



Office of the Provost

California Baptist University

Faculty-led Academic Global Programs

1.8.2020

Support Manual

Contents

Introduction.....	5
Building Your Global Program.....	6
Process.....	6
Program Exploration	7
Program Proposal.....	7
Develop Your Program into a Global Practicum	8
Process for Global Practicum Approval	8
Global Practicum Post-Approval.....	8
Global Practicum Models	8
Logistics.....	9
Third-Party Providers	10
Financial / Fees.....	10
Program Fee	10
Budget	11
Roles on Global Program.....	13
Legal Considerations	13
Insurance	14
Risk Management.....	16
Site Visits or Exploratory Trips.....	17
Recruitment and Marketing	18
Protocol: Faculty Expectations.....	18
International Travel Approval	18
Academic Content	18
Travel Logistics	18
Risk and Emergency Plan	18
Pre-Departure Orientation.....	18
Faculty Coverage	18
Spouses and Children.....	18
Protocol: Participant Guidelines	19
Friends of CBU	19
Academic Credit	19
Priority for CBU Students	19

Interview for Participation	19
Travel Guidelines	19
Shuttle Transportation.....	19
Plane Transportation	19
Students to Faculty Ratio	19
Extended Travel.....	20
Check-Ins.....	20
Student Pre-Departure Preparation	20
Interview/Vetting for Participation	20
Class Meetings.....	20
Behavioral Expectations and Code of Conduct	20
Pre-Departure Orientation	20
Cultural Preparation	21
Terra Dotta Online Forms.....	21
Health Matters	22
Vaccinations/Health Preparation	22
Medications	23
Health Practices.....	23
Visas and International Travel Documentation	24
Securing Visas.....	24
Helpful Websites	24
International Form I-20.....	24
While Abroad.....	25
Core Outcomes	25
Reconciling Finances	25
Per Diem	25
Daily Debriefs	26
In-Country Partners	26
Debriefing and Conclusion	26
Sample Debrief Questions	27
Program Evaluation and Feedback	28
Appendix A: Incident Details and Response Log	29
Appendix B: Travel Tips and Packing Guidelines.....	31

Appendix C: Faculty Leader Checklist 34

Appendix D: Program Budget Sheet 38

Appendix E: Expense Report 39

Appendix F: Statement of Understanding 40

Appendix G: Gallagher Insurance Form 42

Appendix H: Recruitment Guide for Global Programs 43

References 46

Introduction

This guide has been created for the purpose of serving and preparing faculty planning on participating and/or leading students on global academic programs. The manual is meant to guide faculty through various aspects of global programs including program creation, development, implementation, and evaluation.

Global Engagement

Global Engagement, often called service learning, is “a form of experiential education in which students engage in activities that address human and community needs, together with structured opportunities for reflection designed to achieve learning outcomes.”¹ At CBU, we offer community engagement learning experiences locally and globally to help students gain a deeper understanding of their discipline through ongoing, structured reflection that is framed by a Biblical worldview.

According to the Jacobs and White Kingdom Professional Model,² the worldview of Christian Educators is made up of the following elements:



Great Commission activities which produce Kingdom Professionals ideally include all three of these elements in an attempt to integrate academic learning, service, and faith³:



Global Engagement and global academic programs must therefore facilitate the integration of:

- **Academic Discipline:** An opportunity for students to observe and engage the need in the community in a cross-cultural learning environment with intentional

¹ Jacoby, B. Service-learning in today's higher education. In B. Jacoby (Ed.), *Service Learning in Higher Education: Concepts and Practices*. San Francisco, CA: Jossey-Bass.

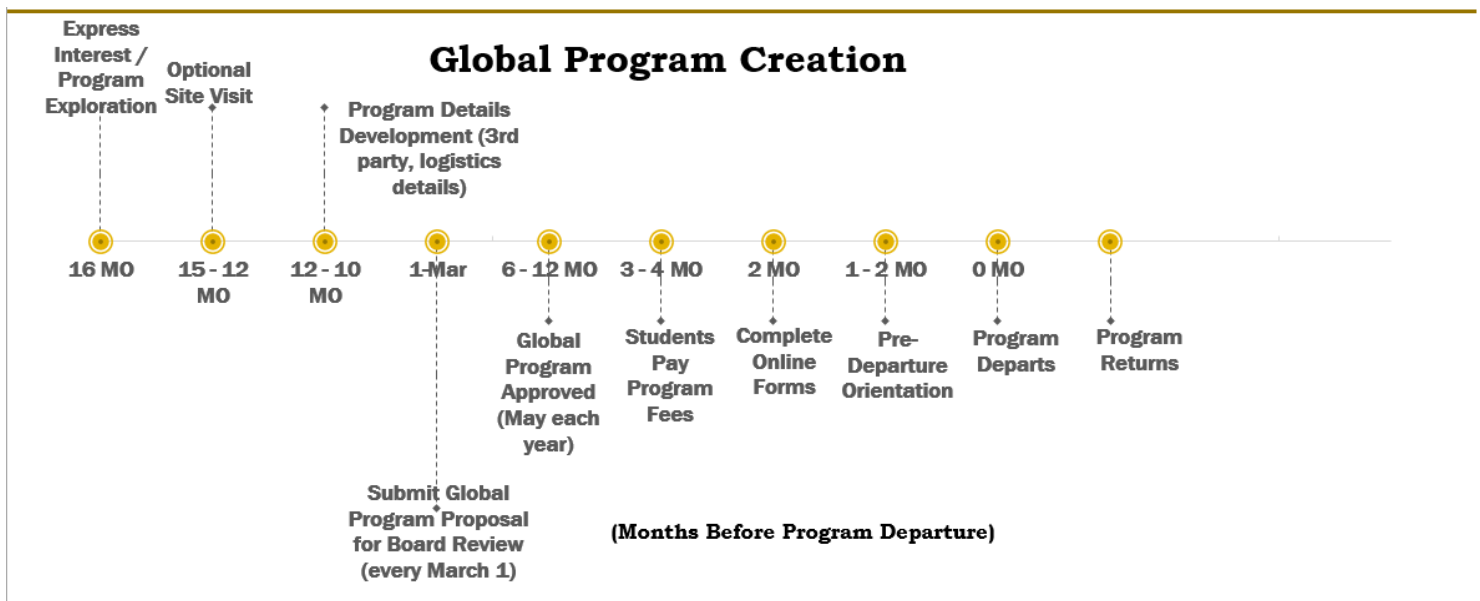
² Jacobs, Dawn Ellen, White, Kristen, *Christian Higher Education: Spectrum of Global Engagement, Kingdom Professional Model*, 2016.

³ Ibid.

links to curriculum that meet pre-determined and pre-approved learning outcomes

- **Faith:** through ongoing individual and group reflection in the learning environment on and off of the CBU campus that helps students experience how these elements can be achieved through a Christian worldview.
- **Service:** An identified need in the community through a mutually beneficial partnership between a community organization and CBU academic discipline

Timeline



Building Your Global Program

Process

Step 1: [Program Exploration](#)

Step 2: Meet with Director of Academic Engagement

Step 3: Optional Site Visit/Exploratory Trip

Step 4: Build [Program Proposal](#)

Step 5: Submit [Proposal](#) to Director of Academic Engagement through Terra Dotta for Board of Trustees Review

Step 6: (Upon Approval) Recruit Students

Step 7: Class Meetings with Students to study culture, history and academic topics they will be exploring in country. Make sure to schedule at least one pre-departure orientation training.

Step 8: Confirm Logistics Details

Program Exploration

The first step for faculty looking to develop a global academic program is to thoroughly think through and explore the different aspects and options for a program.

Mission, Objective and Purpose: What are you hoping to accomplish with a global program?

Academic Rigor: Will students earn credit for their experience? If so, will this be accomplished through the creation of a [global practicum](#) or utilization of an existing course? If not for credit, what will students gain from this experience? What does the learning experience look like before, during and after the program?

Faith, Service and Academic Discipline: How will the global program integrate and connect faith, serve and academic discipline?

Location(s) and Dates: Will you be traveling to a country that has higher risk? What locations are available for your area of interest or study? What date would work best for program? Factor in graduation dates, dates students are off, and more.

Existing connections or tailor-made program: Do you want to build off existing connections overseas; perhaps one that CBU has already established (i.e. Netherlands, Germany, Philippines)? Or perhaps collaborate with other global programs for an interdisciplinary experience? Are you looking to work with a travel company that can take care of some logistics details like flights and in-country transportation? Or would you prefer to work with a company that arranges all the details, including the logistics and the custom program itself?

Program Development Options – [Faculty-Led Catalog](#)

Program Proposal

- a. **Meet with Director of Academic Engagement:** Meet with the Director of Academic Engagement to discuss options, process, approvals, resources, support and next steps.
- b. **Approval from Department Dean or Chair:** Speak with your Department Dean or Chair regarding your proposal and make sure to get their approval and support.
- c. **Submit Your Proposal:** Submit an online proposal for your global program before the deadline. The proposal includes a detailed budget, travel dates, itinerary and activities, country location, risk evaluation, purpose, training, transportation details, insurance, and syllabus. The Director of Academic

Engagement will support you in putting this proposal together. Once completed and submitted, your respective Dean or Chair will review and approve. The Office of the Provost will then review and approve. Finally, the Board of Trustees will convene and review proposed location and approve.

- All global program proposals are due by March 1.
- Click [here](#) to be directed to the webpage on Terra Dotta.

Develop Your Program into a Global Practicum

After submitting a program proposal, many faculty also develop their program into a Global Practicum course. There are a number of advantages to turning an international trip into a Global Practicum. It makes international travel more financially feasible for students as they are covered by financial aid. They also receive academic credits for their experience.

Process for Global Practicum Approval

- a. Begin the course approval process through the [Curriculum Committee](#).
- b. Submit an [Intent to Submit Curriculum Proposal](#). Upon receipt of the Intent to Submit a Curriculum Proposal Document, you will be contacted to discuss what specific documents are needed for your proposal.
- c. Submit [Course Proposal Information Form \(CPIF\)](#).
- d. Submit Syllabus specific to course. Use the [SYL Global Engagement Template](#). Explore some of the Global Practicums and their syllabi below

Academic rigor is required for a Global Practicum. Carol Minton-Ryan, Betsy Morris and Erik Salley are helpful contacts for developing course content. Contact Andrew Cress, Special Projects (ext. 5022) if you have questions or want to learn more about the Global Practicum process.

All documents should be submitted to curriculum@calbaptist.edu for review.

Global Practicum Post-Approval

- a. Submit [International Academic Group Travel Proposal](#) for approval in specific country.
- b. Develop vetting process for interested students.
- c. Recruit students for practicum.

Global Practicum Models

Main Model: The “default” Global Practicum course must be associated with a regular course at CBU. Students enroll in either the regular course (if they are not planning to attend the global experience) or the Global Practicum course. The regular course would offer a local/domestic experience that can be seen as international or cultural. The global or abroad component would typically take place towards the end of the semester before the following term begins, i.e. Thanksgiving, Spring break or up to two weeks

after the end of the semester the regular course was held in. With this practicum model, students have the entirety of a course to prepare for the international trip, meeting many times throughout the semester on campus to study the host country (where the global component is based), including culture, history and other topics related to the practicum. Often times grades of “satisfactory progress” may be assigned until final projects and other deliverables are due upon the students’ return.⁴ This is the preferred and encouraged Global Practicum model at CBU because of its deep level of engagement and preparation before the global component. The College of Behavioral and Social Sciences, the College of Health Science, and the College of Nursing, and the College of Arts and Sciences, and the School of Education follow this practicum model.

Logistics

Logistics includes flights, shuttles, in-country transportation and transportation from CBU to the airport and back (which is a requirement for faculty-led programs). There are multiple ways to arrange logistics on a global program.

Logistics Companies

Flights

[Sharing the Gospel \(STG\) Travel](#)

Renee Singh, CEO

+1 214 789 9451

renee@stgtravel.com

[Global Serve International](#)

Tim Lange, Managing Director

+1 651 484 2200

timlangage@globalserveinternational.com

[Travel Edge](#)

Kathi Troutman, CBU Travel Consultant

+1 951 277 9835

travelbykathi@att.net

Shuttles

[Secure Transportation](#)

+1 800 856 9994

[Blackthorn Transport](#)

Nick Drennen, Owner

+1 951 229 7818

scheduling@blackthorntransport.com

CBU Transportation

Cecilia Aboyotes, Transportation Manager

+1 951 552 8745

⁴ Kyle Rausch, “Embedded Programs as a Model for Increased Study Abroad Access,” Purdue University, Institute of International Education, July 2019, <https://www.iie.org/en/Learn/Blog/2019/07/Embedded-Programs-as-a-Model-for-Increased-Study-Abroad-Access>.

caboytes@calbaptist.edu

Note on Cost for CBU Transport

\$2.75 per mile per bus

\$17.00 per hour up to 8 hrs per bus

\$25.50 for hours 8-12 per bus

\$37.00 for hours 12-16 per bus

Meals for drivers per driver

Hotel rooms for drivers (if trips require overnight stays)

Third-Party Providers

Worldwide

[WorldStrides](#)

Lindsey Skinner, Custom Programs

+1 877 382 0871

LindseyS@worldstrides.org

[EF Tours](#)

Lauren Moffa, Program Consultant

+1 617 619 1014

lauren.moffa@ef.edu

Africa

[EDU Africa](#)

Michael Massingham, Founder/Director

+27(0) 87 232 8725

michael@edu-africa.com

Asia

[The Asia Institute](#)

Bradley Fieuling, Founder

+1 508 446 0949

bradley.feuling@asiainstitute.org

Latin America

[Campus B](#)

Dr. André Siffert

Phone: +55 11 2679-0555

andre@campusb.org

[Living and Learning International \(L&LI\)](#)

Greg Belgum, University Relations

+1 408 306 7073

gregbelgum@livingandlearninginternational.com

Financial / Fees

Program Fee

Programs that are set up as Global Practicums or courses will have a flat fee of \$4,100 per student tied to the program as well as a separate 15 account typically held within the department/school/college. When students enroll in the course, the fee is automatically transferred to the 15 account for that course/practicum.

- Financial Aid: Students can have financial aid apply to the program fee if the global program is set up as a course or practicum. This makes it easier for students to afford their program.

Budget

As part of the program proposal process, faculty submit a budget to the Office of the Provost through Terra Dotta. While in the proposal phase, the budget is initially tentative, faculty leaders are expected to finalize the budget after program approval and keep expenses and fees within the budget. The budget (the sheet that is available in the appendix) should include the below items:

Third Party Provider (TPP) Fee: you should budget for a third-party provider fee if using a company to arrange a program or logistics details. The provider fee can vary depending on company or program.

Airfare: you should prepare for price fluctuations with the cost of international airfare. Purchasing tickets well in advance of departure date will save on cost. However, you need to make sure you have at least receive payment for flights. You should also be careful not to under budget for flights in case there are fluctuations in cost.

International Travel Insurance: if you are working with a third-party provider, the international travel insurance for program participants can be built into the third-party program fee. Otherwise, faculty will need to arrange for insurance coverage for the program.

CBU recommends Gallagher Insurance, which is \$3.30 per day per participant and covers security and emergency evacuation as well as medical expenses and treatment. The Director of Academic Engagement can assist with setting up an insurance policy. Please see the “Insurance” section for more information.

Shuttle From CBU to Airport and Airport to CBU: regardless of international program details, student participants will need to be provided CBU-sponsored group transport from CBU to the airport and back. You should budget at least \$500 - \$600 for round-trip group transport to and from the airport in the United States. See “Logistics” for more information.

Food: you should budget for all meals for participants. Third-party providers can typically include most meals in their fee. If not using a third-party provider, there is a per diem rate for food that can be utilized which is \$45 per day: \$11 for breakfast, \$15 for lunch and \$19 for dinner. If faculty leaders are looking to use per diem, no receipts are needed. However, per diem must be consistent. Per diem one day and receipts another is not allowed - it must be all one or the other.

- **Individual Employee:** To receive a check in advance per diem for an individual employee, fill out a requisition payable to the employee asking for the number of days x \$45 for the total amount requested. This would not require receipts.
- **Both Employees and Students:** If faculty leaders want to receive a check in advance for per diem for both employees and students, then they should fill out a requisition payable to the employee asking for the number

of days x \$45 x the number of people for the total amount requested. However, this is called Meal Money and would require a sign out sheet to be returned by the employee whose name is on the check.

- **Reimbursement:** If a faculty leader or employee wants to be reimbursed for per diem, then he or she can fill out the form titled “Expense Report”, and in the section titled “Meals,” include \$45 per day or break the meals out if not an entire day. Reimbursements are not advised; CBU’s preference is to have checks ready in advance of departure.
- For all of the methods, the appropriate signatures from cost center managers and/or VP are needed.

Local Transportation: in-country transport such as domestic flights, taxis, shuttles, buses, trains, and more should be built into the budget, including round trip to the airport overseas. If working with a third-party program, this expense should be built into the program fee.

Housing/Accommodations: you should make sure housing or accommodations are built into the budget for program participants for the duration of the group’s time overseas. If working with a third-party program, this expense should be built into the program fee.

Project Materials: faculty should consider whether they need to plan for certain project materials that will help to support their program. For instance, engineers may need to budget for tools, materials, and more vital to the success of their program.

Additional Fees: you should make sure to also plan for any additional fees or unexpected fees, such as vaccination expenses, visa or passport costs, departure fees/taxes, tips, card fees, hidden hotel fees, currency exchange fees, baggage fees, and more.

Emergency: the emergency fee is \$25 per student. This gives faculty leaders emergency funds in case something goes wrong overseas or a participant needs to visit the hospital and a deductible is required. Faculty leaders should make sure not to skip this fee in the budget. This is very important for the safety of program participants.

Faculty Coverage: All faculty leaders should be covered financially for their global programs. No faculty leaders should pay out of pocket for a program. The budget should be designed in such a way that includes coverage of faculty leaders through student fees.

Contact for Finances

Candie DuBose, Accounts Payable

Office: 951.552.8764

Fax: 951.552.8674

cdubose@calbaptist.edu

InsideCBU > Acctg - Budget > AP Procedures and Forms

Roles on Global Program⁵

Instructor: As is the case on campus, you are a facilitator of learning and education. Academic rigor is expected while abroad.

Tour Guide: As a faculty-leader, you are also expected to have experience or knowledge in your program destination. Many third party providers will also assign a tour guide to your group.

CBU Representative: As the faculty-leader, you are a representative of the university while abroad. The decisions you make while on your program reflect California Baptist University.

Crisis Leader and First Responder: As the faculty-leader on a global program, you are both the crisis leader and first responder in the event something goes wrong or someone needs help. You are there to protect the program participants by making sure no risky decisions are made. The program participants are counting on you. Good communication will help with crisis resolution.

Counselor: As a faculty-leader, you will have to deal with not only your own emotions and culture shock but also those of your students and program participants. Your role will be essential in framing experiences, events, and culture, good and bad, as learning lessons through a Biblical lens. Students will view their experience through the ideas and perspectives you shared.

Legal Considerations

“The impact that legal considerations must play in program design to be prudent in the creation of...programming is often overlooked. Your responsibilities nearly rise to the level of the legal concept of in loco parentis “in the place of a parent,” so in other words you must care for the program’s participants as if they were your own children.” – Colton Oliphant, University of Idaho, Faculty/Staff Led International Travel Program

To protect both you and the university, program participants (students, faculty, alumni and family members) need to complete electronic, online forms through CBU’s travel registry, Terra Dotta. These forms have legal protections built in. Failure to have these forms filled out makes both you and the university liable for anything that should happen abroad.

Emergency Contacts and Medical Information: this is confirmed through Terra Dotta where students upload their information prior to departure.

Travel Agreement and Release of Liability: this is signed electronically through Terra Dotta and includes CBU policies and expectations on participant conduct

⁵ “FSIT Program Support Manual,” Faculty/Staff-Led International Travel Program, University of Idaho.

and accountability, understanding that participants will cover their own medical costs in case of injury, and CBU release of accountability.

Media Release

Passport Information

Visas

I-20 Form for International Students

Pre-Departure Logistics Information: faculty-leaders will submit logistics information well in advance of departure. This information includes faculty-leader contact, flight, shuttle, date/time, travel itinerary, medical insurance information and more.

Insurance

All students and faculty participating on global programs are required to demonstrate sufficient insurance coverage for the duration of the program. The Director of Academic Engagement and/or the faculty-leader sets up the group insurance policy for participants through Gallagher at least one month in advance of the departure date. Insurance is meant to be built into the budget for all global programs. Here is a list of things to consider vis-à-vis travel insurance:

- Coverage date should begin the day you leave Riverside and end the day you return to Riverside.
 - Be sure plan covers hospitalization for accidents and illnesses for the entire time you are abroad and includes doctor visits and medication prescribed abroad.
 - Does the plan cover pre-existing medical conditions?
 - Are there treatments or types of treatment centers that will not be covered?
 - Is there a deductible? If so, how much?
 - Is there a dollar limit to the amount of coverage provided?
 - What are the procedures for filing a claim for medical expenses abroad? Do you need to pay expenses up front and then submit receipts to the insurance company for reimbursement after returning to the US? Is there a time limit for when the receipts need to be submitted?
 - What if you don't have enough money to pay cash up front? Can money be wired/sent abroad? How do you do that?
 - What do you use as proof of international insurance coverage if you need to use the insurance or if the host government requires documentation?
 - Does the plan cover non-U.S. citizens?

- Will this insurance cover you in the U.S. for the insured period if you decide, for medical or other reasons, to return before the end of the program? (If students have a serious accident or illness abroad, they may need to return to the U.S. for further care; it is therefore important that students obtain coverage that applies not only abroad, but also in the U.S. during the overseas period.)
- Does insurance cover the following elements?⁶
 - Emergency Medical Evacuation – Mandatory
 - Security, Political/Crisis and Disaster Evacuation - Mandatory
 - Accidental Death and Dismemberment – Mandatory
 - Repatriation of Remains – Mandatory
 - Personal Property – optional if you desire the additional coverage
 - Trip Cancellation – optional if you desire the additional coverage
- **International Medical Insurance Providers⁷**
 - The following is not an exhaustive list of insurance carriers but rather a representative list. Inclusion in the list below does not imply endorsement by CBU of any particular insurance carrier.
 - Your third-party program may provide you with some form of health insurance. Double check their policy to make sure it covers all of your personal health needs. American insurance policies will also sometimes cover some overseas use. Ask your health insurance provider for more information.
 - [Cultural Insurance Services International](http://www.culturalinsurance.com)
- www.culturalinsurance.com
 - [AXA Insurance](http://www.axa.com)
 - [Gallagher Insurance](http://www.gallagher.com) - For \$3.30 a day, students will have their medical needs covered, a 24/7 emergency service, emergency evacuation, security evacuation and coverage of personal items in case of theft. - <https://www.ajg.com/>
- **Evacuation Procedures through Insurance Provider:** Various insurance providers have different evacuation procedures, but through the Gallagher insurance provider, evacuations are executed through specialized evacuation groups that the company subcontracts with.
Generally, there are two kinds of evacuations, political and medical. Political/Crisis evacuation coverage involves withdrawing students and faculty from a country based on the closing of the US Embassy

⁶ Aura Donaldson, “Academic Community and Global Engagement,” Office of the Provost, 2018.

⁷ *Ibid.*

in the host country. Political evacuation coverage is tied to rioting, civil unrest, disasters, conflict, and more. Medical evacuation is based on the need of an individual student or faculty participant. Political/crisis evacuation group are coordinated through WorldAware while the medical evacuations are coordinated through Intana Global.⁸

Medical Evacuations

Intana Global

24/7 hotline number that should be saved to the leader's mobile phone along with WhatsApp that provides free calls internationally:
UK +44 (0)207 902 7149

Political/Crisis Evacuations

WorldAware

+44 2005000242 // +1-877-606-4538 (U.S. toll-free) // +1-443-716-2419 (outside the U.S.)

Risk Management

The best way to handle an emergency or crisis situation is to make preparations ahead of time. Faculty-leaders and the university are expected to do their due diligence to prepare for any risks and dangers abroad. Faculty-leaders will work with the Director of Academic Engagement to create a Risk Management Proposal that includes -

- Dangers present where faculty-leader will be leading team
- Plan for mitigating risk factors at travel destination and plan for preparing students for risks
- Designated student leader(s)
- On ground emergency plan for group, including evacuation plan, primary and second meeting points
- Identify nearby hospitals/emergency facilities with Western-level care
- Emergency Contact Template will be filled out and provided to faculty and students

Faculty Leaders		
Name, Title	Email Address	Phone/Cell

⁸ Rebecca Williamson and Carol Minton-Ryan (personal communication, Sept. 12, 2019).

Type	Email Address	Phone	
CBU Academic Phone			
Destination Emergency Contacts (By Country)			
Type	Phone	Address	Comments
Hospital			
Ambulance			
Police			
Gallagher Insurance Contacts			Medical, Evacuation, 24/7 Line
US Embassy			The US Embassy # varies per country

- **External Activities Report:** faculty-leaders will also submit an External Activities Report (EAR), which summarizes participant names, CBU ID numbers, emergency contacts, liability forms, and medical information. This allows the university administration easier access to participant information in the event of an emergency or crisis.
- **Other:** faculty-leaders will also submit On-Site Provider Emergency Contact Name, Title and Contact Information, a List of International Students and Any Extended Travel.

Site Visits or Exploratory Trips

When setting up a global program, faculty are encouraged to first visit their target host country in advance of their global program to evaluate and explore a number of factors, including;

- Safety and risk
- Health facilities with Western-level care in case of medical emergencies
- Emergency plan development for situations in-country that includes emergency meeting location, evacuation route, logistics points
- Housing/accommodations
- In-country transportation
- Meetings with in-country contacts, site staff (if applicable)

Many third parties will sponsor your exploratory trip to some degree, whether that is paying for lodging and organizing the tour or arranging in-country transportation, accommodations and domestic flights.

Recruitment and Marketing

There are a number of options for faculty leader(s) in regards to recruitment of students for their academic global programs. If faculty work with third-party providers such as WorldStrides or EF Tours, these companies can help with recruitment; providing resources like sandwich boards, flyers, brochures and other literature. However, the Director of Academic Engagement can also assist with recruitment and marketing, providing custom brochures and marketing tools. Please see the “Recruitment Guide for Global Programs” in the Appendix for more information on recruiting students.

Protocol: Faculty Expectations

International Travel Approval

Faculty are responsible for submitting International Travel Approval Forms to the Office of the Provost by March 1 deadline (see “Program Proposal” section).

Academic Content

Faculty are responsible for planning and presenting academic content related to the travel experience.

Travel Logistics

Faculty are responsible for arranging travel logistics elements (see [Leader Checklist](#) and Travel Tips and Packing Guidelines in Appendix).

Risk and Emergency Plan

Faculty must research and explore risks in the host country they will be traveling to with their team. They should come up with a strategy to mitigate and reduce risks as well as an emergency response plan, including meeting locations and logistics of evacuation. The faculty leader should make students aware of these risks before departure.

Pre-Departure Orientation

Faculty are responsible for arranging a pre-departure orientation with their students and program participants touching on safety, health, culture, itinerary and more. It is highly recommended that faculty leaders meet with their students multiple times through class meetings before departure.

Faculty Coverage

All faculty-leader travel costs must be built into student fees. Faculty should not pay out-of-pocket for their global program.

Spouses and Children

The College/School Dean and the Office of the Provost must approve accompanying spouse/children. Student fees should not pay for family members travel costs. Additionally, accompanying minors must be older than 14 years of age.

Protocol: Participant Guidelines

Friends of CBU

No more than 10% of the group may be non-CBU adult/minor travelers. All “friend of CBU” minors must travel with a guardian who is not a leader. Non-CBU travelers are expected to provide all required travel documentation and participate in the CBU orientation meeting.

Academic Credit

Full-time students should register for a minimum of three credit hours.

Priority for CBU Students

CBU students must have first priority for participation.

Interview for Participation

CBU students looking to participate on global programs should be interviewed by faculty-leaders before approval and acceptance into the program. Student names should also be sent to Student Services for review of conduct history. The Director of Academic Engagement can facilitate the review if a list of program participant names and student IDs are sent electronically.

Travel Guidelines

Shuttle Transportation

CBU must provide shuttle transportation to the airport and back to CBU. Faculty leaders should arrange this ahead of the program departure.

Students and faculty leaders must take the shuttle from CBU to the airport and back. Exceptions allowing students to meet the group at the airport can be made on a case-by-case basis and must be approved by the Director of Academic Engagement.

Plane Transportation

Students and faculty leaders are required to travel by plane as a group to and from the travel destination. Tickets must be arranged by the faculty leader in conjunction with the study third party provider or a travel agent.

Students to Faculty Ratio

The ratio of students to CBU employee should be about 10 students to 1 faculty member, with 2 faculty members present for each global experience. A CBU representative needs to be available to lead while the other can attend to an emergency, i.e. student needs to be taken to local hospital.

Extended Travel

Extended travel may be approved on a case-by-case basis and must be cleared by the Director of Academic Engagement. Students participating on extended travel need to sign a “Refusal” form after obtaining approval.

Check-Ins

All faculty-leaders must check in with the CBU Academic Football Emergency Phone. They should check in when they reach the hotel in country as well as every 3 days. A good rule of thumb is to check in on Wednesdays and Sundays. All medical visits, emergencies and more should be reported to the Academic phone at (951) 396-0352.

Student Pre-Departure Preparation

Interview/Vetting for Participation

CBU students looking to participate on global programs should be interviewed by faculty-leaders before approval and acceptance into the global program. Their names should also be sent to Student Services for review of conduct history. An interview process, followed by an official “approval” or “denial” letter, helps faculty determine if a student is a good fit for a program and raises student conduct and behavioral expectations prior to the program.

Class Meetings

Best practice for Global Programs is to have students and faculty leaders meet in classroom settings multiple times before international departure. Classroom meetings should cover safety, health, cultural training, history, social issues, language, packing, activities, academic work, and more.

Behavioral Expectations and Code of Conduct

Conduct and behavioral issues often arise during global programs. Many faculty are assume conduct problems will not be a major issue as undergraduate or graduate students are adults, but the reality is students are traveling overseas to unknown territory that is out of their comfort zone and can exercise rash or faulty judgement while abroad, taking unnecessary risks. Unless behavioral expectations are clear well in advance of departure, problems often do arise. Moreover, what may be acceptable in the United States might be inappropriate overseas or in the host country. Faculty leaders are encouraged to create a code of conduct that can be shared with program participants, agreed on, and signed. The code of conduct should clearly articulate what is acceptable and expected as well as the consequences of bad behavior. The Director of Academic Engagement can provide a template code of conduct that can be customized per program. Please see the “Statement of Understanding” form in the Appendix.

Pre-Departure Orientation

All program participants, including faculty, must attend an official pre-departure orientation prior to the start of their global program. A representative from the Office of

the Provost should be present to share with students on behavioral expectations, safety, risks, and more. Faculty leaders should share with students regarding the final itinerary and emergency plan in country as well as pertinent topics as determined by the faculty leader as the subject matter expert.⁹

Cultural Preparation¹⁰

As part of the Pre-Departure Orientation and training for program participants, faculty leaders are encouraged to focus on the cultural aspect of overseas travel. The Director of Academic Engagement can assist in finding a guest from the global program's host country to share on their culture or answer student questions. The below are some cultural points for students participating on Global Programs from Dr. Carol Minton-Ryan, Professor of Sociology:

- Carefully review preparation materials – those who have gone before have invaluable advice.
- Travel in a spirit of humility and with a genuine desire to meet and talk with local people.
- Realize that experiences of culture shock are normal and temporary.
- Practice good self-care – eat well, exercise, and get enough sleep.
- Do not take anything too seriously – an open mind is the beginning of a great international experience.
- Do not be bothered by others – after coming a long way to learn as much as possible, enjoy the experience, and be a good ambassador.
- Maintain flexibility, an open mind, and a sense of humor.
- Set realistic, short-term goals, and realize that periodic failures are inevitable.
- Do not judge the people of a country by stereotypes or by one person who may have been troublesome.
- Cultivate the habit of listening and observing, rather than merely seeing and hearing.
- Remember that other people's different conceptions of time, manners, privacy, humor, and tact are just that - different, not inferior.
- Be aware of the feelings of local people to prevent what might be offensive behavior. For example, photography must be particularly respectful of persons.
- Spend time reflecting on daily experiences in order to better understand and contextualize them.

Terra Dotta Online Forms

Program participants, whether students, family members, or alumni, should fill out the required Emergency Contact and Liability Release forms through CBU's travel registry portal, Terra Dotta. There are also online Training Modules and Assessments by default assigned to each program on Terra Dotta. Faculty can customize these modules and

⁹ "FSIT Program Support Manual," Faculty/Staff-Led International Travel Program, University of Idaho.

¹⁰ Carol Minton-Ryan, quoted in U.N. Food and Agriculture Organization's Magazine.

assessments to help prepare students online. Hard copies of these forms are also available, though the institution's preference is to have program participants fill these out online.

Health Matters

Vaccinations/Health Preparation

- **Health Tips and Medical Advice:** Faculty-leaders should avoid giving medical advice to students. Instead, they should refer students to the CDC, their Doctor, or a health professional.¹¹
- **CDC Website:** Faculty-leaders should visit the CDC website and click on their host country to find out which immunizations are required for where the team will be going (some immunizations need several weeks to become effective such as typhoid or the hepatitis series). <https://wwwnc.cdc.gov/travel/destinations/list>
- **Yellow Immunization Cards:** Yellow Immunization Cards may be required in your host country. Although most locations do not require proof of vaccines, some countries in Africa do require proof of the Yellow Fever vaccine. Be aware of the requirements at your final destination.

Routine Vaccinations

- **CVS Pharmacy**
[CVS Travel Health Link](#)
- **Kaiser Permanente Travel Clinic**
Inland Empire
Phone: (866) 984-7483
- **Walgreens Travel Health Services**
[Walgreens Travel Health Link](#)

More Limited Vaccinations

(Yellow Fever/Stamaril, Typhoid, Malaria)

- **Loma Linda University Center of Health Promotion - International Travel Clinic**
11234 Anderson St. Loma Linda, CA 92354
Phone: (909) 558-4594
- **San Bernardino County Health Department Travel Clinic**
351 N Mountain View Ave, San Bernardino, CA 92415
Phone: (800) 722-4777
- **Passport Health San Bernardino**
399 E. Highland Avenue Suite 117 San Bernardino, CA 92404

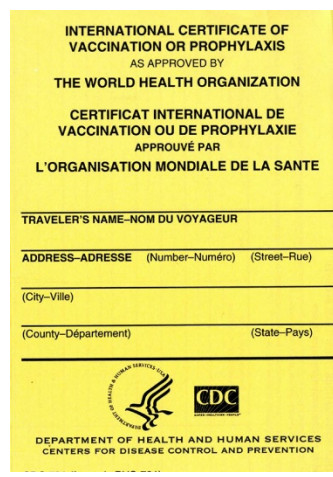


Figure 1: Sample "Yellow Immunization Card"

¹¹ Wendy Williamson, "Responsible Study Abroad," Michigan State University and the School for Field Studies, www.facultyled.com.

Phone: 909-751-2149

- **Passport Health Anaheim**

300 S Harbor Blvd. Suite 720 Anaheim, CA 92805

Phone: 657-230-7891

Medications

Program participants should make sure to pack their prescription medications in carry-on bags for overseas travel. These should be carried in their original containers or packaging that are clearly marked with the name on the prescription and containers matching the passport.¹² Other important things to pack, recommended by the CDC, include¹³:

- Prescription medicines
- Travelers' diarrhea antibiotic
- Medicines to prevent malaria (where applicable)
- Medical supplies
- Glasses and contacts
- Medical alert bracelet or necklace
- Inhalers or EpiPens
- Diarrhea medicine (Imodium or Pepto-Bismol)
- Hand sanitizer (containing at least 60% alcohol) or antibacterial hand wipes
- Insect repellent (with an active ingredient like DEET or picaridin)
- Sunscreen (with UVA and UVB protection, SPF 15 or higher)
- Sunglasses and hat

Health Practices

Students should be aware of how to stay healthy while abroad. Faculty-leaders should share the below health tips for travel to developing countries:

- Eat and drink with care as diarrhea affects up to 50% of travelers to developing countries
- Wash your hands before and after you eat
- Do not consume tap water or ice
- Drink bottled water or bottled soda
- Hot tea or coffee is okay if made with boiled water
- Eat foods that are thoroughly cooked and hot
- Avoid raw vegetables and fruit without peels

¹² Tanya Mohn, "How to Make Sure You Travel with Medication Legally," *The New York Times*, 19 Jan. 2018.

¹³ "Pack Smart," CDC, <https://wwwnc.cdc.gov/travel/page/pack-smart>.

Visas and International Travel Documentation

Securing Visas

Faculty leaders should look into whether program participants will need visas to enter their host country. Faculty-leaders should also look into visas for international students. Many times American students may not need visas but international students will. Although some countries let you purchase your visa upon arrival, the best practice is to secure visas before departure in order to avoid lengthy lines or unexpected issues upon arrival.

- Typically, you should leave yourself at least 4 weeks minimum for the visa process. Some countries may require in-person visits, additional documentation and lengthy processing times.
- International students should be directed to visit their home country's ministry of foreign affairs page and/or destination's consulate/embassy page to learn more on visa requirements.
- Alternatively, you can contact your tour director or third-party Company for further information on visa requirements.
- Contact the Office of the Provost, provostoffice@calbaptist.edu for final confirmation on whether a visa is needed or not.
- It is the faculty-leader's responsibility to make sure that students have the needed travel documentation prior to departure.

Helpful Websites

Below are some helpful websites where you can learn about visas and other international documents for travel to various locations.

<https://www.smartertravel.com/countries-that-require-visas/>

<https://cibtvisas.com/>

International Form I-20

The Form I-20, also known as the Certificate of Eligibility for Nonimmigrant (F-1) Student Status-For Academic and Language Students, is a United States Department of Homeland Security, specifically ICE and the Student and Exchange Visitor Program (SEVP) document. International Students need to get a copy of this Form I-20 signed by the International Center. Then, the copy should be uploaded on Terra Dotta. Students should bring a copy with them on their global program. Without this form, international students will be denied re-entry into the United States. Direct international students to the below contacts:

Daphne Kieling, Receptionist for the International Center
dkieling@calbaptist.edu
(951) 343-4690

Leslie Shelton, Director of International Student Services

While Abroad

Core Outcomes

Learning outcomes should be clearly articulated and defined in the development of any global practicum course.¹⁴ The four main outcomes of a global program should align with that of the institution; include preparing and launching graduates who are biblically rooted, globally minded, academically prepared, and equipped to serve.

Reconciling Finances

All faculty-leaders will need to keep accounts, receipts and records of the money they spend while abroad on their global program. Faculty leaders should balance receipts against what they have spent and balance that remains on credit card (if applicable) and cash or account. These records and receipts must be reconciled and turned into the Accounts Payable department. Be sure that all expenses are recorded in the local currency, including money exchange. It may be helpful to reconcile and record expenses on a budget sheet each evening to save time. Please see the form titled "Budget Sheet" in the Appendix.

Per Diem

CBU allows faculty leaders to use a per diem rate for food for program participants. The rate is \$45 per day, \$11 for breakfast, \$15 for lunch, and \$19 for dinner. If you want to use per diem, no receipts are needed. However, you are not allowed to do per diem one day and receipts another, it must be all or the other.

Option A: If you want to get a check in advance for per diem for both employees and students, then you can fill out a requisition payable to the employee asking for the number of days x \$45 x the number of people for the total amount requested. However, this is called Meal Money and requires a sign out sheet to be returned by the faculty-leader whose name is on the check.

Option B: If you want to be reimbursed for per diem, then you can fill out the "Budget Sheet" in the Appendix. In the section titled Meals, faculty-leaders should write \$45 per day or break the meals out if not an entire day.

Contact at Accounts Payable:

Candie DuBose, Accounts Payable Technician

Phone: 951.552.8764

Fax: 951.552.8674

cdubose@calbaptist.edu

¹⁴ "FSIT Program Support Manual," Faculty/Staff-Led International Travel Program, University of Idaho.

Daily Debriefs

Most learning takes place during debriefs, and they are a good way for program participants to build trust, release stress, learn about themselves, others, and God, and process their experiences internally and externally during a program.

Timing: Frequent debriefs should take place during a program ideally both in the morning and in the evening, but shorter sessions are more beneficial than one long session. Faculty leaders should consider having participants share on the highs and lows of the day. A major debrief in country near the end of the program should also take place, preferably just before departure (long layovers at the airport are useful for this). A final debrief in country can include in-country partners.¹⁵

Tips: Make sure participants do not feel interrogated. This is more about creative dialogue and exploration. Allow sharing time and silence between questions.

Topics: debriefs should process the participant's journey, evaluate the day's experience, bring learning opportunities together, discuss application, review culture shock in country, and prepare for reverse culture shock. Three main areas should be covered:

- What happened?
- How did you feel?
- What did you learn?

In-Country Partners

During your global program, whether you are working with a third-party provide or in-country partner, expectations on which party should provide what kind of support and services to participants and when should be clear from the beginning. This understanding should be reflected in a university memorandum of understanding or contract.¹⁶

Debriefing and Conclusion

One of the top reasons people do not return overseas a second time is because they did not have good closure on the field to prepare them for re-entry or reverse culture shock.¹⁷ Faculty-leaders are encouraged to host a final debrief/celebration for students at the conclusion of a Global Program. Members of the community, family, friends, university staff, and other students may be invited. This is also a good tool for marketing the program to current and prospective students. Debriefs can include food and drinks. Suggested locations for debriefs are the Staples Room or Copenbarger. Below are some suggested ideas for debriefs:

¹⁵ Kristin White, "D.E.B.R.I.E.F.," Office of Mobilization, California Baptist University, June 2013.

¹⁶ "FSIT Program Support Manual," Faculty/Staff-Led International Travel Program, University of Idaho.

¹⁷ Kristin White, "D.E.B.R.I.E.F.," Office of Mobilization, California Baptist University, June 2013.

Discussion: Debriefs should include a discussion of lessons learned, challenges, highlights, faith, and more.

Presentation: Students can share their videos, photos, stories, and experiences with attendees. Some faculty have had groups of students present on various academic and cultural topics as part of a grade.

Global Engagement Certificate: The Director of Academic Engagement or a representative from the Office of the Provost can present a Certificate of Global Engagement to students during their program debrief. It may be presented as part of a small ceremony and students can get the opportunity to take a picture with their certificate. The certificate honors students for being globally engaged and globally minded as one of the institution's four outcomes.



Sample Debrief Questions

- What were you not expecting?
- What were you expecting that didn't happen?
- What was the biggest highlight of your experience?
- Does your view of the world and your life look any differently now?
- In what ways do you view yourself differently? In what ways do you now view America differently? Your host country?
- In what ways was your character stretched?
- What was the hardest thing you faced on your journey? What was the biggest challenge?
- Did you get a chance to meet anyone's practical needs?
- Would you ever want to come back?
- What was the biggest thing you saw God do?
- What things surprised you the most?
- What are you going to miss most about your host country and its people?
- What could have been different that would have improved your time abroad?
- What is next? How will this experience affect your life journey from this point on?
- How was your academic discipline impacted?
- In what ways can you apply what you learned abroad to your personal life, academics and future career?
- Do you feel like you were prepared on your journey?

- What did you learn about God?

Program Evaluation and Feedback

At the conclusion of a program, faculty-leaders and the Director of Academic Engagement should evaluate the program, looking at ways to improve the experience for next year.

Feedback from Participants: At the conclusion of each global program, the Director of Academic Engagement sends Feedback Forms to participants, gathering information and feedback on participants' experiences.

Faculty-Leader Report and Debrief: The Director of Academic Engagement and faculty-leader meet to debrief on global program. The faculty leader should give a report on the global program, including a self-evaluation, observations and suggestions on improvements and other feedback from participants.

Appendix A: Incident Details and Response Log

This form should be completed immediately should an incident or emergency situation take place while on overseas travel through a global academic program. Fill out the first page of this form and email to Garrett English (genglish@calbaptist.edu), the Director of Academic Engagement, as soon as possible. Include names of persons spoken to, dates, and times of conversations, and all subsequent actions or responses taken.

Team Name: _____ **Location:** _____

Hours Ahead of Riverside: _____

Departure Date: _____ **Return Date:** _____

Leader(s): _____ **Leader Cell #:** _____

Department: _____ **Dean:** _____

Number of Students: _____ **Number of Non-CBU Participants:** _____

Names of Participants Involved:

International Participants Involved:

Name of Participant	Passport Country	Name of Participant	Passport Country

Field Partner/Third Party Provider Field Contact Name:

Contact Cell #: _____ **Contact Landline:** _____

Contact Email Address: _____

Was incident accidental or intentional? _____

When did the incident take place? _____

Where did the incident take place? _____

Description of Incident (be as specific as possible):

Incident Log Notes

Please keep a detailed log of the incident and developments that follow, including response, actions taken, relevant conversations and more. Turn in this page to Garrett English (genglish@calbaptist.edu), the Director of Academic Engagement at the Office of the Provost upon your return to CBU.

Date	Time	Action Taken
Date	Time	
Date	Time	
Date	Time	
Date	Time	
Date	Time	
Date	Time	
Date	Time	

Appendix B: Travel Tips and Packing Guidelines¹⁸

This general list offers suggestions for short-term travelers. Your needs may vary depending on the length of your stay and the nature of your work. Please discuss the particulars for your travel needs and expectations with your group.

Travel Tips:

1. Travel ID
 - a. Domestic US Travel = Driver's License (You may require an approved form of ID other than a driver's license due to the Real ID Act. Check your state's status here: <https://www.dhs.gov/real-id>).
 - b. International Travel = Passport Book (If your passport expires within 6 months of your team's return date, you will need to apply for a renewal at <https://travel.state.gov/content/passports/en/passports.html>).
2. Three (3) Copies of the following documents:
 - a. Travel ID (Passport or Driver's License)
 - i. Leave a copy with your parents/spouse/someone at home.
 - ii. Exchange a copy with a classmate and pack theirs in your bag.
 - iii. Carry one copy on you at all times while in country, especially if you leave your original passport in the hotel safe.
 - b. Flight Itinerary
 - i. Keep one with you in your carry-on luggage for easy reference.
 - ii. Pack one in your checked luggage – outside pocket.
 - iii. Leave a copy with your parents/spouse/someone at home.

Luggage:

1. Remove all previous airline stickers, etc.
2. Obtain a luggage tag (name, address, phone #) for both your suitcase and carry-on.
3. Bring only one checked suitcase and one carry-on. Purses should fit inside your carry-on. If you take your pillow, it should also fit inside your carry-on. You need free hands to move around the airport quickly.
4. You must be able to carry your own bag(s). If you cannot carry your suitcase by yourself, you need to rethink what you have packed.
5. Remember that international flight luggage limits may differ from airline to airline and from in-country guidelines. For example, flights inside **China** only allow one 44-lb bag. Do not pack more than that amount regardless of the international guideline. *Check the airline carrier's website for up-to-date luggage guidelines before every trip.*
6. Leave room for gifts and souvenirs if you wish to bring anything back.

Passport Carrier: *to be worn on your body at all times while traveling – not in the seat pocket in front of you on the bus OR on the plane...many before you have left them in that very seat pocket!*

1. Passport – with visa if required
2. Passport Copy
3. Yellow Immunization Card – It shows proof of yellow fever vaccine if going to some African countries. Check the CDC website (<http://wwwnc.cdc.gov/travel/destinations/list>)

¹⁸ Kristen White, "Travel Tips and Packing Guidelines," 2018.

to see if the country you are visiting requires the yellow fever vaccine or additional vaccines.

4. Emergency Numbers – embassy contact, etc.
5. International Travel Insurance Information
6. CBU Student ID – do not bring your driver's license, unless you are traveling in the US.
7. Money
 - a. Cash or card only – no traveler's checks
 - b. Debit or Credit card – call the bank(s) to notify of travel dates and locations before you leave
 - c. Cash = new bills; no writing or visible folds or tears
 - d. Money needed for snacks and souvenirs or any other expenses noted by your team leader

Carry-On Bag: Backpack (reasonable size, **check airline website for size and weight specifications**) or something that can also be used in country. NOTE: FAA Regulations for liquids in your carry-on state, "Each traveler is limited to ONE, QUART-SIZE, clear plastic, zip-top plastic bag of travel-size toiletries (3 ounces or less each)."

1. **Anything that you cannot live without** in case your luggage is lost: medicine, glasses (contacts), etc.
2. **Prescription Medications** that are properly labeled AND please be sure to take the **necessary amount** for the number of days you are traveling and a few extra in case you are delayed. Please let your leader know what prescription medications you are taking.
3. One **empty water bottle** – fill with water on the other side of security checkpoint. Stores may not be open when arriving to some airports in the middle of the night.
4. One change of clothes
5. Pajamas
6. Jacket or sweatshirt for the airplane
7. Toiletries – deodorant, hairbrush, toothpaste, toothbrush, shampoo, lotion, chapstick, wet wipes
8. Small packages of Kleenexes for TP and hand sanitizer
9. Contact Lens supplies and glasses as needed
10. Battery Powered Alarm Clock – it is not your leader's responsibility to give you a wake-up call
11. Insect Repellent with Deet (spray and lotion; no aerosol cans)
12. Sunglasses, Sunscreen, Hat
13. Luggage Locks (to use in hotel)
14. Journal, Bible, and reading material
15. Flashlight
16. Neck rest, eye cover, earplugs
17. Snacks
18. Watch – not flashy or expensive
19. Tylenol or Ibuprofen, upset stomach medicine, cold medicine, feminine products, etc.
20. Zip lock bags to store liquid items

Clothing Guidelines: This depends on your location and task. Remember that these are **general** guidelines.

1. **What you wear communicates nonverbally to the local people.** Dress for success! Look sharp, especially if teaching or meeting with professionals in your discipline. No torn clothing.

2. **Dress conservatively – No sleeveless clothing** – no skin showing anywhere between shoulders and your knees. Make sure you conduct the “wave your arms above your head” test before you pack it.
3. Body piercing, tattoos, facial hair, or long hair for men may be offensive in some cultures. Consult your leader to find how these need to be addressed in advance.
4. Walking shoes – Please remember that you will walk a lot! Take shoes that will allow for 10-12 hours of activity daily. Do not take your highest heels or new dress shoes.
5. Ladies – skirt or dress, slacks and jeans, dress shirts, and t-shirts
6. Gentlemen – slacks and jeans, dress shirts, and t-shirts
7. No t-shirts with religious, political, or overly patriotic text or pictures
8. You may bring long shorts and flip flops for the hotel. You may only wear them in the hotel unless otherwise instructed.
9. Rain gear and winter wear – depending on the weather forecast
10. Special clothes for assignment – depending on your task

Gifts:

1. A few small items that can be given to your new friends, host families, or interpreters.
 - a. Calendar with pictures of US places, CBU souvenirs, postcards, t-shirts, bookmarks, etc. (no useless junk)
 - b. Coloring books and crayons
2. A few small items that can be given to your Western Global Partner to say thank you.
 - a. Anything that smells good – candles, etc.
 - b. Treats from the US – Reese's Peanut Butter Cups, Peanut Butter, etc.

Appendix C: Faculty Leader Checklist

Between Now & the Day of Departure

- **Contact your field partner or third party provider:**
 - Confirm travel dates and daily itinerary. Request a daily itinerary that includes all in-country dates and locations (if you will be in multiple locations request the dates for each location).
 - Confirm arrival date/time and mode of transportation from airport to hotel.
 - Request contact number(s) for in-country contact(s).
 - Request information regarding Travel Visa Requirements for your travel destination.
 - Travel Visa Requirements: Does this country require a tourist visa or student visa or other? Do American citizens need a visa to travel to your destination? Do international students need a travel visa to travel to your destination? Are you responsible for acquiring travel visas or is third party provider taking care of the visas? Who is collecting passports and paperwork?
- **International Students:** Make a list of the international students in your group and their passport countries. Remind all international students to get their I20 signed by the CBU International Office before departure and take the I20 with them in their CARRY-ON bag. They will need their signed I20 to be allowed to re-enter the US on the way back.
- **Immunizations:** Visit the CDC website (<http://wwwnc.cdc.gov/travel/destinations/list>) for information on the required vaccines for your travel destination. Pay close attention if you are traveling to a country in Africa as some African countries require proof of the Yellow Fever vaccine from your physician.
- **Register with the US State Department:** <https://step.state.gov/step/>. The State Department will send email updates for security incidents in your travel location.
- **Money:** Do you need money for expenses not covered by your third party provider fee? Are you taking a department credit card or cash to pay for those expenses? Obtain the **credit card or cash** through your department.
 - Ask field partner about the best method for exchanging US Dollars during your travels: Airport? Bank? Etc.?
- **Shuttle Confirmation:** Schedule shuttle pick-up. Confirm pick-up time and location (the Globe). Please allot **5 hours** to get from CBU to LAX and through the check-in/security process with a group.
 - Communicate shuttle pick-up time and location to participants. The meeting time at the Globe should be 30 minutes before the actual shuttle pick-up time.
 - Ask the shuttle company if there are any specific instructions on how to contact the driver when you RETURN from your trip.
- **Submit the Travel Logistics** for your group to the Provost's Office Online Travel Registry:
 - Go to <https://calbaptist.terradata.com/>
 - Select **Faculty & Staff**
 - Select International Academic Group Travel or Domestic Academic Group Travel
 - Follow the **Step 2** instructions for *International travel*
 - Select Domestic Group Pre-departure Logistics for Domestic travel
- Remind all participants (including faculty and family members participating in travel experience) to submit personal **Pre-Departure Travel Information**
 - Go to <https://calbaptist.terradata.com/>
 - Select the appropriate Participant Group (Student, Faculty/Staff, Alumni/Friends)

- Select the College or School
 - Select Program
 - Complete and Submit forms
- **Team Assignments:** if you have a large group, divide the group into smaller groups that consist of approximately 10 participants per faculty leader. Assign a student leader to each group as an assistant to the leader. This will make keeping track and checking in with participants easier throughout your journey.
- **Call Airline** several days before departure to confirm the airplane tickets for your group.
 - You can typically choose your seats during the confirmation call.
- **Call Cell Phone Provider:** notify your cell phone provider of your travels. Give them your travel location and ask about rates for voice calls, texting, and data usage.
- **Call Bank:** notify your bank of your travels. Give them the city, country, and dates of travel for each location.
- **Create an Emergency Contact Card** for your participants. This card should include phone numbers of faculty leaders, Academic Emergency Phone (951-396-0352), local contact, and hotel. Print a copy for each participant.
- **Print a Copy of the International Travel Insurance Card** for each participant. If your provider does not include insurance that provides international coverage for Overseas Medical Expenses, Emergency Medical and Security Evacuation, and Repatriation of Remains, please notify the Office of the Provost and we will provide information about purchasing this required coverage.

Day of Departure

- Review Travel Tips and Packing Guidelines (see Appendix B)
- Be sure to have the following information in your carry-on:
 - Emergency Contact Card that includes phone numbers of faculty leaders, Academic Emergency Phone (951-396-0352), local contact, and hotel: make a copy for all participants
 - International Travel Insurance Card, Insurance Travel Insurance Coverage Summary: make a copy of the insurance card for all participants
 - Copy of External Activities Report: will include emergency contact for all participants
 - Copies of Passports
 - Cell Phone
 - Yellow Immunization Card with proof of Yellow Fever vaccine, if needed depending on location
 - Team Money, Budget Summary, Receipt Logs
 - Travel and Daily Activity Itineraries
 - Reflection and Debriefing Materials
 - Return Shuttle Information – number you need to call to notify driver of your arrival

Before Leaving CBU

- **Ask for physical confirmation of the following documents for all participants:**
 - **Passports:** make sure that all of the passports are signed on the “Signature of Bearer” line, valid for 6 months after your return date, and NOT in their checked bag.

- **Yellow Immunization Cards** if required at your final destination – most locations do not require proof of vaccines, but some countries in Africa do require proof of the Yellow Fever vaccine. Be aware of the requirements at your final destination.
 - **I20s for International Students only:** check that they are signed by the CBU International Office. They **MUST** have these in order to be given re-entry into the USA.
- Weigh bags to ensure they are under the max weight. If bags are too heavy participants will need to leave stuff behind or pay for the overage fee out of pocket. The university will not cover overweight charges.
- If carrying **large sums of group money**, disperse some money to other faculty leaders. Check the per person cash limits for your airline carrier.
- Assign the extra group bag(s) to other leaders and/or students as needed if you are taking extra bags with supplies.

At the Airport

- Be sure that bags are checked to your final destination. Tag all bags with the luggage tags provided at the airport if participants do not have tags.
- Once at the gate (**Please require everyone to meet at the gate before you dismiss for coffee, snacks, etc.):**
 - Count your sheep. Make sure everyone has made it through the security checkpoint.
 - **Hand out** Emergency Contact Numbers and International Travel Insurance Cards.
 - If there is time, they may now get coffee, snacks, etc.
- Once on board your flight, encourage participants to sleep according to the new time, drink plenty of water, and get up to walk every few hours. **PLEASE BE SURE THAT PARTICIPANTS DO NOT SIT FOR THE DURATION OF YOUR FLIGHT!** Encourage them to get up and walk around every few hours.

Upon Arrival to Final Destination

- Count your sheep to make sure everyone made it off of the plane.
- Calmly work your way through passport control and customs; you may have been asked to fill out arrival cards on the airplane, be sure to take those with you. Be sure all participants have completed the necessary forms, if there are any.
- Count your sheep again once you have cleared passport control and customs to make sure everyone has cleared passport control and customs.
- Exchange a small amount of your money before exiting the airport if field partner advised this money exchange location.
- **Check-in: Notify the Provost's Office (text via the Academic Emergency phone) of your arrival in country. Please confirm how we can reach you in case of an emergency.**
- Function according to the time of that location; in other words, if it is still daylight, stay awake to conquer jetlag. If it is nighttime, go to sleep.
- **Passports:** Ask your local partner what would be the best practice for your location. Is it safe to leave them at the hotel? Does the hotel have a safe you can use? Also be sure to have a copy on you at all times.

While in Country

- **Regular Check-ins:** send a brief email update to the Provost's Office every 3-4 days at ProvostOffice@calbaptist.edu.
- Communicate with the Provost's Office via email or the emergency phone as needed.
- **Text the emergency phone any time you take anyone to the clinic or hospital.**
- Communicate with the Provost's Office regarding any emergency before contacting parents. The Provost's Office will assist with this step of communication.

Before Departing Foreign Soil

- Call your airline a few days before returning to the US to confirm your reservations. If you discover any changes, please notify the Provost's Office immediately.
- **Reflection and Debriefing**
 - The importance of reflection and debriefing cannot be stressed enough. Please don't skip over it because you are the best person to help participants process what they are learning in real time.
 - Arrange with field partners ahead of time. Set aside about an hour each day and at least 5 hours at the end of your experience for reflection. Contact the Provost's Office for debriefing resources.
- Ideally, meet with your field partners to discuss the experience. Give positive feedback and suggestions for improvements as needed.
- Review **Day of Departure** Tips above – much the same for the return flight.
- Let students know that they will receive a link for a Travel Evaluation via email.


After Claiming Checked Baggage at LAX

- Find the **shuttle** (you may need to call to let them know that you've cleared customs and are ready for pickup).
 - Text the Academic Emergency Phone when you are on the shuttle.
 - Text again when you've arrived back to the CBU campus.
- Send **5 pictures** (digital) to the Provost's Office to be used for marketing purposes.
- Complete Leader Report and Travel Evaluation (link will be sent from the Provost's Office via email)

Appendix D: Program Budget Sheet

Instructions: Please ONLY fill in the GRAY BOXES for Budget Planning. The white boxes are set up to auto-calculate the necessary information and if you change the information in the white boxes the formulas will not function properly. Please contact the Director of Academic Engagement in the Provost's Office if you have questions about this form.				
College/School/Department			Faculty Leader Name(s)	
Travel Location			# of Students	
Days on the Field (nights in hotel abroad)			# of Faculty	
			Total in Group	0
*Name of the Third Party Provider (TPP): <small>Leave blank if you are not using a TPP</small>		Expenses	Total Amount Per Person	Total Amount for Group
*What does the Third Party Provider (TPP) Fee include? <small>Leave blank if you are not using a TPP</small>		*Third Party Provider (TPP) Fee <small>Enter zero if you are not using a TPP</small>		\$0.00
		Airfare <small>Enter zero if this is included in the TPP Fee</small>		\$0.00
International Travel Insurance: Please ensure that the Travel Insurance Policy provided by the Third Party Provider includes coverage for Overseas Medical Expenses, Emergency Medical and Security Evacuation, and Repatriation of Remains. If it does not, please contact the Office of the Provost about purchasing the necessary coverage.		International Travel Insurance <small>Enter zero if this is included in the TPP Fee</small>		\$0.00
Shuttle: You are required to provide transportation from CBU to the Airport and back.		Shuttle <small>From CBU to Airport and Airport to CBU</small>	#DIV/0!	
Field Expenses: Typically these are included in the TPP Fee, but if they are not or if your office is handling all of the logistics, please enter total amount for the entire trip for each category. Multiply the daily rate by the number of days on the field to get the total amount per person.		Food <small>Enter zero if this is included in the TPP Fee</small>		\$0.00
		Local Transportation <small>Enter zero if this is included in the TPP Fee</small>		\$0.00
		Housing <small>Enter zero if this is included in the TPP Fee</small>		\$0.00
What Project Materials are needed for this experience?		Project Materials <small>Enter zero if this is included in TPP Fee or you do not need materials for this project</small>	#DIV/0!	
Additional Fees Include:		Additional Fees <small>Enter zero if zero additional fees</small>		\$0.00
We charge this amount so that you have some money in case of a minor emergency.		Emergency	\$25.00	\$0.00
TOTAL Cost for Group		\$0.00		
Cost Per Person (including faculty)		#DIV/0!		
Cost for Faculty Leaders		#DIV/0!		
Cost Per Student (includes Faculty Expenses)		#DIV/0!	This is the student cost if students cover entire Faculty Cost.	
Faculty Leader Cost Adjustment <small>Enter zero if Students are covering entire Faculty Leader Cost. Enter amount if all or a portion of the cost is being subsidized by TPP or department or faculty.</small>			This is the amount the Third Party Provider (TPP) and/or Department and/or Faculty Leader will cover of total Cost for Faculty Leaders.	
New Faculty Leader Cost after TPP/Department/Faculty Cost Adjustment		#DIV/0!		
Student Cost (includes Faculty Leader Cost Adjustment)		#DIV/0!	This is the student cost if the TPP and/or Department and/or Faculty cover partial or entire Faculty Leader Cost.	
Revenue per Student (fees, charges, etc.) <small>This is the amount students will pay for this experience.</small>			This amount should match the "Cost Per Student" amount OR the "Student Cost" amount depending on the Cost Adjustment. Rounding up to the nearest dollar is acceptable.	
Total Student Revenue		#DIV/0!		
# Students needed for financial viability		#DIV/0!	This number should be equal to or a positive number that is less than the number of student participants. If it isn't, the "Revenue per Student" amount must be adjusted. If the TPP is fully funding the leader cost, this number will be 0.	

Appendix E: Expense Report

		California Baptist University							
Expense Report									
MAKE CHECKS PAYABLE TO			COMPLETE DATES			NAME OF EVENT, SEMINAR			
Name		ID Number		Beginning	Ending	Event		Location	
TRANSPORATION					LIVING EXPENSES				
DATE	AIR FARE	TAXI CAR RENTAL, PARK'G	PERSONAL VEHICLE	LODGING	MEALS	TIPS	OTHER	MISC.	TOTAL
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
USE OF CAR CALCULATION					Sub-Total		\$0.00		
To & From		Year	Miles	Rate	Total	Less: CBU Paid (I.E. Credit Card. PO)			
		2019	0	0.58	\$0.00	Less: Personal Expenses (I.E. Advance)			
						TOTAL			
						\$0.00			
ALL INFORMATION MUST BE COMPLETED & RECEIPTS ATTACHED									
OTHER INFORMATION (if necessary)					ACCOUNTS				
					FUND	COST CTR	LINE ITEM	PROJECT	@
					FUND	COST CTR	LINE ITEM	PROJECT	@
					FUND	COST CTR	LINE ITEM	PROJECT	@
					FUND	COST CTR	LINE ITEM	PROJECT	@
MAILING ADDRESS IF APPLICABLE					SIGNATURES / APPROVAL				
<input type="checkbox"/> pickup					President / Vice President				
Street Number, PO Box or RTE									
City	State	Zip			Finance & Administration				
SIGNATURES / APPROVALS									
Requester's Signature					date				
Cost Center Mgr Signature					date				

Appendix F: Statement of Understanding

As a participant in Academic Engagement through California Baptist University, I have read and agree to the following terms and conditions.

1. **Academic Requirements:** I understand that if I am enrolled in an academic course, that I must complete the academic requirements per the course syllabus for this course in order to receive a final grade. I am responsible for completing all of the academic requirements for this course, according to the deadlines established and provided by the leader in the course syllabus, including those deadlines before departure, while on the field, and after returning home.
 - I understand that I must follow the University add/drop procedures and deadlines which can be found on InsideCBU on the Office of the Registrar page.
2. **Tuition and Fees for Academic Course(s):** I understand that I must pay tuition for the course(s) associated with this academic travel experience and will make the payments according to the CBU Tuition and Fees Payment Due Dates posted on InsideCBU on the Student Accounts page.
3. **Travel Logistics Payment(s):** I understand that I am responsible for making all travel logistics payments on time per the payment schedule provided by the leader. I also understand that all payments are non-refundable.
 - I understand that I am liable for fees committed on my behalf. I acknowledge that specific programs may have more stringent deposit and withdrawal policies, and that it is my responsibility to abide by these requirements.
 - Limited exceptions to the refund policy may be made as a result of medical or family emergencies, or military call to duty. In case of an emergency, I will only receive the funds that have not already been spent on my behalf in preparation for this trip.
 - If CBU must cancel a program due to a natural or man-made disaster, forces of nature, etc. only those funds that can be recovered will be refunded.
4. **Schedule Changes:** I understand that the travel and daily itineraries are subject to change at the discretion of CBU or the local host partners.
5. **Travel Documents:** I understand that it is my responsibility to obtain a passport to travel internationally and that a visa may be required for travel to the study location. The sponsoring department will provide assistance in obtaining a visa, but it is my responsibility to provide my passport and any other necessary document for this process. I also understand that CBU cannot be held responsible if I am denied entry into a country and that should I be unable to acquire all necessary travel documents, CBU will only be able to refund recoverable funds.
6. **Immunizations and Health Review:** I certify that I have discussed my travel plans with health care professional(s) and have obtained required immunizations and, if necessary, medication. I understand that it is my personal responsibility to comply with the recommendations of health care professional(s), including but not limited to those relating to immunizations and medication.
7. **Current Medical Conditions and Emergency Medical Treatment:** I will provide the necessary information regarding all of my current medical conditions and medications to my leader so that they may have this information in case of a medical emergency.
8. **Local Laws:** I understand and agree to comply with the laws of the country(ies) where I will be traveling. I understand that I do not enjoy the protections of the US Constitution and legal system while abroad. I understand that I am subject to the laws of the host country, and infractions of the host country's laws could result in my dismissal from the program and incarceration in a foreign prison. This may include punishment for activities, which in the United States, are considered legal or even a fundamental right such as freedom of speech. By signing below, I understand that I am required to familiarize myself with, and adhere to, the host country's laws and customs for my own safety and wellbeing.
9. **Conduct:** I understand and agree to comply with all applicable academic and disciplinary expectations, including but not limited to the University's Code of Conduct. I further understand and accept that while participating in an Academic Engagement program, I remain enrolled as a degree candidate at California Baptist University and, as such, I remain subject to all of the University's Standards of Conduct. I understand that if I do not abide by the laws and the Standards of Conduct, I am subject to appropriate disciplinary actions, including but not limited to early termination of the trip. If that occurs, I will return as soon as possible to the U.S. at my own expense.
10. **Dismissal:** I understand that I am responsible for any and all costs arising out of my dismissal from the program before its completion, including withdrawal caused by illness or disciplinary action. I understand that if I am dismissed, I will not be refunded any portion of the fees. Early withdrawal or dismissal may also result in academic penalty.

By signing below, I indicate my acceptance of the terms listed above for the academic travel that will begin on _____ and end on _____ to the following location(s): _____.

Participant Name: _____ **Participant Signature:** _____ **Date:** _____

Please sign when you receive this document from the participant:

Leader Name: _____ **Leader Signature:** _____ **Date:** _____

Appendix G: Gallagher Insurance Form



ENROLLMENT NUMBER: (5 digits)

SPECIAL ACCIDENT AND SICKNESS CLAIM FORM

Any person who knowingly and/or with intent to injure, defraud, or deceive an insurance company or other person files a statement of claim containing false, incomplete or misleading information, may be guilty of insurance fraud and subject to criminal and substantial civil penalties.

SECTION

Name of Group or church travelled with:

Your FULL NAME:	SOCIAL SECURITY NO. (IF Available)	DATE OF BIRTH
-----------------	------------------------------------	---------------

NATURE OF INJURY OR ILLNESS (DESCRIBE FULLY, INCLUDING WHICH PART OF BODY WAS INJURED):

DESCRIBE HOW, WHEN AND WHERE ACCIDENT or ILLNESS OCCURRED (DATE AND TIME):

Go into further details if needed:	
Enrollment number:	
Country:	
DATES OF TRIP:	
Your full name and address to send the payment to:	DAYTIME TELEPHONE NO. ()
	E-MAIL:

Complete Address:

OTHER HEALTH INSURANCE COVERAGE (ENTER NAME OF INSURED, NAME AND ADDRESS OF INSURANCE COMPANY, NAME OF EMPLOYER AND POLICY NUMBER)

YES _____ NO _____

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE INSURED (PARENT IF MINOR)

x

MEDICAL AUTHORIZATION

I, the undersigned authorize any hospital or other medical-care institution, physician or other medical professional, pharmacy, insurance support organization, governmental agency, group policyholder, insurance company, association, employer or benefit plan administrator to furnish to the Insurance Company named above or its representatives, any and all information with respect to any injury or sickness suffered by, the medical history of, or any consultation, prescription or treatment provided to, the person whose death, injury, sickness or loss is the basis of claim and copies of all of that person's hospital or medical records, including information relating to mental illness and use of drugs and alcohol, to determine eligibility for benefit payments under the Policy Number identified above. I authorize the group policyholder, employer or benefit plan administrator to provide the Insurance Company and above with financial and employment-related information. I understand that this authorization is valid for the term of coverage of the Policy identified above and that a copy of this authorization shall be considered as valid as the original. I understand that I or my authorized representative may request a copy of this authorization.

Signature for Medical authorization:

Other Direction to pay bills need your signature below:

Insured Signature required if payee is different from insured. X

Date:

PLEASE INDICATE THEIR NAME & ADDRESS:

Mail or Fax to:
PO Box 2860
Greenville, SC 29602
Fax # (864) 239-2435
Phone # (864) 239-2405
Email: gcclaims@aig.com

Please make sure we only have one copy of each bill, no duplications. Also please verify the US dollar amounts that you are seeking reimbursement. We can convert the currency however, we do need the amount so that we are close to the amount you expect.

Appendix H: Recruitment Guide for Global Programs

Recruiters¹⁹

The main drivers of recruitment should be the faculty-leader and/or the Director of Academic Engagement. However, there are quite a few “others” that can assist with recruitment.

- **Faculty leader(s):** faculty-leaders should be at the forefront of recruitment efforts. Students are often more inclined to participate and commit to an academic global experience if they hear from a faculty member they trust or respect.
- **Director of Academic Engagement:** the Director of Academic Engagement can also help lead recruitment efforts on campus.

Other

- **Academic advisors:** academic advisors can help with student recruitment by sharing opportunities and global programs that students can take part in within their respective fields or majors.
- **College, school, and department administrative assistants:** most faculty-leaders utilize department secretaries and administrative assistants to assist with recruitment. They can design literature, email “blasts” and more for student recruitment within departments and schools.
- **Graduate assistants and/or student workers:** student workers can be instrumental in recruiting for global programs. They can share with classes, meet with students, design brochures and literature, and make
- **Past program participants:** previous program participants can be a valuable asset for recruitment efforts. They can share with classes on their experience, help with recruitment videos or blogs on their time overseas, and meet one-on-one with students to answer questions on the program and their experiences.
- **Third-party providers:** third-party providers can also support recruitment by designing recruitment tools and literature.

Target Audience²⁰

Before recruiting for a program, faculty-leaders should assess their target demographic, looking at whether their global program is open to all students or targeting a specific audience or demographic. For instance, is the program a general “study tour” or is at practicum focused on nursing immersion? Would it appeal to graduate or undergraduate students?

- **Graduate, undergraduate or online**
 - Are these online or graduate students who may be working professionals and prefer an experience that would appeal to more mature students? Or are these undergraduate students who would prefer more sites

¹⁹ “Marketing Plan for Faculty led Programs,” Texas A&M University, https://abroad.tamu.edu/StudyAbroad/media/Study-Abroad-Image/Documents/Marketing-Plan_1-21-2014.pdf. Accessed 3 July 2019.

²⁰ *Ibid.*

- **Academic Discipline, majors, minors / Departments and colleges**
 - Is the global program open to other majors or is it concentrated on one major or school?
- **Specific classes with students**
 - Are there certain classes that should be targeted (i.e. students in 300 level classes and above because of openness to global experience, less packed schedules)?
- **Program Sharing**
 - Are you interested in recruiting students from other universities or working with faculty from different universities?
 - Some third party providers like EF Tours also have program sharing opportunities where CBU students and faculty can be paired with another university to split costs, making a program more affordable for students.

Print Media²¹

Print media is one way of advertising for your global program but can be limited in its reach.

- **Types:** Faculty can create/organize brochures flyers, posters, sandwich boards, and white boards in classes. Admins, secretaries, and more can facilitate this material. For use in halls, campus plaza, office of faculty leader(s), academic advising office, bulletin boards, student centers such as residence halls, honors programs, and more.

In-Person²²

Recruitment in-person is one of the most effective ways to recruit students for global programs. Students are often more inclined to participate and commit to an academic global experience if they hear from a faculty member they trust or respect. Class presentations can be the most effective tool as students are a “captive” audience.

- **Events**
 - International Day, other student, college, and department fairs, advising, and more.
- **Class presentations**
 - One of the most effective ways to recruit.
- **Information sessions**
- **Presentations to student organizations**
- **Resource tables**
 - Tables should be set up in buildings with high student traffic at strategic times. Student workers can assist with this.
- **Announcements**
 - events hosted by college, school or department

Electronic Media²³

²¹ *Ibid.*

²² *Ibid.*

²³ *Ibid.*

Recruitment through electronic media can be another very effective way to generate interest in global programs amongst the student body.

- **Program page**
 - CBU Terra Dotta website and search engine. Visit [CBU Terra Dotta Sample Faculty-Led Trip Page](#)
 - Third-party providers often will provide program pages on their website to direct students to.
- **Create Program Highlights/Spotlight**
 - Announcements on CBU Terra Dotta website
 - Departmental websites, including calendars
 - Email announcements: department, college, majors, academic advisors, campus wide and interest list. The Office of the Provost can send an email to all students at CBU marketing program.
- **PowerPoint Presentations**
- **Social media**
 - Facebook, Instagram and Twitter: Create group/fan page and invite interest list to join
 - YouTube/Video: Online videos from program participants, marketing, or general videos, on location activities. Marketing can develop video recruitment tools. Please see Director of Academic Engagement for more details on this.
 - Flat screen TV monitors in department hallways

Marketing Videos for Program: GoPro

Several global programs have had student participants obtain training by Marketing in the use of a GoPro before program departure. Marketing then supplies a GoPro and then the student participant films during the global program, sending footage and GoPro back to Marketing. Marketing can then develop a custom recruitment video for your program.

Contact Eric Mendoza, Video Production Manager
Marketing and Communication
Office: 951.552.8715
emendoza@calbaptist.edu

References

"FSIT Program Support Manual," Faculty/Staff-Led International Travel Program, University of Idaho.

Jacoby, B. Service-learning in today's higher education. In B. Jacoby (Ed.), *Service Learning in Higher Education: Concepts and Practices*. San Francisco, CA: Jossey-Bass.

Jacobs, Dawn Ellen, White, Kristen, *Christian Higher Education: Spectrum of Global Engagement, Kingdom Professional Model*, 2016.

Kristin White, "D.E.B.R.I.E.F.," Office of Mobilization, California Baptist University, June 2013.

Kyle Rausch, "Embedded Programs as a Model for Increased Study Abroad Access," Purdue University, Institute of International Education, July 2019,
<https://www.iie.org/en/Learn/Blog/2019/07/Embedded-Programs-as-a-Model-for-Increased-Study-Abroad-Access>.

"Pack Smart," CDC, <https://wwwnc.cdc.gov/travel/page/pack-smart>.

Tanya Mohn, "How to Make Sure You Travel with Medication Legally," *The New York Times*, 19 Jan. 2018.

Wendy Williamson, "Responsible Study Abroad," Michigan State University and the School for Field Studies, www.facultyled.com.