Overview and Excursions

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

### **Faculty Role Overview**

[FACULTY NAME] agrees to lead and teach on a study abroad program to [SITE NAME] for the duration of the program dates above and agrees to act as Faculty Director according to the roles and responsibilities as detailed in the **GEO Faculty Handbook**. [FACULTY NAME] agrees to the GEO parameters, policies, duties and responsibilities for faculty on GEO programs as outlined in Part I of the GEO Faculty-led Program Agreement.

### **Program Conditions for Faculty Participation**

1. [FACULTY MEMBER NAME] will receive gross compensation of [\$ AMOUNT] in the form of [University of Oregon appointment; faculty replacement fee paid directly to your department; OTHER – specify (e.g. stipend, ASA fund contribution, etc.)]. Depending upon the method of payment, OPE may or may not be included. Compensation is subject to all applicable taxes.
2. Once minimum program enrollments have been met, GEO will provide roundtrip airfare only for the lowest fare to the site. Faculty must receive approval from GEO and work through the UO Concur system when purchasing airline tickets. A customized itinerary (for example, one that includes personal travel, a non-direct route, or preferential arrival/departure times or dates) may result in a higher fare, in which case the faculty member will be responsible for the difference in ticket price. Faculty who purchase tickets independently, without GEO's approval, will not be reimbursed for the cost of the ticket.
3. INSERT HOUSING DETAILS AND ARRANGEMENTS
4. Additional conditions, if applicable, (e.g. per diem arrangements, accompanying program assistants, or other details.)
5. By initialing and signing below, the faculty member acknowledges the following:

#### **Faculty Participation:**

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

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

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

#### **Recruitment and Promotion:**

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

#### **Dependents:**

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

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

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

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

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

\_\_\_\_ (initial) I understand faculty housing consists of a [INSERT HOUSING DESCRIPTION. If I choose to arrange for alternate accommodations, I will notify GEO well in advance and will be responsible for any difference in cost between the standard program housing and any alternate options. [OMIT THIS SECTION IF NOT APPLICABLE]

**OR**

\_\_\_\_ (initial) I understand that I am responsible for making my own housing arrangements for me and my dependents and that I will receive a flat fee allowance of [\$INSERT AMOUNT] as partial compensation for personal living costs. I will only confirm such arrangements when notified by the GEO program coordinator that the program has met minimum targets and is approved to run. I further confirm that the location of such personal arrangements must be within a 10 minute walk of the student location and that the proximity will be reviewed with the GEO program coordinator before I finalize any commitment to rent the property. **I acknowledge that by making my own housing arrangements, I do not hold the University of Oregon responsible for the safety or condition of my housing arrangements.** OMIT THIS SECTION IF NOT APPLICABLE

## Signatures:

\_\_\_\_\_  
Senior Associate Director, GEO  
Printed Name

\_\_\_\_\_  
Senior Associate Director, GEO  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Leader, Printed Name

\_\_\_\_\_  
Faculty Leader, Signature

\_\_\_\_\_  
Date

### APPENDIX III: EMERGENCY RESPONSE PLAN TEMPLATE

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

#### Know Where To Go

Where should you go first in an emergency, and what method of transportation will you use to get there?

Be aware of all your emergency transportation options:

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

Know the telephone numbers of the following:

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

#### Know Your Emergency Contact Information

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

- |   |   |
|---|---|
| <input type="checkbox"/> Site Director/Staff cell phone   | <input type="checkbox"/> Local police             |
| <input type="checkbox"/> Faculty Leader cell phone        | <input type="checkbox"/> Fire                     |
| <input type="checkbox"/> City or country's 911 equivalent | <input type="checkbox"/> Hospital                 |
| <input type="checkbox"/> Local government/visa office     | <input type="checkbox"/> Red Cross                |
| <input type="checkbox"/> US Consulate/Embassy             | <input type="checkbox"/> Axis and AXA assist line |

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

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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

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

#### Buddy Plan

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

#### Back-up Plan/Special Conditions

If the situation does not permit you to follow the original emergency plan, what is the back-up plan (Plan B)?

Are there any other special conditions to consider which are unique to your situation (i.e. weather conditions/hazards in your region of study/travel, a personal physical disability, poor public transportation or phone service in your area)?

#### Emergency Kit/Money

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

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

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

## APPENDIX IV: FACULTY LEADER FINAL REPORT GUIDELINES

**Within one month** of the close of a program, the director should submit a summary report to the GEPC that addresses the following points.

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

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

## APPENDIX V: FERPA SOCIAL MEDIA CONSENT FORM

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

Student Name: \_\_\_\_\_  
[please print]

Course Subject/Number: \_\_\_\_\_ Term/Year: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

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

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

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

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

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DuckID: \_\_\_\_\_

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



## **APPENDIX VI: STUDENT PARTICIPATION AGREEMENT**

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

The terms “GEO Program” and “GEO Sponsored Program” are used throughout this document and are defined in the following ways:

- A “GEO Program” is a program developed and managed by the University of Oregon (such as GEO faculty led programs or programs held at a GEO site).
- A “GEO-Sponsored Program” is a program operated by a third party vendor or a host institution other than the University of Oregon (exchanges, direct enroll study abroad at another university, or third party provider programs such as CIEE, SIT, IE3, Wildlands, etc.).

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

### **Participation**

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

### **Payment**

How you are billed depends on whether you are enrolling in a GEO program or GEO-sponsored program, if you are or are not a University of Oregon student, and if not, the arrangement that GEO has with your institution. Below are the scenarios for each circumstance.

#### GEO Programs

University of Oregon students attending a GEO program will have the program fee billed directly to their University of Oregon student billing account. Non-University of Oregon students attending a GEO program may be billed directly by GEO or may be billed by their home institution. Program fees billed by GEO must be paid before the program ends. GEO may institute any of the following penalties to students with an unpaid balance at the end of their program: withhold final grades; place a hold on student accounts at the home institution; and/or referral to a collection agency or attorney. You agree to reimburse the University of Oregon the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorneys’ fees incurred in such collection efforts. Students may be invoiced after the program end date for any damages to housing or other facilities for which they are found to be responsible.

#### GEO-Sponsored Programs

Students enrolling in a GEO-sponsored program must make a payment directly to the program vendor or host institution according to their billing schedule. In some cases, GEO may bill you directly on behalf of the partner institution or organization, in which case the payment policy for GEO programs applies.

### **Cancellations and Refunds**

GEO, the program vendor or host institution reserves the right to cancel a program due to low enrollment, natural disaster, public health emergency, political unrest, terrorism, acts of war or any other reasons beyond GEO’s control.

### GEO Programs

As part of their application, each student will be required to electronically sign GEO's cancellation and deferral policy. If a program is cancelled prior to the start date for any of the reasons listed above, GEO will refund all payments received by GEO including the application fee, program deposit, and program fee. GEO assumes no further financial responsibility and is not responsible for airfare, visa fees, or any other fees related to the program that may have been paid.

### GEO-Sponsored Programs

GEO-sponsored programs are administered by the program vendor or host institution who will follow their own cancellation and refund policy. Cancellations and refunds will be administered according to this policy.

### **Travel**

Arrival and departure dates for all programs will be provided by GEO, or by the program vendor or host institution on GEO-sponsored programs. It is the student's responsibility to arrange his/her own airfare and other travel required to and from the site.

### GEO Programs

Program-related travel for all group excursions or activities on GEO programs are included in the program fee.

### GEO-Sponsored Programs

GEO-sponsored program vendors or institutions will determine the activities and travel that are included in the program fee.

### **Program Services**

#### GEO Programs

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

#### GEO-Sponsored Programs

Students enrolling in GEO-sponsored programs are encouraged to review the program materials for the services provided by the program vendor or host institution, which may include lodging, medical insurance coverage, meals and other goods and services.

### **Medical insurance**

#### GEO Programs

GEO will provide medical insurance to each student on GEO programs starting seven days prior to the program start date and ending seven days after the program end date; coverage may not exceed 365 days.

On GEO programs, or if University of Oregon insurance is provided by GEO as part of the GEO-sponsored program, the medical insurance coverage is only active outside of the US and outside of the student's home country even during the coverage dates. GEO will provide medical insurance coverage information to each student before the inception of coverage. GEO will cancel medical insurance in the event that the student and/or dependent participation in the program ceases for any reason. It is student's responsibility to read the University of Oregon insurance plan brochure and understand the coverage and its exclusions.

#### GEO-Sponsored Programs

In some cases, students will be required to purchase GEO travel insurance and in other cases, it may be provided by the sponsored program. Students on GEO-sponsored programs are responsible for securing the insurance coverage and plan information when provided by a program vendor or host institution.

**Immigration**

It is the student's responsibility to secure proper immigration documents, including a passport and visa. GEO will direct students to the proper resources to obtain visa and immigration information. However, GEO is not an agent of the consulate, and therefore does not and cannot guarantee that the information and advice given by GEO regarding immigration matters is current or accurate.

**Dependents of students**GEO Programs

GEO programs are academic programs and are designed for students enrolled in GEO programs only. Students interested in having dependents accompany them on a program must first meet with a GEO advisor. The information regarding facilities and services for dependents (spouse, domestic partner, and/or children) that can be provided may be limited. It is the student's responsibility to research, arrange, and pay for accommodations and services needed for his/her dependents. Students with dependents seeking housing other than that provided by their program will need to submit a request/waiver form. Note that the reasonable accommodation of dependents may not be possible under all circumstances and that GEO will not be responsible for the health and safety of accompanying dependents.

GEO-Sponsored Programs

GEO will facilitate communications with the program vendor or host institution on GEO-sponsored programs to provide information upon request about facilities and services (if any) available to students who will be accompanied by dependents (spouse, domestic partner and/or children) on the program.

**Disabilities**

Students with disabilities should work through their home campus disabilities services (Accessible Education Center at the University of Oregon) early on in the application process. GEO will make every effort to accommodate student needs, but cannot guarantee that facilities and/or support services will be available at each location abroad in the same range and quality as on your home campus. Students may consult with a GEO Advisor regarding facilities and/or support services that may be available at program sites.

**Academics and Attendance**

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

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

## APPENDIX VII: STUDENT RELEASE AND ASSUMPTION OF RISK

In consideration of being permitted to participate in any way in the above-described GEO Study Abroad Program (hereinafter called the "Program") I, for myself, my heirs, personal representatives and assignees, do hereby release, waive, discharge, and covenant not to sue the State of Oregon, the Board of Trustees of the University of Oregon, and the University of Oregon (collectively, hereafter called the "University"), their officers, employees, and agents from liability from any and all claims including the negligence of the University, its officers, employees and agents, resulting in personal injury, accidents or illnesses (including death), property loss, and damages arising from, but not limited to, participation in the Program.

**Assumption of Risks:** Participation in the Program carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one Program to another, but the risks range from (1) minor injuries such as scratches, bruises, and sprains (2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions, (3) insect bites, parasites, and other diseases, to (4) catastrophic injuries including paralysis and death.

I agree that by participating in any Program, I accept some risk of injury. I understand I am required to attend a mandatory pre-departure orientation conducted by GEO which provides me the information I am required to know prior to starting the Program as described here. I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that it is my responsibility to know what I will need for the Program and to provide what I will need. I agree to make sure that I know how to safely participate in any activities, and I agree to observe any rules and practices that may be employed to minimize the risk of injury. I agree to stop and seek assistance if I do not believe I can safely continue in any Program. I agree to limit my participation to reflect my personal fitness level. I agree to wear or use proper protection or gear as dictated by the Program. I will not wear or use or do anything that would pose a hazard to myself or others, including using or ingesting any substance which could pose a hazard to myself or others. I agree that if I do not act in accordance with this agreement I may not be permitted to continue to participate in the Program(s).

Despite precautions, accidents and injuries can occur. I understand that travel and other activities the Program may undertake may be potentially dangerous and that I may be injured and/or lose or damage personal property, or suffer financial loss as a result of participation in the Program. Therefore, **I ASSUME ALL RISKS RELATED TO THE PROGRAM** including but not limited to:

- Death, injury or illness: (1) from accidents of any nature whatsoever, including but not limited to bodily injury of any nature whether severe or not which may occur as a result of participating in a Program or contact with persons or physical surroundings, including animals, insects or plants; (2) arising from travel by air, car, bus, subway, watercraft or any other means; (3) participation in professional ("pay-to-play") sports; or (4) from food poisoning arising from the provision of food or beverage by restaurants or other service vendors.
- Loss or injury as a result of a crime or criminal act, terrorism, war, civil unrest, riot, detention by a foreign government, arrest or other act of any government or authority.
- Theft or loss of my personal property during the Program.
- Loss or injury as a result of natural disaster or other disturbances.
- Alteration, including delay, extension or cancellation, of the Program due to natural disaster, civil unrest, war, terrorist attack, medical quarantine or any other disturbances or causes.

I further acknowledge that the above list is not inclusive of all possible risks associated with the Program, and that I am aware of the risks involved whether described or not. I further understand that participating in a Program is an acceptance of risk of injury, death or financial loss. I hereby certify that I have full knowledge of the nature and extent of the risks inherent in the Program and the use of facilities, equipment, or services in association with the Program, and that I am voluntarily assuming all risks, whether known or unknown.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in the Program. I hereby assert that my participation in the Program is voluntary and that I knowingly assume all such risks.

I release and covenant not to sue, the University, the Board of Trustees of the University, and all their respective members, officers, employees, and agents from or for any and all liability and expense attributable to any injury, death, property damage, lost wages, economic loss, emotional distress, psychic injury, pain or suffering of any kind whatsoever in any way resulting from or arising out of my traveling to or from, participating in, or living abroad in conjunction with the Program. This includes activities that may be arranged on the Program. I also release and covenant not to sue the University for any voluntary programs or activities I may participate in or arrange on my free time, including participating in professional (“pay-to-play” sports), renting or riding or being a passenger in any vehicle or motor equipment.

I affirm that I will provide complete and accurate answers regarding my physical and emotional history on a health evaluation form, if required. I assume full responsibility for my health and wellbeing, irrespective of the information I provide on the health evaluation form. I understand that providing false, inaccurate or incomplete medical information is a violation of the GEO Student Behavior Agreement and may place me at risk during my participation on the Program.

I understand that as a student in a foreign country, I will be subject to the laws of that country and rules of that institution. I agree to conduct myself in a manner that will comply with those laws and with the policies/regulations of the program staff. I understand the University expects me to follow the laws of the host country, behave responsibly, and not abuse drugs and alcohol. The University and program staff shall under no circumstances be considered responsible for any illegal activities I may engage in. I understand that the Program staff has the authority to discontinue my participation in the Program if, in the judgment of the Program staff, my conduct is unacceptable. I further understand that if my participation is discontinued by the host organization, institution or university, this will also result in my discontinued participation on the Program.

I further understand that I am solely responsible for any and all costs arising out of my voluntary or involuntary withdrawal from the Program prior to its completion, including but not limited to withdrawal caused by illness or disciplinary action taken by the program staff. I acknowledge that I will be held responsible for the full cost of the Program according to the cancellation and deferral policy regardless of the reason for the withdrawal. I understand that the University cannot guarantee credit for academic courses not completed prior to my voluntary or involuntary withdrawal.

**Travel Insurance:** If the University travel assistance insurance is included in the Program, it is my responsibility to read the insurance brochure and understand the coverages and exclusions. Exclusions include but are not limited to intentional self-inflicted wounds, extreme sports, scuba diving/water sports, mountain climbing, sky diving, mountain bike riding, motorcycle riding and skiing of any kind. If travel exceeds 365 consecutive days or my personal travel deviation days exceed 14 days, there is no insurance coverage.

**Indemnification and Hold Harmless:** I also agree to INDEMNIFY, DEFEND, AND HOLD the University and its officers, employees, and agents HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney’s fees brought as a result of my involvement in the Program and to reimburse them for any such expenses incurred.

**Medical Treatment Authorization:** I understand that an emergency may develop which necessitates the administration of medical care. In the event of injury or illness, I authorize the University by and through its authorized representative(s) or agent(s) in charge of said Program, to secure appropriate treatment including the administration of an anesthetic and surgery. I understand that such treatment shall be solely at my expense and I agree to reimburse the University for any expenses. The University by and through its authorized representatives(s) or agents(s) in charge of a Program may receive or seek recommendations from

medical professionals, and/or insurance vendors to assist in determining if continuing the program is advised. If the University determines that withdrawal from the program is necessary based on the recommendations, I understand that I must follow the recommendation put forth by the University. Notwithstanding this paragraph, I understand and agree that the University has no obligation to provide or seek out any medical treatment for me.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of Oregon and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:** I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my electronic signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

*\* If you are a minor (under 18 years of age), you must obtain parent or legal guardian's signature.  
Please contact your GEO advisor for more information.*

## APPENDIX VIII: STUDENT BEHAVIOR AGREEMENT

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

While all University of Oregon students are subject to the University's Student Conduct Code, students who voluntarily participate in study abroad are subject to additional regulations. GEO participants must also abide by the policies and regulations of their enrolling and home institutions, hereafter referred to as "home institutions." University of Oregon students must follow the University of Oregon Student Conduct Code for the duration of a GEO administered or GEO sponsored program. In the event that the University of Oregon may decide to pursue sanctions against a University of Oregon student through University student conduct procedures, the student waives any deadlines regarding the initiation of disciplinary procedures under the Student Conduct Code so the University may choose to delay action until you return to the Eugene campus.

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

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

GEO students who are participating in a program involving a local university or organization are subject to the rules of conduct, academic procedures, academic honor codes and student disciplinary procedures of the respective university or organization as well as this Agreement. In some instances, a local university or organization may decide to implement sanctions or removal from a program independently of GEO. GEO leaves such actions to the discretion of the institution or organization.

Students with pending conduct matters must receive GEO approval before they are accepted to their program. Students who receive university sanctions due to conduct after acceptance may have their program acceptance withdrawn.

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

### STUDENT RESPONSIBILITIES

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

Students studying abroad remain subject to the University of Oregon's Student Conduct Code. In addition,

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

- Any material or substantial behavioral disruption to the GEO program.
- Violence against others. This includes striking or doing any other physical harm to another, threatening to do so, or producing a reasonable fear of physical harm in another.
- Sexual assault. This is defined as when a student subjects another person to sexual contact without having first obtained explicit consent or when they know or should have known the person was incapable of consent by reason of mental disorder, mental incapacitation, intoxication, or physical helplessness. This also includes definitions established by local laws and student's home institution conduct code.
- Verbal abuse of faculty, staff, students, home stay families, host community members, or representatives from GEO partner organizations.
- Disruption or obstruction of classes offered by the program or local universities, or disruption or obstruction of other program activities.
- Damage to GEO property, property of host universities or partner organizations, residence halls, property of hosts or host families, apartments, facilities used by GEO or GEO sponsored programs, or the property of fellow students.
- Possession or use of firearms or other dangerous weapons.
- Possession or use of fireworks, incendiary devices, dangerous explosives or other dangerous instrumentalities or substances.
- Theft.
- Unauthorized entry into or use of program facilities, equipment, or technology or host university/partners' facilities, equipment, or technology.
- Use of GEO or GEO partner organizations' technology for any unlawful or impermissible purpose.
- Violations of residential guidelines or rules, including specific and reasonable requests from a homestay family.
- Criminal behavior or violation of local laws.
- Failure to follow the program established guidelines, local attendance policies, directives, timetables and reasonable instructions of the program staff or faculty members.
- Failure to attend required classes, events and excursions, unless otherwise noted on a syllabus or excused.
- Obtaining unauthorized access to, viewing of, copying or distributing confidential information.
- Falsification, forgery, or alteration of documents.
- Harassment of any person, not limited to members of the GEO community. Harassment is defined as any conduct that either in form or operation unreasonably discriminates among individuals on the basis of age, disability, national origin, race, marital status, religion, gender, gender identity, gender expression or sexual orientation, and that is sufficiently severe or pervasive that it interferes with work or academic performance because it has created an intimidating, hostile, or degrading working or academic environment. Sexual harassment is a type of gender discrimination which is defined as any sexual advance, any request for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic experience; or such conduct is unwelcome and sufficiently severe or pervasive that it interferes with work or academic performance.
- Stalking of any person.
- Failure to obey drug and alcohol-related laws at the program site.
- Abuse of alcohol or controlled substances, even when lawfully possessed.
- Participation in activity that recklessly or intentionally endangers the safety of self or others.
- Unreasonably limiting the freedom of movement of others.

These prohibited activities are considered disruptive to the program and interfere in the academic progress of the students engaging in the activities, other students on the program and the overall academic mission



of the GEO program. As such, sanctions against and possible removal of students engaging in these activities is considered to be necessary for the successful fulfillment of the program's mission.

Students are required to review the GEO policies on student conduct review procedures and sanctions found on the GEO website: : <https://geo.uoregon.edu/student-behavior-policy>.

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



## Incomplete Contract for Global Education Oregon

Student Name:

Program & Country:

Term Abroad:

Date of Contract:

Due Date for Incomplete Course Work\*:

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

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

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

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

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

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

## APPENDIX X: CALCULATING CONTACT HOURS

### Student Engagement Inventory

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

Note that programs may not exceed a maximum of 20 in-class contact hours per week.

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

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

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

**Definitions of Terms:**

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

**APPENDIX XI: RECEIPTS FORM** (To be used when no receipt is available)

## GEO Receipt for Goods and/or Services Provided

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

I, \_\_\_\_\_, hereby acknowledge that I have received a total of \_\_\_\_\_ from the University of Oregon Representative.  
(Name of Vendor's Representative)  
(Amount) (Currency)

**Description of Goods and/or Services**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Service Vendor Information**

Vendor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Vendor's Representative      Date      University of Oregon Representative      Date

\_\_\_\_\_  
Print Name      Print Name



5209 University of Oregon  
 Eugene, OR 97403-5209 USA

Receipt #:

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

**APPENDIX XII: GROUP ACTIVITY FORM**

## GEO Group Activity Receipt Record

**Program:** \_\_\_\_\_ **Activity:** \_\_\_\_\_

**Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**All information below MUST be filled in by the STUDENT.**

	Print Name	Signature	Amount Received & Currency	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				