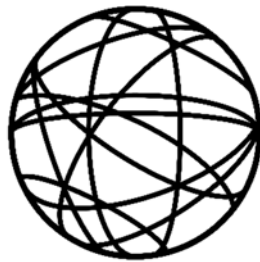


Global Education Oregon
Faculty Handbook
2019-20



GEO
Study Abroad

CONTENTS

GEO Overview	1
About GEO	1
GEO Mission Statement	1
GEO Goals	1
GEO Standards	2
Faculty Roles and Responsibilities	2
Faculty Responsibilities Prior to the Program.....	2
Program Development and Recruitment.....	2
Recruitment and Outreach.....	2
Minimum Enrollments.....	3
Program Planning	4
Admissions and Logistics	7
Student Enrollment Process.....	7
Prior to Departure	8
Faculty Responsibilities During the Program	10
General Program Responsibilities	11
On-Site Student Orientation	13
Leading Students	14
Liaising with Local Faculty	14
Student Housing Arrangements.....	15
Registration, Credits, and Grading	15
Academic Excursions	15
Program Budget and Expenses.....	16
Reporting Grades	16
Faculty Responsibilities After the Program.....	17
Evaluations	17
Reimbursements	17
Faculty Reports.....	17
Promotion of Future Programs	18
GEO Staff Roles and Responsibilities	18
GEO Staff General Information	18
Student Roles and Responsibilities	19
Personal Arrangements	19
Compensation	19
Housing.....	20
Travel Arrangements.....	21
Insurance	21
Family Opportunities.....	22
Taxes.....	23
Banking.....	23
Emergencies, Risk Management and Health & Safety.....	23
Emergency Response	24
What to Do in Case of Emergency	24
What to Expect When Reporting an Emergency.....	25
Risk Management	25
Reducing Risk	27
Student Insurance Information.....	29
Culture Shock	31

Helping Students Adjust.....	31
Policies and Procedures	32
Record Keeping and Incident Reporting	32
Confidentiality and FERPA	32
FERPA and Social Media.....	33
Mandatory Reporting.....	33
Clery Act Reporting	34
Title IX Reporting.....	34
Diversity and Inclusion	35
Disciplinary Procedures for GEO Programs	36
UO Academic Policies.....	39
UO Financial Aid Policies.....	41
Scholarships	42
GEO Policies	42
Appendix I: GEO Oregon Contacts	47
Appendix II: Tips for Recruiting.....	48
Appendix III: Faculty Agreement I & II	49
Appendix IV: Emergency Response Plan Template	55
Appendix V: Faculty Leader Final Report Guidelines	56
Appendix VI: FERPA Social Media Consent Form.....	57
Appendix VII: Student Participation Agreement.....	58
Appendix VIII: Student Release and Assumption of Risk	61
Appendix IX: Student Behavior Agreement	64
Appendix X: Student Directed Employee Reporting Worksheet	67
Appendix XI: Incident Report Form.....	69
Appendix XII: Incomplete Contract.....	70
Appendix XIII: Calculating Contact Hours	71
Appendix XIV Receipts Form	73
Appendix XV Group Activity Form	74

GEO OVERVIEW

About GEO

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

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

GEO Mission Statement

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

GEO Goals

The goal of GEO is to provide experiences for students that broaden their education, regardless of discipline. The experience of living and learning in another culture provides opportunities for personal growth and experiential learning that are unavailable in the context of the home university setting. You have been selected to teach with GEO because your program proposal fits the goals of GEO by creating course content that integrates your subject with the overseas experience of your location.

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

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

GEO 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. As such, the Forum presents professional standards of best practice for institutions and individuals working in the field of international education.

As a member of the Forum, GEO adheres to and complies with the Standards of Good Practice developed by the Forum in collaboration with practitioners throughout the field of international education. The Standards provide guidance for best practices in the areas of organizational mission, student learning and development, academic policies, student preparation and advising, student conduct and disciplinary measures, program policies and procedures, organizational staffing and resources, health, safety and risk management, and ethics.

As a faculty leader on a GEO program, you are a practicing international educator and expected to follow the same Forum standards of good practice while teaching with GEO. The standards have directly informed the information and policies in this handbook.

The *Forum on Education Abroad* Standards of Good Practice can be found by following this link: <https://forumea.org/resources/standards-of-good-practice>. A detailed explanation of the Standards can also be sent to you by your GEO Program Coordinator upon request.

FACULTY ROLES AND RESPONSIBILITIES

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

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

Faculty Responsibilities Prior to the Program

Program Development and Recruitment

- Attend the GEO Workshops on new program development, on-site leadership and crisis and emergency management
- Gather information about the program from previous directors and students
- Meet with the GEO Coordinator to discuss budget, logistics, program goals
- Attend GEO budget meetings
- Participate in the Study Abroad Fairs on your campus and other campuses if possible
- Develop and carry out a plan for recruitment and promotion
- Work with GEO staff to finalize the program budget

Recruitment and Outreach

Recruitment, publicity and outreach are key to the success of your program. **Faculty leaders are expected to be the primary recruiter for their program**, as students will connect more with the faculty leader than a GEO staff member in most cases. An enrollment minimum will be determined for your program and this minimum must be met for you to teach abroad. GEO will share tools and develop select materials to assist

with your recruitment efforts. Where applicable, GEO will also assist with outreach to partner universities. It is expected that you will promote your program to your current and potential students using social media and other digital and print options, as well as in-person recruitment efforts such as classroom visits and information sessions. You should also discuss your program with colleagues in your department and on other campuses, and ask them to speak about this opportunity to their students. Networking through professional contacts in your discipline to get the word out about your program can be particularly effective. Information sessions are also an important way to reach students and should be organized in collaboration with your program's coordinator/advisor. For more information about recruiting, see Appendix II at the end of this document.

You are encouraged to promote your program by sending periodic targeted emails directly to UO students. To facilitate this, GEO program coordinators can pull email lists by major on your behalf. Email your program coordinator with the UO majors you would like to contact and they will provide the list.

Using Social Media to Promote Your Program

GEO uses a variety of social media platforms to increase general awareness and inspire student participation in study abroad. GEO prioritizes Instagram and YouTube to share with current and prospective UO students. Facebook is primarily for events and announcements to share with others, as majority of our audience are study abroad alumni, parents, and campus departments. Our Twitter account is primarily used to share faculty updates, campus department information, etc. Make sure to share your twitter handle with your coordinator/advisor so we can tag you in program posts. Vimeo is our communications branded video content for promotion and inspiration. Blogs are not as successful for communicating information to current students, based on less than 1% open rate accordingly to google analytics. Blogs require significant followers and continuous posting to be relevant, so if you have your own blog that students follow it might be worth sharing on there. We recommend following our channels to share and post your own program highlights.

As a faculty leader, there are a number of ways you can also utilize social media to reach students. Use your own professional social media channels to share with students and colleagues. You should also find your department or advising social media accounts to share your program content and highlights. Increasing visibility of a new program is key to its success. Once you have interested students, you can create your own program Facebook page at <https://www.facebook.com/pages/creation/>

If you would like to share program content on GEO social media channels, you may send content to our **GEO Digital Communications Assistant** at geocomms@uoregon.edu to determine the best platform to share, or you can direct message your content on one of our platforms. For additional posting questions, feel free to reach out to the GEO Institutional Relations Specialist - UO, Kayla Grosjean at grosjean@uoregon.edu. We could highlight your program with an insta-story spotlight or share a short program video which could also be linked on your program webpage (previous faculty example: <https://www.youtube.com/watch?v=gkrP3CSkiTQ&feature=youtu.be>).

Connect with GEO Social Media

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

YouTube: <https://www.youtube.com/channel/UCy81QekcaZVCSfdt5pCoSQ>

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

Twitter: twitter.com/GEOabroad

Vimeo: vimeo.com/channels/globaleduoregon

Minimum Enrollments

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

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

While the GEO communications team offers targeted promotional support, faculty should not underestimate the ongoing effort required of them to successfully engage and recruit students for a minimum of six months prior to their program's application deadline. Approximately one month prior to the program application deadline, faculty will meet with their program coordinator to assess the status of their program enrollments. At this time, faculty may need to implement additional recruitment or retention activities. **Application deadline extensions are not an effective recruitment and retention tool and, thus, will not be considered.** If the program enrollment is below the minimum required, you may have the option of cost-sharing some of the expenses relating to your participation on the program to reduce the likelihood of your participation or program being cancelled. Cost-sharing might include using air miles to pay for airfare, use of faculty development funds to cover your faculty replacement fee or compensation, contributing towards the cost of accommodations, or other arrangements.

Program Planning

Program Development, Course Syllabi and Approvals

The beginning of the path that leads to your becoming a Faculty Leader with GEO starts with the initial program and course development phase of your program. The program proposal and syllabi that you completed during the initial stage of program development will form the foundation of your program as it takes shape.

Your syllabi will be put on file with the Registrar by the assigned GEO Program Coordinator. If you make any subsequent substantive changes, be sure to give your coordinator the revised version so the Registrar copy and posting on the GEO website can be updated.

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

Program Budget and Faculty Agreement

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

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

Faculty are not permitted to commit funds outside of budgeted expenses without prior approval from GEO.

Additionally, Faculty Leaders may not enter into contracts or binding agreements. Faculty may be involved in negotiating program costs with vendors after first consulting with GEO.

Teaching Schedule

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

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

When planning program excursions, please take into account the time and energy demands placed on students throughout the program. Packing too many activities into a program schedule can result in student fatigue over the duration of a program and end up wearing students down, affecting performance and morale. Conversely, too much open time may encourage some students to fill time inappropriately. The GEO Program Coordinator will provide guidance on effective program pacing.

On-Site Facilities

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

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

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

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

Online Classroom

UO's CANVAS platform is available for some faculty-led courses depending upon the program location and registration process used for the courses. You may consult with you program coordinator to determine whether the UO CANVAS platform is available for your program. In cases in which the UO platform is unavailable, you may sign up for a free CANVAS account at canvas.instructure.com or consider alternate online course sites. Blog sites such as Wordpress.com or Blogger.com, or the UO Blogs site (<https://blogs.uoregon.edu>) might meet your needs and can be set up to be accessible with a password login for students. If you decide to create a blog, it's highly recommended that you set up your blog site, upload any course materials, and email the blog address and login information to students and your GEO Program Coordinator before you depart.

Course Materials

A list of proposed course materials must be submitted to GEO along with your final syllabi. Please keep the total cost per student to a minimum as these will be paid for directly by students. Course materials include textbooks, readers, art supplies, DVDs, etc. In most cases, readers can be printed on-site with advance notice in some cases. If any of your proposed texts are out of print and are no longer available, or are prohibitively expensive, you will need to provide substitutes.

In case you require an instructor's copy of your course textbook, you should attempt to make arrangements with the publisher for a complimentary copy directly.

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

You will also need to be mindful of the following information about course materials:

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

Sponsored Excursions and Non-Sponsored Activities

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

Sponsored and non-sponsored excursions and activities

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

Sponsored program activities

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

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

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

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

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

Non-sponsored activities

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

Admissions and Logistics

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

Student Enrollment Process

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

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

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

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

Initial Application Process: The student has opened an application and may be working on submitting the required materials.

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

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

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

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

Faculty approval

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

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

Prior to Departure

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

- Review and sign the GEO Faculty Agreement and program budget
- Participate in a GEO faculty orientation with your Program Coordinator and any on-site staff
- Participate in a GEO crisis and emergency management workshop, a GEO On-site Leadership workshop, and read the GEO Emergency Management Handbook
- Assist with and/or lead a student pre-departure orientation in conjunction with your GEO Program Coordinator.
- Collaborate with your GEO Program Coordinator to confirm your travel to the site, the budget details, safety and security updates, and any other program details
- Review expense reimbursement procedures, and any travel advances and their policies with GEO
- Prepare for on-site financial transactions (ATMs, cash, etc.)
- Complete the requested insurance enrollment information for you and your dependents to receive GEO insurance coverage
- Register for any additional insurance coverage with an alternate vendor for you and your dependents if travelling beyond the coverage period provided by GEO

- Make arrangements for your house, car, children, and pets
- Make arrangements with your department head for your leave of absence
- Prepare materials to take abroad (student files, course materials, budget information, this handbook, evaluation forms, etc.)
- Read about the location you will be traveling to, and culture shock and cultural adjustment

Student Orientation

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

Students access program information during their online registration process and after they have been accepted. This information includes basic information on the program, insurance coverage, a GEO student handbook, and a variety of online forms related to your program which GEO requires students to read during the application process. Additionally, students receive pre-departure information approximately four weeks prior to the start date of the program that includes detailed arrival and orientation information, homestay information and any last-minute program updates in the program pre-departure packet. Important policy documents that students agree to are included at the end of this handbook in Appendices VIII, IX and X.

Your pre-departure orientation should cover the following topics:

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

Faculty Orientation

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

during this time.

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

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

Example of Pre-Departure Orientation Topics

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

Insurance and Housing Deposit

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

Faculty Responsibilities During the Program

You are the GEO/UO representative onsite, unless your program is at a GEO site with a GEO Site Director. In nearly all cases, you will be coordinating with GEO to resolve any situations that might arise. GEO staff can be contacted 24/7 in case of an emergency and will be coordinating with other UO administrative departments as needed.

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

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

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

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

In all cases, no matter if your program is run through a GEO site, organized with a third-party vendor or independently, all Faculty Leaders are required to be present for the entirety of their program. It is expected that Faculty Leaders will arrive one to two days before the program start date and remain on-site and engaged with the program until the program end date.

Faculty Leader travel outside of the city in which your program is based on weekends or at any other times during your designated program dates is only permitted when under the following circumstances:

- The program is based at a GEO site and GEO site staff are available to oversee group leadership in the absence of the Faculty Director;
- 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 your GEO Coordinator 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.
- The GEO Program Coordinator is aware of your absence and how to reach you at all times.

If you will be repeating your program at the same location the following year, use the time on-site to start planning the next running of your program. This is a good opportunity to gather useful information to improve your program, to gain additional pricing information for the future, think about alternative excursions you might want to do in the future, or to begin planning the next year’s itinerary with the Site Director or vendor you work with. This can save time in the budgeting and planning process when you begin planning for the next running of your program.

General Program Responsibilities

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

- Plan an agenda and buy materials for an on-site orientation
- Meet with students to discuss non-academic issues: information about the city, region and country of the program, cultural adjustment, money issues,

emergency response plan, local-area health care facilities, etc.

- Meet with any local faculty teaching other courses on your program
- Record expenses and keep and number all receipts
- At end of program, encourage students to complete of the online program evaluation. They will receive an email with a link to the evaluation the last week of the program.

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

Modeling Conduct

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

Experiential Learning

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

Weekly Meetings

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

Budgets

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

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

Leadership

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

Student Behavior

Low academic performance or excessively problematic behavior should be reported to the GEO Site Director at GEO sites or to your GEO Program Coordinator if you are not at a GEO site. You may be required to intervene and/or manage problematic student behavior, and especially problematic behavior may

require intervention from GEO or other University of Oregon staff. You will need to provide ongoing communication with the GEO Site Director and/or the GEO staff to ensure issues are handled, resolved and reported as required.

On-Site Student Orientation

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

Orientation Guidelines

Setting the tone

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

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

Arrival topics

- Remind students to contact their families and confirm safe arrival
- Immediate orientation to the local site and program environment
- Logistics: locations of ATM's, laundromats, etc.; Internet access; cell phone store
- Culture- and site-specific information (including places to avoid, common faux pas, etc.) and reiteration of culture shock information
- Student conduct expectations and standards; drug and alcohol policy
- Health, safety and security overview and details (emergency cards; on-site and GEO 24/7 contact information; trip registration; medical and mental health resources and locations; local fire, police and emergency services; etc.)
- Discussion of insurance coverage including how claims are filed, coverage during program vs. non-program activities, type of activities not covered by insurance (activities considered high risk, including motorcycle riding, skiing, scuba diving, etc.). Direct them to their insurance brochure for specific information about coverage as well as the Travel Assistance resources provided by AXA.
- Reinforce the importance of students maintaining their US-based insurance, as GEO-provided insurance is meant to supplement this, and that they need to keep their home insurance active while they are out of the country. (This is important for returning to the US, and if a student must leave the program early for any reason.)
- Reiterate academic expectations, brief orientation to each course/component
- Program schedule and expectations
- Means of communication (with you, each other, and police/emergency services)

Ongoing orientation topics

- Any emergent issues (new health, safety, and security information, etc.)
- Ongoing cultural orientation, debriefing of intercultural learning and experience
- Reminders about trip registration before breaks, other ongoing reminders

- Local experts as guest speakers on the cultural and historical setting

Leading Students

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

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

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

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

Liaising with Local Faculty

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

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

When teaching at a GEO site, in many ways you are a "visiting" professor at an ongoing academic program. You will need to take the responsibility and initiative to meet with the local faculty to discuss problems and policies and to build a professional bond and complimentary academic relationship among those teaching in the program. You will gain a sense of how their program is run, which will enable you to help the students succeed in that setting.

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

It is possible for the Site Director to put you in contact with instructors teaching on-site prior to your

program to discuss collaboration between your courses and on excursions. Some Faculty Leaders have collaborated with on-site instructors to coordinate their courses to make them more complimentary. Talk to your GEO program coordinator for more information about the courses taught at the GEO site and the possibility of collaboration with on-site instructors.

Student Housing Arrangements

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

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

Registration, Credits, and Grading

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

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

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

Academic Excursions

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

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

Program Budget and Expenses

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

Faculty Leaders may be provided with a modest discretionary administrative fund to be used for student gatherings, hosting local faculty, guest lecturers, and special course materials. These expenses will be discussed with your GEO Program Coordinator during the budgeting process. Faculty Leaders should arrange for a One Card if they do not wish to cover these costs out of pocket.

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

Reimbursements

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

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

Expense reimbursements will need to be processed in Concur, and all necessary receipts included. Faculty may upload receipts themselves, or they may retain the receipts for processing by International Affairs (IA) upon return. Faculty are responsible for complying with UO travel policies and procedures. These may be found here: <https://ba.uoregon.edu/content/travel>.

Reporting Grades

You may be leading a faculty-led program with a third-party vendor, independently, or at a GEO site that includes additional courses not taught by you or may include students who come from institutions other than UO. Each of these cases potentially involves different grading procedures, which are outlined here below. Note that there may be exceptions to some of these procedures. You should discuss grading procedures with your GEO program coordinator during your one-on-one orientation prior to your program start date.

Non-GEO site faculty led programs with UO students only:

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

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

- Grades for UO students are to be entered directly into DuckWeb as above.
- Grades for non-UO students must be entered into Studio Abroad. A questionnaire will be created

- where you enter the final grade for all non-UO students.
- You are not responsible for entering grades for courses taught by on-site instructors.

GEO site 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 your GEO program coordinator as early as possible if your program requires post-program work with a project due date past the program end date.

Faculty Responsibilities After the Program

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

- Submit student grades as soon as possible, prior to any Registrar/term end deadlines, and in no case more than 2 weeks after the last day of the program.
- Contact GEO to schedule a debriefing appointment
- Reconcile your travel advance and expenditures within 30 days of your program end date, submitting all receipts to GEO
- Submit Faculty Leader's report
- Assist future leaders
- Begin planning for next year/cycle

Evaluations

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

Reimbursements

All receipts for reimbursement need to be submitted to GEO accounting within 30 days of the program end.

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

Faculty Reports

GEO requires that you submit an evaluation report of your experience within one month of the end of the program. GEO will send you a template report to complete prior to your departure. Along with the student evaluations, GEO staff on site and in Oregon benefit from your unique perspective and experiences on the program. Your report is an important contribution to GEO's efforts to continuously improve program offerings. This comprehensive report should include:

- personal objectives and expectations and how they were realized

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

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

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

Promotion of Future Programs

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

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

GEO STAFF ROLES AND RESPONSIBILITIES

GEO Staff General Information

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

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

GEO also has a marketing and communications team that works to promote GEO programs at UO and with partner institutions around the country. Plan to coordinate with your GEO Program Coordinator and the student advisor to arrange class visits and information sessions. In addition to these staff members, student peer advisors help spread the word about your program to other students through class visits and

presentations.

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

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

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

STUDENT ROLES AND RESPONSIBILITIES

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

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

See Appendices VII, VIII, IX and X for copies of signature documents that all students are required to complete during their registration process. These documents require students to acknowledge their responsibilities for participation in GEO programs, including agreeing to adhere to UO Student Code of Conduct, which can be found here: <https://policies.uoregon.edu/vol-3-administration-student-affairs/ch-1-conduct/student-conduct-code>.

PERSONAL ARRANGEMENTS

Compensation

Academic Year Teaching Assignments

Faculty selected to teach at a GEO site during the academic year (fall, winter, or spring terms) generally remain on their regular institutional payroll with all sabbatical, fringe, and retirement benefits. GEO typically

provides the home department a direct payment for faculty replacement fee or course buy-out and you are paid your normal academic year compensation during your time on the program. Any salary negotiations should be approved by the faculty's home department and GEO.

Faculty not from the University of Oregon leading a program with students only from their home campus will need to negotiate their program salary with their home university in consultation with their campus study abroad office and their home department. In most cases, salary is added to your home campus overhead for the program.

Summer and Customized Programs

A standard pay scale is in the process of being phased in per consultation with the UO Schools and Colleges. Compensation for faculty teaching on customized and summer programs outside their regular academic year contract will be determined on a case-by-case basis through consultation with your GEO Program Coordinator. In most cases, a professional service contract will be issued to you by the University of Oregon for the duration of your program dates.

In cases where your program falls 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.

Housing

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

Faculty whose lodgings do not have cooking facilities, such as at hotels or hostels, may be provided with an allowance to cover meal expenses. Faculty staying in apartments or studios with cooking facilities will be responsible for covering the cost of their own meals.

Faculty Leader housing is in most cases a single bedroom apartment that is typically equipped with necessary appliances, including cooking and laundry facilities and an internet connection. Faculty may be required to pay a cleaning and damage deposit to GEO prior to departure that will be refunded at the end of the program when the apartment has been checked out in appropriate condition.

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

In some cases, a flat fee can be allocated for a faculty program leader to make their own housing arrangements. If you wish to arrange for alternate accommodations because you will be traveling with family members, please notify GEO well in advance. Be aware that you will be responsible for any difference in cost between the standard program lodging based on single occupancy and any alternate options that are secured on your behalf, as well as any secondary costs incurred, such as additional travel to the program site, etc. Contact your GEO Program Coordinator with any questions you may have.

If dependents will be accompanying you and sharing lodging, you will be required to purchase the same insurance for them as is provided to you and students. See the section on INSURANCE for further information. GEO will provide you with a dependent enrollment form to complete prior to departure.

Travel Arrangements

Faculty may not book or purchase airline tickets before receiving approval from their GEO Program Coordinator. Reimbursement for independently purchased tickets is no longer allowed. Airfare must be arranged through the Office of International Affairs (OIA) and GEO's booking agent, Direct Travel.

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

- Faculty are responsible for notifying Direct Travel and your GEO Program Coordinator if personal time or a non-direct route is being taken. Direct Travel will prepare a comparison quote before booking the flight.
- The cost of the ticket may not exceed the value of a regular economy fare to and from the site, based on the lowest cost price quote of the most direct route made at the time of booking, within a reasonable amount of time prior to the start date of the program. UO travel policies allow for seat upgrades for flight legs lasting more than 8 hours. Any additional expense must be approved by the GEO Program Coordinator.
- If all, or part, of the airfare is being reimbursed by another source, it is the Faculty Leader's responsibility to claim a lesser amount based on the comparison quote.
- Faculty Leaders will not be reimbursed for airfare booked using frequent flyer miles, or for tickets not purchased through GEO and Direct Travel.
- If an indirect route is requested, including added layovers, reimbursement will be made based on the lowest priced comparison quote.

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

Travel Per Diem

Travel per diem may be paid for travel to and from your program location. This may include meals while in transit and possibly one or two nights' hotel if warranted. Discuss your per diem arrangements with your GEO Program Coordinator prior to traveling to determine the amount budgeted.

Arrival/Departure

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

Responsibility for Visas, Vaccines, etc.

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

Insurance

Note: Some aspects of the current insurance policy will be changing on July 1, 2019. You will receive updates as soon as they are available.

Faculty Leaders are covered by the same medical insurance as students for the duration of the program,

which is provided and administered by Axis Insurance. 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. Axis 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 Axis policy. Full claim procedures can be found in the information provided in the Axis Accident and Health brochure you are provided with.

Insurance for Dependents

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

Family Opportunities

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

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

Responsibility for Special Arrangements

Where applicable, on-site staff will assist you in preparing for arrival and getting settled. You should understand, however, that they are there to support GEO programs, not to provide for your personal needs. If you or family members have special requirements (e.g. children who need to enroll in school, space to practice a personal hobby, personal research, etc.), you will be responsible for investigating and arranging

this yourself. Do not expect GEO or on-site staff to make special arrangements on your behalf or put them in the position of making decisions for you. It is ultimately your responsibility to ensure that all special needs for your family are arranged prior to your arrival.

Family Participation

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

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

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

Taxes

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

Banking

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

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

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

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

EMERGENCIES, RISK MANAGEMENT AND HEALTH &

SAFETY

GEO Emergency Telephone Number:

1-503-764-4146

Information to Report in an Emergency:

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

Emergency Response

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

Likewise, while you or your students may not be directly affected by events such as an epidemic, terrorist attack, or natural disaster that occurs outside of your immediate location, these events may have regional consequences. You should be prepared to follow up with students and GEO when such an event occurs.

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

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

What to Do in Case of Emergency

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

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

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

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

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

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

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

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

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

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

What to Expect When Reporting an Emergency

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

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

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

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

Risk Management

Make an Emergency Response Plan

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

Emergency Contacts

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

Cell Phones

All students and Faculty Leaders are required to be contactable by mobile phone while participating in GEO programs. This will facilitate the rapid communication between students, faculty and site staff in an emergency if necessary. An amount is included in your program budget to cover reimbursement for the purchase of a local SIM card. You can also investigate the possibility of having an international calling and data plan added to your regular subscription. GEO can reimburse for this additional fee during the months that your program takes place.

Know Your Students' Plans and Whereabouts

Students frequently travel on weekends or program breaks to metropolitan centers in your area, remote areas or outside of your country to other cities. Student mobility means that they can be in another urban center or location hundreds of miles away within a matter of hours, and a seemingly distant event may have direct consequences for your students if they've happened to travel where it occurred for their weekend getaway.

It is essential that students provide you with their weekend and holiday plans so that they can be quickly accounted for and reported to GEO in event of an emergency.

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

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

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

Emergent Matters First

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

Appropriate Response

The principle of *appropriate response* is that the way we respond to an emergency has as much effect, often, on the ultimate outcome(s), as the nature of the emergency itself. It is most important that you remain calm, collected and rational, and that you model this behavior for the students. For example, in the event of a natural disaster, if some students are missing once the storm or incident passes, immediately enact a plan to locate the missing persons, and involve (in appropriate ways) those other students present who are

not injured and are most able to remain calm themselves.

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

Use Your Resources

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

Reducing Risk

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

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

Provide Local Information

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

Faculty Leaders leading programs independent of a third-party vendor will need to research local resource information prior to the program start date. Arriving a day or two early is useful for gathering this information before student arrivals.

Provide the following information to students once on-site:

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

Focus on Student Behavior

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

- Remind students about GEO policies, waivers and agreements they signed, and the UO Student Code of Conduct they are required to abide by while abroad. See Appendices VIII, VIX and X for copies of the waivers and agreements signed by students prior to the program.
- Explain to students that, although the program provides health and safety information, it is ultimately the students' responsibility to remain healthy and safe. GEO is not able to provide information on every contingency that may occur.
- Explain that most incidents occur because of poor judgment or failure to recognize dangerous situations, particularly after those involved have been drinking.
- Remind them that if they go somewhere as a group, they need to leave as a group and should not leave people behind on their own.
- Discuss the local norms regarding alcohol use.

- Discuss personal safety and security against theft and assault.
- Highlight cultural norms in the host country and the need for increased self-awareness among students.

Review the Emergency Plan

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

Establish a Communication Tree

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

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

Depending on the size of the program and local circumstances, a communication tree could be as simple as a student roster that the Site Director or Faculty Leader will use to contact each student.

Student Notification of Risk

Participants are informed of the risks involved with study abroad programs and are required to read and sign the form "Release and Assumption of Risk" (Appendix VIII). Additionally, participants are required to enroll in an international health insurance plan, facilitated by GEO. GEO maintains all necessary program documents for GEO program participants. In general, disclaimers are added to program materials to protect the Faculty Leader, the program sponsor (if any), and the UO against unforeseen changes in program arrangements (e.g., currency fluctuations, increased airfares, political unrest, etc.).

Risk Reduction

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

Here are several tips to help reduce risks:

- Discourage students from engaging in high-risk activities (e.g., bungee-jumping, riding motorbikes, skiing, etc.) during personal time and avoid including any high-risk activities in the program planning as much as possible. Consult with your GEO Program Coordinator if you are not certain whether a program activity is considered high risk. Faculty members must communicate to students whether an activity is included as a program activity or is not a part of the program and is an optional activity.
- **Most high-risk activities are not covered by the student and faculty GEO insurance policy.** The detailed policy information you have been provided with has more information on activities which are not covered by the insurance provided. Faculty Leaders need to be aware that recommending or including certain activities as part of their program which have not been pre-approved may expose the university to liability.
- Students may not attend mass demonstrations or protests being held in the host country. While a demonstration may at first appear to be peaceful, crowd moods can change quickly. You and your students may also not be aware of or attuned to cultural and social undercurrents at play during a mass demonstration, and there may be legal implications for participating in demonstrations in some countries that you are not aware of. It is GEO policy that students not be allowed to attend

public demonstrations due to the legal and safety risks involved.

- When high-risk activities must be included (e.g., a semi-risky high canopy walk for an ecology program in the Amazon), consider all the pertinent safety precautions and make sure that students have a thorough safety orientation and equipment training before beginning. Discuss high-risk activities that must be included in your program with your GEO Program Coordinator during the program planning phase. Some activities may not be allowed without additional waivers signed by students.
- Prepare students in the program-specific orientations (pre-departure and on-site) to manage any particular risks of the program location (e.g., any immunizations needed, extremes of weather, areas of the city to avoid, etc.). In addition, constantly update the group about emergent risks, using daily meetings, email, etc.
- Note that all students and Faculty Leaders are registered by GEO with the US Department of State Smart Traveler Enrollment Program (STEP) before the program starts. This allows students to receive automatic notifications in event of an emergency or travel warning being issued for that country.
- Encourage students to seek medical or mental health care when there is any chance it may be needed, but refrain from giving specific advice (since advising so far outside your expertise introduces unnecessary liability).
- **Employ a harm-reduction philosophy**, and ask students to adopt it as well as a sensible approach for enjoying themselves while staying safe and sound.
- Be clear about your expectations of students: that they take responsibility for and promote their own health and safety.
- In locations (or periods) in which anti-American sentiment may be more than minimal, ask students to maintain a low profile as US citizens. Key actions include avoiding congregating in establishments popular with Americans and/or US-owned businesses; refraining from wearing US collegiate gear; and avoiding having loud (and possibly culturally inappropriate) discussions in English in public.
- Acquaint students with the US State Department's website and ask them to be cognizant of travel warnings and advisories when they plan their personal travels (<http://www.state.gov/travel/>).

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

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

Liability and Indemnification

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

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

Student Insurance Information

Note: Some aspects of the current policy will be changing on July 1, 2019. All faculty-leader(s) and students will receive updates as soon as they are available.

All study abroad participants, except for CIEE or IE3 programs, are automatically covered by the insurance provided for GEO's study abroad programs, plus one week each before and after the program dates. The cost of this insurance is included in the student program fee. This insurance is provided by Axis Insurance

and covers sickness and injuries with no deductible. GEO also provides coverage for emergency evacuation, repatriation and travel assistance services provided by AXA. This insurance is intended to **supplement** students' personal insurance policies and/or the national health care program in the host country.

Cost

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

Enrollment

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

Claims

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

Exclusions

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

It is important for you to distinguish between activities and excursions that are part of your program and ones that are optional or done on students' free time, especially if engaging in activities considered to be high risk as listed in the insurance brochure. In some cases, Faculty Leaders participate in group activities with students that are outside of required or planned program activities, and it should be noted that these are optional, non-program activities that students are doing on their free time.

Cancellation

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

Travel Assistance

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

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

To arrange direct payment to a care provider, AXA must be contacted first and the provider verified by them. Information about how to contact AXA, the policy number and insurance plan is provided to students and faculty before the program starts. In situations requiring immediate guarantee of payment, call the GEO emergency number for assistance from a GEO staff member.

Culture Shock

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

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

Culture Shock Symptoms

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

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

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

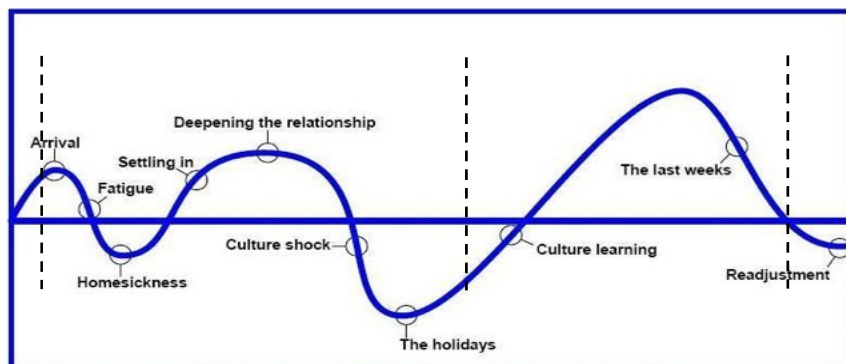
Helping Students Adjust

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

- Provide cultural adjustment information during the on-site orientation. Describe the cultural adjustment cycle, define culture shock, and discuss coping strategies. Also, some of the activities described in the “Resources” section should help provide students with further tools for cultural adjustment.
- By understanding what to expect, students will hopefully not only recognize their own or their friends’ process of adjustment, but will also understand that this is something that everyone experiences.
- Create an open environment within the group in which all opinions are validated. Review counseling guidelines to become familiar with what to do and what not to do when counseling students.

- Have a plan ready for handling problems that may be out of your sphere of knowledge and expertise. If at a GEO site, make use of your experienced GEO Site Director; determine in which cases to call the UO or others. When in doubt, contact GEO for suggestions. We work closely with the Counseling Center, the University Health Center, and the Office of Student Life.

The Cycle of Cultural Adjustment



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

You are encouraged to do your own additional reading about the cultural adjustment process. A recommended book is *Preparing to Study Abroad: Learning to Cross Cultures* by Steven Duke (Stylus Publishing, 2014). Other resource materials are available on the UO Campus in the Mills Center and online.

POLICIES AND PROCEDURES

Record Keeping and Incident Reporting

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

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

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

Confidentiality and FERPA

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

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

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

If the Faculty Leader believes that certain information must be disclosed for a participant's well-being

without their consent, the GEO Program Coordinator 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 adaptation 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. The use of open forum social media platforms for class assignments puts students at risk of having at least some of this information revealed, resulting in a violation of FERPA protections.

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

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

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

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

Mandatory Reporting

Faculty Leaders leading study abroad programs have mandatory reporting responsibilities in some areas but not others. Briefly, GEO Faculty Leaders are designated reporters for the following types of incidents:

- Child abuse: all reports of child abuse or neglect, even if they are about instances that happened prior to the program (even 20 years ago).
- Discrimination and bias: all instances of discrimination or bias based on race, ethnicity, religion, ability/disability, socioeconomic background, or any other similar social categories

It is imperative that Faculty Leaders report all incidents that fall within one or more of these categories immediately, with as many details as possible. Once you know the information, you MUST report it. Your role is to report the information to your GEO Site Director and GEO Oregon via the 24-hour emergency number. GEO staff will contact the responsible offices (e.g., AAEO, Dean of Students, DHS etc.), who will determine whether any institutional response is required, and when and how to respond. You may be contacted for additional information.

Note that failure to report can have dire consequences, including personal criminal and civil liabilities for yourself.

Clery Act Reporting

GEO requires that all Faculty Leaders report to GEO incidents that fall within Clery reportable crimes perpetrated against or by GEO students and staff. While we compel you to report any and all incidents of crime, the following guidelines apply to Clery reportable offenses:

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

Title IX Reporting

Faculty Leaders on GEO study abroad programs are classified as Student-Directed Employees under the University of Oregon's Title IX policies. Student-Directed Employees are required to provide students reporting sexual assault and gender-related discrimination or harassment with information regarding all available campus resources and reporting options.

If a student reports an incident of sexual assault or sex or gender-related discrimination or harassment, you must report the incident to GEO via the 24 hour emergency phone number, even if the student expresses a desire to keep the information private and not report the incident to the Title IX office.

With the exception of the Executive Director and Sr. Assoc. Director, GEO staff are also Student Directed Employees and will not report the incident to the Title IX office if the student requests that this not be done. GEO does, however, need to be aware of any incidents that occur on GEO programs to ensure student safety. GEO staff may discuss anonymized information with a Title IX office representative for advice, especially through consultation with crisis intervention and sexual violence support services.

While Student-Directed Employees are not designated Confidential Employees, they may offer greater privacy than mandatory reporters because they are not required to report certain information to the university. However, any information that the employee receives may still be accessed by university or court proceedings. This means, for example, that the employee could still be called as a witness or required to turn over any related documents or notes the employee keeps.

When speaking to a student who wants to report an incident of sexual assault or sex or gender-related harassment or discrimination, inform them that you are required to report the incident to GEO, but that this does not mean that the Title IX office will become involved if they do not want this. For more guidance about how such a conversation can unfold, please complete the "SDE checklist for GEO Faculty Leaders," included in the appendix, that provides step by step information on responding to Title IX incidents. In most cases, a GEO staff member will take up direct communication with the student and refer them to the Crisis Support team of the UO Counseling Center. If a student wishes to continue working with the faculty member and not Eugene-based staff, GEO will continue to provide support to the faculty leader.

Additional information on Title IX policies, employee designations and responding to Title IX incidents may be found on the following webpage: <https://investigations.uoregon.edu/> If a student does report an

incident of sexual assault or sex- or gender-related discrimination or harassment, you must complete the Student Directed Employee Checklist for GEO Faculty Leaders worksheet found in Appendix X.

Diversity and Inclusion

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

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

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

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

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

Model Good Behavior

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

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

here: <https://academicaffairs.uoregon.edu/content/faculty-handbook>.

Develop a Clear Policy for Discipline

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

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

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

Some faculty have found an effective way to set expectations early in the program is to include a discussion on community standards during the on-site orientation and have students set their own standards. This collaborative process can create good group cohesion and a sense of responsibility among individual students for upholding community expectations of behavior.

Disciplinary Procedures for GEO Programs

This section outlines the procedures that Faculty Leaders should follow when handling student conduct problems that occur abroad on programs sponsored or endorsed by the University of Oregon. If teaching at a GEO site, 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: <https://geo.uoregon.edu/student-behavior-policy>.

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

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

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

GEO staff, in consultation with the program Site Director, Faculty Leader or designee, will inquire into the circumstances surrounding an incident. If it is determined that further action is appropriate, the student(s) involved will participate in the following review procedures.

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.

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.

At the meeting, student(s) will be informed of information that has been reported about the incident in question.

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.

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.

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.

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

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

Course Contact Hours

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

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

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

Course Evaluation and Approval Process

Courses have already been approved and equivalencies established for many programs. This facilitates the articulation of credits because the course equivalencies have already been approved by the home department. New courses or courses offered by a partner host university that have not previously been approved will need to be evaluated by the UO Registrar’s Office before credit and equivalencies can be granted. Your Program Coordinator will need to have the syllabi for courses you will be teaching prior to the SAPC review date for this purpose.

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

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

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

Final Grades

Faculty are to submit their final grades within two weeks of the program end date. Exceptions can be made for grade submission dates if student work is to be submitted after the program end date. You must inform your GEO Program Coordinator of this during the program planning process.

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

Graded vs. Pass/No Pass

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

Graduate Students

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

Incompletes

Incompletes must only be used when serious extenuating circumstances prevent a student from completing 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 your GEO Program Coordinator. See Appendix XIII for the Incomplete Contract to be used. The Registrar's Office will report a grade of F or N if the final grade is not received by the deadline specified in the incomplete agreement. Incompletes may not be assigned by anyone other than UO faculty. All courses graded by faculty at host institutions or who have been specially contracted for the individual program must have a final grade submitted within two weeks of the end of the program.

Transcripts

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

Registration for Students Returning to the UO

Toward the end of the study abroad program, students often begin worrying about registering for classes for the following term. It is recommended that students register using DuckWeb while abroad. Detailed information concerning DuckWeb can be found at <http://duckweb.uoregon.edu>. Students

studying abroad during summer term will have had the opportunity to register for fall term courses during spring term. Students who are unable to register using DuckWeb have the option of asking a family member or friend to register for them, or they may request that GEO registers for them.

UO Financial Aid Policies

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

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

- · Work Study
- · GE tuition waivers and “Summer Sandwich”
- · WUE (Western Undergraduate Exchange program) waivers
- · Staff tuition rates
- · Scholarships that waive tuition
- · Some UO Scholarships (Summit, Apex, Pathway) cannot be used in the Summer. There are a few UO scholarships that can be used for summer programs, such as the Presidential and Diversity Excellence scholarships, provided students are enrolled in at least 12 credits.

Summer term

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

Release dates

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

Aid limits

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

The Gilman International Scholarship

One excellent source of potential funding for Pell Grant-eligible students is the Benjamin A. Gilman International Scholarship program, a federal program that awards up to \$5000, and up to \$8000 to students studying a critical language. To qualify, students must have eligibility for the Pell Grant in their financial aid award and must be participating in a program that is at least 21 consecutive days in one country. Deadlines are: early October for winter/spring, and summer programs; early March for fall and summer programs.

Financial Aid Contact:

Kelly Mason
Financial Aid Counselor
kmason8@uoregon.edu

Scholarships

Scholarships of different types and varying award amounts are available to students studying on GEO programs. See the Scholarships page for more information and application deadlines:

<http://geo.uoregon.edu>.

Some UO Faculty Led programs which are offered in repeating years have funding available to offer students on their specific programs as well. These funds are based on program surpluses, if available. Check with your GEO Program Coordinator to see if surplus funds are available for scholarship use.

GEO Policies

Academic Performance

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

Add/Drop

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

Attendance Policy

Course attendance is required for all courses, including course-related excursions. Students and Faculty Leaders are required to attend weekly informational meetings, if applicable. Students and Faculty Leaders are required to attend all group excursions. Students are not allowed to skip classes or change exam times to accommodate personal travel.

Behavior

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

Books

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

Canvas

Canvas is not available for use while teaching abroad. If Faculty Leaders wish to add an online component to their courses, they are encouraged to create a password-protected blog using a blog site such as [UOBlogs](#), [Blogger.com](#) or [Wordpress.com](#). It is recommended that the blog be created and content uploaded to it prior to departing from the US.

Class Schedules

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

used for local excursions as well.

Copyright Clearance

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

Crisis Management

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

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

Dependents

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

End of Term Reports

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

Excursions

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

Faculty Participation

Faculty Leaders on GEO programs are required to be present from the beginning of their program until the final day for teaching and leading excursions as necessary. Additionally, Faculty Leaders must

be available for student office hours and questions outside of the class period on a regular basis, and participate in all sponsored excursions.

Weekend or other personal travel outside of the program city is not allowed unless the program is being held at a GEO site location with a GEO Site Director on site; there are two Faculty Leaders and one will remain in the city during the other's absence; or there is vendor support available on location on a 24 hour basis and your GEO coordinator has been informed of your planned absence.

Grades

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

Housing

Early Arrival

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

Housing Deposit

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

Insurance

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

Legal Issues and Record Keeping

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

Mandatory Reporting

Faculty Leaders are mandatory reporters for several categories of reporting 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 their Site Director or GEO staff. See the section on Mandatory Reporting above. For further

information about Mandatory Reporting, see the UO website at:
<https://investigations.uoregon.edu/employee-responsibilities>

Minimum Enrollments

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

Mobile Phones

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

Orientation

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

Per Diem

Ask your GEO Program Coordinator about per diem for your program. In most cases, per diem is only provided during transit to and from the program site. In some cases where Faculty Leaders are staying in accommodations without cooking facilities, a daily meal stipend might be provided.

Public Protests or Demonstrations

Students are not allowed to attend public demonstrations, including mass demonstrations, rallies with a political theme or protest being held in a host country. This is due to safety and liability concerns, as even what appears to be an innocuous rally can quickly go out of control, and a lack of understanding of local laws or cultural dynamics and can lead to students ending up in serious trouble. Faculty Leaders must inform students considering attending rallies or demonstrations that they cannot attend due to GEO rules.

Recruiting

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

Shipping

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

Studio Abroad

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

Travel

Airfare

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

Travel to, from and on site

- Transportation to the airport when departing from and arriving home will be reimbursed upon presentation of receipts to GEO after the program ends.
- In-country transportation between the airport and your teaching location upon arrival and departure will be covered by reimbursement upon presentation of receipts to GEO after the program ends.
- Local travel will be either be covered by a travel advanced, reimbursement after the program upon presentation of receipts, or reimbursement by the Site Director if teaching at a GEO site site.
- GEO may provide excess baggage support for one additional bag to and from your teaching location, excluding stops or additional fees for personal travel.

Visas

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

Vaccinations

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

APPENDIX I: GEO OREGON CONTACTS

Global Education Oregon

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

Front Desk Telephone: 541-346-3207

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

Call this number first when there is an emergency or you urgently need to speak with GEO staff when abroad.

This is the number of the GEO emergency answering service, who will notify on-call GEO staff of the phone call and any other information provided. **NOTE: When calling from abroad, include 1 as the US country code.**

Name	Title	Office Number	Email
Stian Eriksen	Interim Executive Director	541-346-5468	stiane@uoregon.edu
Hilary Lord	Sr. Associate Director	541-346-0022	hilaryl@uoregon.edu
Luis Ruiz	Asst Dir Analytics& Stud Succ	541-346-1128	Lruiz1@uoregon.edu
Ben Callaway	Asst Director for Advising	541-346-1209	callaway@uoregon.edu
Michael Price	Health, Safety and Risk Mgr	541-346-6692	michaelp@uoregon.edu
Katy Molloy Brady	OIA Finance Manager	541-346-1413	farrald@uoregon.edu
Kristen Kalbrener	Program Manager	541-346-1238	kkalbren@uoregon.edu
Cori Benz	Program Coordinator	541-346-1586	coribenz@uoregon.edu
Alyssa Cervenka	Program Coordinator	541-346-1427	cervenka@uoregon.edu
Michelle Cruz	Program Coordinator	541-346-1451	mcruz@uoregon.edu
Patrick McMurdo	Program Coordinator	541-346-1204	pmemurdo@uoregon.edu
Diane Peterson	Program Coordinator	541-346-1226	dianep@uoregon.edu
Elizabeth Dougherty Abbasi	Program Coordinator	541-346-5640	abbasi@uoregon.edu
Chin Yi Chen	GEO Advisor	541- 346-1422	chinyic@uoregon.edu
Kerby Boschee	GEO Advisor	541-346-3466	kboschee@uoregon.edu
Crystal Galarza	GEO Advisor	541-346-5645	cgalarza@uoregon.edu
Meg Montgomery	GEO Advisor	541-346-1269	mmontg@uoregon.edu
Margaret Stanny	GEO Advisor	541-346-7428	mstanny@uoregon.edu
Satoko Ura Dhillon	Admin Program Assistant	541-346-1365	satokou@uoregon.edu
Paige Ramsey	Admin Program Assistant	541-346-1210	per@uoregon.edu
Lisa Calevi	Assistant Director for Institutional Relations	541-346-5825	lar@uoregon.edu
Dana Elliott	Institutional Relations Rep - N	541-346-1682	danaell@uoregon.edu
Kayla Grosjean	Institutional Relations Speciali - UO	541-346-5856	grosjean@uoregon.edu
Jane Thiele	Sr Institutional Relations Rep - MW & SE		thiele@uoregon.edu
Pam Duncan	Executive Support Specialist	541-346-1479	pamd@uoregon.edu

In case of the need for communication via Skype, GEO staff will use one of the following skype names:

AHA1international, AHA2international, AHA3international, AHA4international, AHA5international

APPENDIX II: TIPS FOR RECRUITING

Student Recruitment Strategies for Faculty Leaders

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

GEO can offer:

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

On your home campus you can:

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

Where applicable, you can:

- contact faculty peers at GEO partner institutions and provide them with information;
- work with GEO to arrange classroom visits at nearby partner campuses.

GEO is also available to:

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

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

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

Kayla Grojean
GEO Institutional Relations Specialist - UO
(541) 346-5856 grosjean@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 IV: EMERGENCY RESPONSE PLAN TEMPLATE

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

Know Where To Go

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

Be aware of all your emergency transportation options:

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

Know the telephone numbers of the following:

Airport

Bus Station

Train Station

Trams

Metro Station

Boat/Ferry/Port Authority

Know Your Emergency Contact Information

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

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

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

1. _____ 2. _____ 3. _____

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

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

Buddy Plan

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

Back-up Plan/Special Conditions

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

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

Emergency Kit/Money

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

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

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

APPENDIX V: FACULTY LEADER FINAL REPORT GUIDELINES

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

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

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

APPENDIX VI: 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/cmet/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). This consent form is to be retained by the instructor for the duration that the postings appear on the internet.

APPENDIX VII: 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 studentsGEO 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 VIII: 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 IX: 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.

APPENDIX X: STUDENT DIRECTED EMPLOYEE REPORTING WORKSHEET

Note: Please do not include identifying information on this form if the student does not wish to move forward with a formal report to the university.

Student Directed Employee: Checklist for GEO Faculty Leaders

Instructions: Please fill this form out as soon after your interaction with the student as possible so that your memory is fresh. We recommend that you do not fill this form out during your conversation with the student, so that you can be more fully engaged in listening. You can use this form to help you ensure that you complete all steps. Please do not keep notes separate from these. **Any separate notes that you keep may be subject to disclosure in a university or court process.**

Date:

Employee Name:

Role as a Student-Directed Employee (check one of the following):

I explained my role as a student-directed employee and my reporting responsibilities to the student.

I did not have the chance to explain my role as a student-directed employee and my responsibilities to the student because the student never interacted with me.

Other reporting obligations (check all that apply):

I consulted with a Student Directed Employee (SDE) in Global Education Oregon (GEO) by calling GEO's Emergency Phone number: **503-764-4146**. GEO, in consultation with the Office of Crisis Intervention and Sexual Violence Support Services (541-346-8194), assessed the imminent risk of serious harm to the student or others and determined **no risk present**.

I reported to the following GEO and/or UO staff member(s):

I consulted with a Student Directed Employee (SDE) in Global Education Oregon (GEO) by calling **503-764-4146**. GEO, in consultation with the Office of Crisis Intervention and Sexual Violence Support Services (541-346-8194), assessed the imminent risk of serious harm to the student or others and **determined risk to be present**. I explained to the student that I would need to share information with other Student-Directed employees, including Global Education Oregon (GEO), to assist with coordination of medical care, evacuation and/or other support. I explained that this would not be the same as "reporting" to the institution for purposes of investigation.

I reported to the following GEO and/or UO staff member(s): _____

I explained my Campus Security Authority obligations. With GEO's assistance, I provided de-identified information to the Clery Coordinator.

Student-directed reporting

I asked the student whether they wanted to be connected with the Title IX coordinator and the student expressed that they **did not** want to move forward with a formal report to the Title IX coordinator. I explained that if the person who harmed them is not affiliated with the University (with GEO or a vendor contracted by UO), then the Title IX Coordinator will simply facilitate assistance for the student and use the information to track patterns or resolve systemic issues, not launch a formal investigation.

I asked the student whether they wanted to be connected with the Title IX coordinator and the student expressed that they **did** want to move forward with a formal report to the Title IX coordinator. GEO is available to assist with connecting faculty leaders to the Title IX Office, as needed.

I reported this to _____ in the Title IX Office.

Resources

After consulting with GEO and the UO Office of Crisis Intervention and Sexual Violence Support Services, I provided the student with approved resource information (brochure or website printout, Callisto referral).

After consulting with GEO and the UO Office of Crisis Intervention and Sexual Violence Support Services, I facilitated connection to on-site resources, such as counseling referrals through AXA, on-site medical or counseling support and/or survivor support organizations.

The student declined resource connection or information.

Faculty Leader Name (printed)

Faculty Leader Signature



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

Global Education Oregon Incident Report Form

Date & Time of Incident:

Location:

Incident type: Health Conduct Crime Political Natural Disaster Other:

Faculty Leader Name:

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

Date Submitted:

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

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

Was AXA notified? (Case #?)

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

Actions Needed/by whom?

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



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

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

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

Definitions of Terms:

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

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 XV 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				