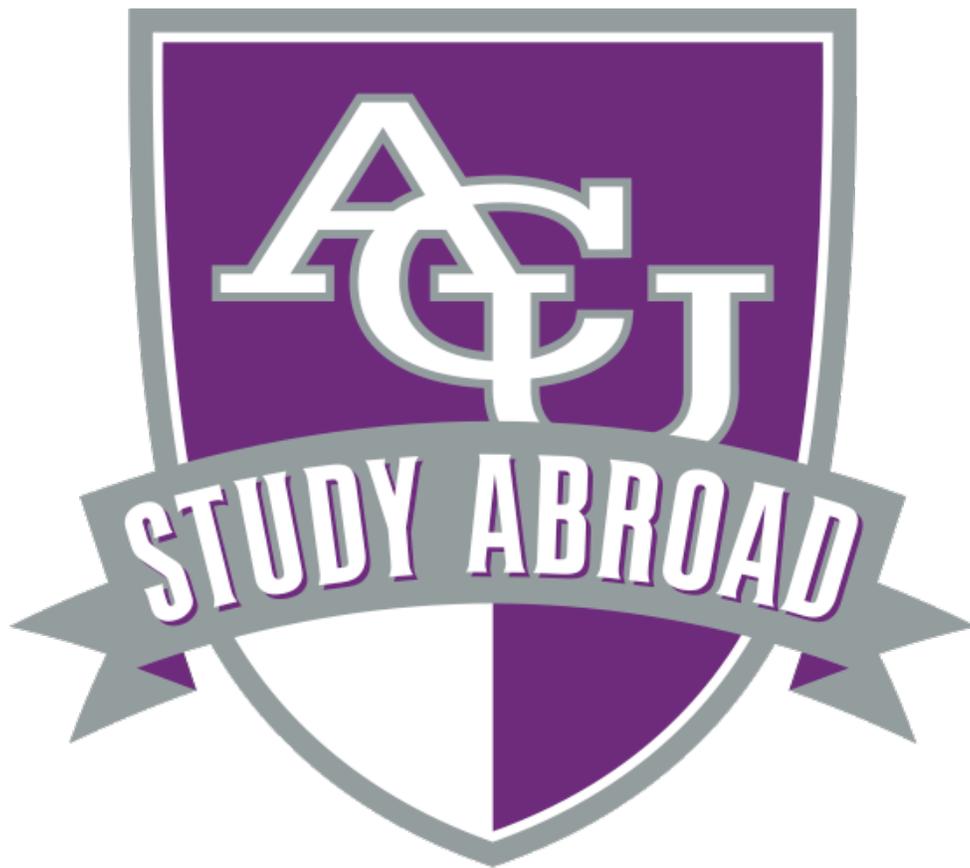


ACU Study Abroad Faculty Handbook



Dear Faculty,

We believe that this handbook will help to answer many of your questions. The documents in the handbook are set up in four distinct sections:

1. Faculty applications
2. Policies and procedures
3. Safety and prevention
4. Student materials

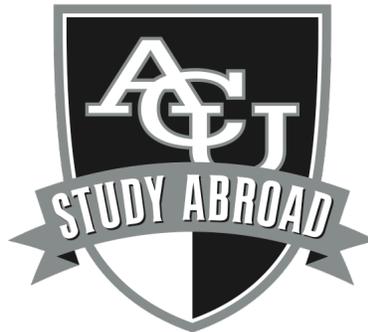
As you have questions throughout the process, please do not hesitate to contact us. Thank you for your interest, and we look forward to working with you!

Blessings,

Kevin Kehl and Rachel Brown

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Study Abroad Coordinator
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AD 124

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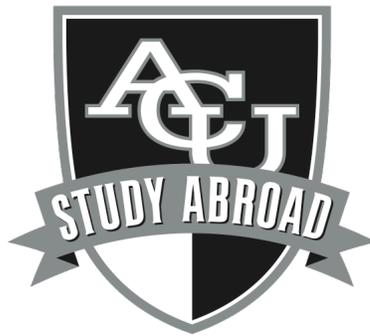
The following resources were used in the development of this handbook:

Sarah E. Spencer and Kathy Tuma, eds. *The Guide to Successful Short-Term Programs Abroad*. NAFSA: Association of International Educators. 2002.

R. Michael Page, et. al. *Maximizing Study Abroad: A Program Professionals' Guide to Strategies for Language and Culture Learning and Use*. University of Minnesota. 2003.

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Faculty Applications

This section includes materials required to apply for a Faculty-in-Residence position at an ACU Study Abroad site and also to propose the consideration of a faculty-led Study Abroad Program at an off-site location.

Abilene Christian University
Study Abroad Programs

Faculty Responsibilities and Contract

A typical full-time faculty assignment in a semester-long Study Abroad program involves the equivalent of four courses, while a faculty assignment for a summer program involves the equivalent of two courses. The actual number may vary but will include a minimum of two courses with an appropriate amount of release time for administrative and university service responsibilities related to the study abroad program. Faculty will work with the Executive Director of the CIE in the selection of courses. Selections should be particularly suited or modified with the study abroad site/context in mind.

Faculty members play a crucial role in supporting study abroad and the overall student experience. To help ensure that you have the best possible experience while serving abroad, the CIE asks that you carefully consider the following responsibilities:

1. Those individuals selected to serve as study abroad Faculty-in-Residence at one of ACU's study abroad sites should expect to work 10 hours in the recruitment process during the academic year prior to departure. These activities are often coordinated through ACU's Study Abroad office in conjunction with your academic department. Examples of such activities include recruiting actively in one's own classes as well as in as many other classes as possible and interviewing prospective students.
2. In preparation for your assignment abroad, you must attend all information/orientation meetings for both the visiting faculty and students.
3. You must accompany students on all required group/class excursions.
4. You must teach 2-3 courses as assigned, incorporating information and experiences.
5. You must serve as a student mentor and group project tutor.
6. In the event of an emergency or student illness, you must be available to accompany or otherwise stay with injured/sick student(s) until they can be reunited with the main group or travel back to the US.
7. You must serve as faculty and student supervisor on at least three free travel weekends each semester.
8. You must attend a student/faculty event in Abilene after returning from the program.
9. You must attend a debriefing meeting with CIE staff after returning from the program.
10. After you return to ACU, you should serve as a resource/mentor for future study abroad faculty.

Courses

1. In consultation with the Executive Director of the CIE, identify at least two (summer) or three (semester programs) ACU courses you propose to teach.
2. Plan and organize each course in such a way that it will be strengthened via class excursions, service learning, and individual travel.

Recruitment

Our experience indicates that the more active and engaged you are in the recruiting process within your own college and department, the more successful you will be in attracting students to consider studying abroad. We have also found that the more time you are able to spend engaging with students prior to departure, the better equipped you will be to help shape and influence the student community once abroad.

Approximately 20 and 60 students apply for each semester program and approximately 15 to 40 students for each summer program. You will need to attend all information meetings, be available to assist the CIE in interviewing applicants, and provide personal/academic advising prior to their departure. Meetings include Study Abroad pre-departure Chapels and several orientation sessions prior to departure.

Risk Management

Each Faculty-in-Residence must attend a scheduled meeting with the Executive Director of the CIE and ACU’s Risk Manager to discuss issues related to overall program and personal risk management. **Please note that a copy of Proof of Travel Insurance for all non-ACU employees traveling with you must be placed on file with the Risk Manager prior to your departure.**

Additional information - Please submit your responses to the items below electronically as a Word document.

1. Indicate all ACU Study Abroad programs in which you have participated in the last 10 years. List program and date.
2. What individual or group travel experiences have you had? List destinations and duration.
3. While foreign language proficiency is not a requirement, please indicate the foreign language(s) you speak, write and/or read.
4. Write a brief personal statement expressing why you desire to participate in ACU’s semester-long Study Abroad program.
5. What special qualifications do you have that make you particularly well suited to serve as Faculty-in-Residence abroad?
6. Will you be able to make all necessary personal and financial arrangements in order for you to participate in the program? Note: All selected faculty will earn their regular salary while abroad. Summer Faculty-in-Residence will earn compensation on a per course basis, according to the ACU summer pay scale. You will be provided complimentary housing, a per diem, paid round trip transportation to the study abroad destination, and paid program-related travel for group excursions. Faculty should expect additional personal expenses, such as non-program-related individual travel costs.

I, _____, understand and agree to comply with the faculty responsibilities as outlined in this document. _____ (Date)

Applicant – Faculty-in-Residence: _____
Signature Date

Risk Manager: _____
Signature Date

Executive Director CIE: _____
Signature Date

Department Chair: _____
Signature Date

College Dean: _____
Signature Date

Provost: _____
Signature Date

Abilene Christian University
Study Abroad Programs
Faculty-in-Residence Application

Name: _____ E-mail: _____

ACU Box: _____ Work Phone: _____

Home Address: _____

City/Zip: _____ Home/Cell Phone: _____

Teaching Field(s)/Discipline(s): _____

Please consider me as an applicant for an ACU Semester-long or Summer Study Abroad Program. Check the program(s) and semester/summer for which you are applying.

- | | | |
|--------------------------------------------------|------------------|-------------------|
| <input type="checkbox"/> ACU in Oxford, England | Fall 20____ | Other: _____ |
| <input type="checkbox"/> ACU in Latin America | Spring 20____ | |
| <input type="checkbox"/> ACU in Leipzig, Germany | Maymester 20____ | |
| <input type="checkbox"/> Other: _____ | Summer I, 20____ | Summer II, 20____ |

Signature: _____ Date: _____
Faculty

Signature: _____ Date: _____
Department Chair

Signature: _____ Date: _____
College Dean

Signature: _____ Date: _____
Director, CIE

Signature: _____ Date: _____
Provost

Comments:

Faculty Information Form

Study Abroad Location: _____ Session and Year: _____

Faculty: _____
Legal Name Passport number

Spouse name: _____
Legal Name Passport number

Child name and age: _____
Legal Name Age Passport number

Child name and age: _____
Legal Name Age Passport number

Child name and age: _____
Legal Name Age Passport number

Child name and age: _____
Legal Name Age Passport number

Department: _____ Extension: _____

Home Phone Number: _____ Cell Phone Number: _____

Requested Return Deviation Date: (Due 90 days before departure) _____

Course Information

Course Number

Course Name

Course Description: _____

Books needed for course: _____

Course Number

Course Name

Course Description: _____

Books needed for course: _____

Course Number

Course Name

Course Description: _____

Books needed for course: _____

Non-Hub Site Faculty-Led Short-Term Study Abroad Program Proposal

Abilene Christian University Center for International Education

Please note: Program proposals for each summer must be submitted to the Provost's Study Abroad Advisory Council at least 12 months prior to the anticipated start date of the program. Faculty will be notified regarding whether or not their proposal has been approved within one month of its submission to the council. Please also be aware that a total of up to three (3) non-hub site program proposals (new or repeating) may be approved for each summer.

Sponsoring department and college _____

Faculty name and title _____ Extension _____ E-mail _____

PROGRAM DESCRIPTION

Program name _____

Program site(s) _____

Duration (in weeks) _____ Dates (approximate) _____

How many faculty members will accompany the group? _____

Number of credit hours per student: _____ Target student group size (min, max) _____

Course(s) to be offered (please note that academic departments will be responsible to pay for faculty-teaching stipends for all summer courses offered through study abroad):

ENROLLMENT AND INSTRUCTION - All agreements with partner institutions must receive approval from the CIE prior to the submission of the completed program proposal. Program proposals involving any type of agreement or contract must submit a request to do so to the CIE in writing.

Will ACU faculty teach? Circle one: No Some courses All courses

Will students enroll in an institution on site? Circle one: No Yes

Name of host institution (if other than ACU): _____

Check one:

- The institution is a regionally-accredited, degree-granting institution of higher education. Students will receive an official certificate or transcript from the host institution upon completion of courses.
- The institution is a local language school or other specialized, non-accredited institution.

Name of visiting faculty (non-ACU) _____

Terminal Degree & Field _____

PROGRAM APPROVAL

Faculty Director _____ Date _____

Department Chair _____ Date _____

College Dean _____ Date _____

Director, Center for International Education _____ Date _____

Provost _____ Date _____

Completed form received:

Non-Hub Site Faculty-Led Short Term Program Plan

Briefly describe the proposed academic program, including course(s), excursions, and other curricular and co-curricular activities:

Describe the proposed student and faculty accommodations for room, board, and transportation:

All students must attend a pre-departure orientation that disseminates important information related to cost, safety, international travel, and all related program expectations. Name of faculty responsible for organizing and leading orientation sessions:

Describe any safety issues or other relevant risk management concerns that might be associated with the proposed program and/or site and a detailed plan to address these concerns (i.e., emergency plan):

In what ways will the course and program content be “internationalized,” utilizing resources found in the local culture?

How will the proposed program address helping students to think missionally, critically and globally? Describe ways in which this will be assessed:

Note: Please attach a spreadsheet detailing all estimated program costs (i.e. course pay, faculty and dependent travel, per diem, excursions, airfare, etc.) as well as a syllabus for each proposed course.

**CHECKLIST TO ASSIST IN NON-HUB SITE FACULTY-LED SHORT-TERM
STUDY ABROAD PROGRAM DEVELOPMENT:**

PURPOSE & GOALS

The program's purposes, goals, and educational objectives are consistent with and support the Mission and Strategic Plan of ACU and the CIE.

A planning timeline has been established and will be followed.

The program adheres to the NAFSA: Association of International Educators' Principles for the Administration of Study Abroad Programs, as ACU is an institutional member of NAFSA.

Information can be found at the following address:

(<http://www.nafsa.org/content/InsideNAFSA/EthicsandStandards/PrinciplesStudyAbroad.htm>)

ACADEMIC QUALITY

The length of the program, course content, and variety of experiences are sufficient to achieve the program's stated objectives.

Courses are at least as academically rigorous as ACU courses in the United States.

Program excursions are planned in advance, serve as integral components of the courses, and are developed and led by faculty.

Admissions requirements are consistent with the program's purposes, goals, and educational objectives.

a) U.S. faculty are selected based on their professional qualifications in their fields, college-level teaching experiences and effectiveness, knowledge of and experience in the host culture, and commitment to the program's objectives.

b) Foreign faculty are selected based on their professional qualifications, college-level teaching experiences and effectiveness, and commitment to the program's objectives.

The academic facilities are conveniently located, sufficient to support the curriculum, and adequately equipped.

Students have access to educational resources and library materials to complete course assignments.

Only a small portion of courses may be canceled due to administrative problems; students will be notified of a course cancellation as soon as possible and preferably at least 6 weeks before departure.

The following have been determined for each course:

Course Title

Course Prefix & Number

Credit Hours

Course Description

Contact Hours: Hours per day, days per week, and number of weeks the course requires.

Syllabus

QUALITY OF CULTURAL INTERACTION

The curriculum effectively uses the unique physical, human, and cultural resources of the host environment(s). Program resources, excursions, and activities provide enrichment offered by the host culture.

A pre-departure orientation is provided to program participants. A tentative outline of the orientation has been developed.

Orientation upon arrival in the host country and ongoing orientation through regular contact with the program director or resident director is provided to assist students in adjusting to living and learning in the new environment.

Academic experiences are designed to help students observe and understand the political, economic, cultural, and social institutions of the host country and to compare and contrast them with similar institutions in the United States.

Housing, local transportation, meals, social activities, and other activities are organized to foster student involvement in the everyday activities of the people of the host culture.

HEALTH, SAFETY AND LIABILITY

The program adheres to NAFSA: Association of International Educators' Responsible Study Abroad: Health and Safety Guidelines (<http://www.secussa.nafsa.org/safetyabroad/guidelines1298.html>).

It is understood that participation in the program involves risks not found in study at the university. These risks include: traveling to and within, and returning from, one or more foreign countries, foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; and other matters. Participants have made their own investigation concerning these risks and are willing to accept them.

An English-speaking physician and local medical clinic, dental clinic, optometrist, and hospital have been identified. Names, phone numbers, and addresses, as well as information on making payments to these medical providers, have been obtained and included in orientation or registration materials for students. In the case that no English-speaking physician or psychologist/psychiatrist can be found, appropriate interpreters have been identified (both male and female). Psychiatric services have been identified and are available if needed.

Faculty members are responsible for collecting medical information and details of any disability-based needs of their students so accommodations can be made if appropriate.

Students are covered by ACU Study Abroad travel insurance policy. Faculty members and accompanying family members are covered by a travel insurance policy that covers them at minimum for medical evacuation and repatriation of remains.

Facilities that are leased by the program and used for instruction, accommodations, meal service, faculty offices, and so forth are considered clean and in good repair according to reasonable and customary standards of the host country/culture. Upkeep of fire extinguishers, smoke detectors, and carbon monoxide equipment at the facilities is provided by the housing facilities.

The program has a plan for handling medical emergencies and other emergencies at the study site and while on excursions or field trips.

Recommendations of the U.S. State Department for travel to and within the country are monitored daily by the program director.

Information from the Centers for Disease Control (<http://www.cdc.gov/travel>) pursuant to inoculations for travel to the country and illnesses that may be experienced by visitors to the country will be provided to students. Application deadlines have been set to leave adequate time for students to obtain any necessary inoculations.

Arrangements with travel agencies or providers of transportation or other services to the group have been made in writing.

Participants (both students and faculty) are encouraged to itemize the contents of their baggage for insurance purposes in the unlikely case that bags are lost. Faculty must research Drivers License requirements in areas in which he or she will be driving. Students are not allowed to drive for any program-sponsored activity during Study Abroad.

RIGHTS & RESPONSIBILITIES

The program has written statements of program regulations, limits of responsibility, local laws that differ significantly from those in the United States, and expectations of the program's faculty and administrators.

Students are required to sign a written student agreement, which clearly explains the responsibilities of both parties and includes the waiver of liability and covenant not to sue. Student Agreement and Waiver will be given to students to sign at orientation once students have been given a State Department Consular Information Sheet, any information about risks that they will be taking, and a clear reading and explanation of what they are signing.

Faculty are required to sign a written contract which clearly explains the responsibilities of both parties, including requirements for faculty participation, salary arrangements, and contingency plans for low student enrollment.

If the program permits the participation of minors, there is a written plan for addressing issues that may arise with this constituency.

Any and all contractual agreements for services related to ACU-sponsored international travel have been reviewed by the Office of Legal Services.

COSTS & BUDGETING

The program budget is balanced. Actual program costs are balanced by revenue from program fees. All non-hub site faculty-led short term programs must remit a \$500 administrative fee to the CIE for each student participant (which should be reflected in the detailed budget). This amount will be in addition to the \$250 application fee assessed to each applicant. These costs are a way to help encourage faculty to work/develop programs through the CIE and the ACU hub sites. If the program is in another location, these funds will help cover the financial commitments ACU has at our hub sites.

The program budget incorporates a contingency fund for emergencies and unexpected expenses, or the program identifies another source of funds and the maximum amount permitted by that source for covering emergencies or unexpected expenses.

Items (such as but not limited to tuition, application fees and other fees, health and accident insurance, housing, meals, in-country transportation, international transportation, orientation expenses, and field trips) that may be included in the program cost are specified. Estimates of other costs that students will likely incur but not pay to the program sponsor are specified.

Payment deadlines are specified.

The program has clearly articulated its policies and deadlines pursuant to cancellation of the program and how canceling the program will affect academic credit, student refunds, faculty salaries, and return transportation. The program has clearly articulated its policies and deadlines pursuant to student refunds, if a student cancels his/her participation.

SERVICES

If the program hires a resident director, s/he has previous experience in international education and proficiency in both languages.

The program provides a clear explanation of how housing arrangements for students and faculty will be made and under what circumstances, if any, housing arrangements may be changed.

The program provides a clear explanation of what arrangements are made for meals.

EVALUATION

The program is using the CIE standard evaluation form (may be adapted based on program's activities) and separate course evaluations and has developed a mechanism for obtaining as complete participation as possible. The evaluations will be used for assessment and will assist in making positive changes to the program.

Faculty are required to participate in a post-trip meeting with the director of the CIE to provide feedback and suggestions. Serious allegations will be investigated and acted upon as appropriate.

PUBLICITY/MARKETING

The faculty program director has a clear plan for recruiting students.

Publicity includes the following information:

- Brief description of the sponsoring unit/institution

- Short, official statement concerning accreditation

- Short statement concerning any affiliations with a host country institution or study abroad organization

- Explanation of the program's purpose, goals, and educational objectives

- Description of housing facilities and meal arrangements

- Explanation of items included in the program fee

- Explanation of other probable costs for participants that will not be paid to the program sponsor

- Explanation of admissions requirements and deadlines

- Statement that application to the program does not guarantee admission

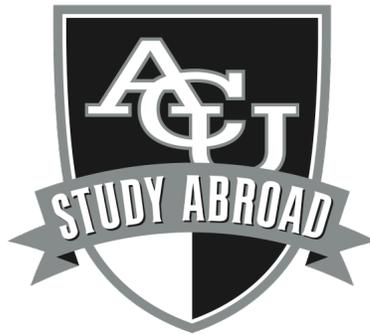
- Explanation of travel arrangements

- Contact information: names, addresses, telephone, fax, e-mail, and website

If faculty members have made a firm commitment, they are named and their qualifications and specialty areas listed. If applicable, names of international carriers or charter organizers and the classes of travel to be used will be provided.

ITINERARY

A program itinerary has been developed.



Policies & Procedures

This section includes a description of benefits and necessary regulations that faculty members are expected to understand and enforce while abroad.

Summary of Faculty Benefits Semester Study Abroad Programs

- Abilene Christian University will pay the faculty member the same salary and benefits as if the faculty member were teaching on the ACU campus. The Center for International Education (CIE) will provide funds to the faculty member's department to cover the costs for replacement or adjunct faculty.
- The CIE will provide round trip transportation for visiting faculty member and spouse between Abilene and the ACU Study Abroad site as arranged by the CIE. Upon your return to the United States, the CIE will provide a rental car for you to use for transportation back to Abilene.
- Free accommodations, including the use of a furnished efficiency apartment, will be provided for faculty and all accompanying dependent family members at the sites in Oxford, Montevideo, and Leipzig.
- A per diem in the amount of \$30 per faculty member, or its equivalent, will be provided. No additional food allowance will be paid while on excursions.
- Program-related excursions and activities, as arranged by the ACU Study Abroad office, will be paid for by the CIE for faculty members and all accompanying dependent family members.
- Faculty members may be absent from the site for two weekends in addition to the spring or fall break holiday. Faculty members must arrange their dates of travel in advance with the on-site director.
- Use of a faculty office will be provided at the sites when possible. This includes the free use of faculty telephones for program-related calls and the free use of e-mail.

ACU Study Abroad Facilities Guest Policy

A guest of the ACU Study Abroad facility is defined as any non-program participant.

1. With the exception of guests staying in the ACU program director's apartment (including one designated director's guest room), all guests wishing to stay overnight at an ACU overseas facility must be approved by the CIE Office.

2. All reservations and advance payment are made through the CIE Office.

3. All overnight guests must sign a release and indemnification agreement.

4. Guests may NOT accompany an ACU study abroad group on planned group excursions or tours. Guests are expected to make their own travel and tour arrangements.

ACU Study Abroad Program Insurance Requirements

We are currently in the process of updating this insurance information

ACU Study Abroad Program Faculty Substance Abuse Policy

All faculty members are subject to the Abilene Christian University Substance Abuse Policy while abroad. This policy is described in detail below. The updated policy can be reviewed by visiting <http://www.acu.edu/campusoffices/hr/handbook/index.html>.

PURPOSE:

The university earnestly solicits the understanding and cooperation of all employees and employee organizations in implementing the policies set forth herein in order:

To establish and maintain a safe, healthy working environment for all employees.

To insure the reputation of the university and its employee as good, responsible citizens worthy of the trust placed in them.

To reduce the incidence of accidental injury to person or property.

To reduce absenteeism, tardiness, and indifferent job performance.

To provide assistance toward rehabilitation for any employee who seeks the university's help in overcoming addiction to, dependence upon, or a problem with alcohol or drugs.

To comply with federal requirements for a drug-free environment.

SCOPE:

This policy applies to all employees and applicants for ACU Study Abroad Programs.

POLICY:

The university has an obligation to its employees, students, and the public at large to reasonably ensure safety in our workplace. Consequently, the following are strictly prohibited and will result in immediate disciplinary action, up to discharge: reporting to work under the influence of intoxicating liquor or illegal drugs; or the use, possession, purchase or transfer by an employee on university premises or property (such as storage in a desk, locker, vehicle or other personal property), or during work time, of an intoxicating liquor, controlled or illegal substance, a drug not medically authorized, or any other substances which impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees; or the sale of such item.

DEFINITIONS:

Alcohol or alcoholic beverages means any beverage that may be legally sold and consumed and that has an alcoholic content in excess of .5% by volume.

Drug means any substance (other than alcohol) capable of altering the mood, perception, pain level, or judgment of the individual consuming it.

Prescribed drug means any substance prescribed for the individual consuming it by a licensed medical practitioner.

Illegal drug means any drug or controlled substance, the sale or consumption of which is illegal.

ACU Study Abroad Program

Student Alcohol Policy

Abilene Christian University is committed to maintaining an **alcohol free-campus**. The ACU community cares deeply about the health and safety of our students and is committed to educating students about the physical and spiritual dangers of alcohol abuse. Furthermore, ACU realizes the heightened dangers in some social settings off campus and thus discourages students from attending establishments such as dance clubs, bars, and private parties where the principal purpose is known to be the sale and/or consumption of alcoholic beverages. The history of activities associated with these establishments (such as alcohol abuse, underage drinking, and drunkenness) is counter to our Christian values and lifestyle. The life choices and decisions that students make extend far beyond the college experience; thus, ACU is committed to challenging students to make decisions that ultimately glorify God throughout their lives.

In accordance with our educational mission, and for the well-being of our students and the ACU community, the University has established the following policies related to alcohol:

1. **The possession, consumption, or distribution of alcoholic beverages on campus (including all ACU residence halls and ACU affiliated apartments) is strictly prohibited.** Moreover, any student present where alcohol is found on campus (including but not limited to residence halls or apartment rooms, vehicles, or in personal belongings) may be subject to sanctions.
2. Alcohol is prohibited at all **University-sponsored events** (including off-campus events).
3. Any **officially recognized student club or organization** (regardless of legal drinking age of its members) is prohibited from hosting or participating in any formal group event (on or off-campus) that involves alcohol. Such groups include but are not limited to special interest groups, social clubs, athletic and intramural teams, and Spring Break Campaigns.
4. **Intoxicated students coming onto campus or to a University-sponsored event** will be sanctioned. For the purposes of ACU's student conduct policy and process, intoxication will be defined as any disruptive, destructive, hazardous, vulgar, or uncontrolled behavior during or following the consumption of alcoholic beverages.
5. **Alcohol-related disturbances** caused by ACU students who reside in local off-campus housing may result in disciplinary action.
6. **Alcohol paraphernalia** (such as glassware commonly used to serve alcoholic beverages; empty beer bottles or cans; posters, clothing, or signs promoting alcohol, etc.) is not permitted on campus.
7. All students must abide by **Texas law** related to the possession, consumption, and distribution of alcohol. Specifically, Texas law prohibits the following:
 - i. The purchase, possession, or consumption of alcoholic beverages by a person under 21 years of age (Texas Alcohol Beverage Code Sec. 106.02, 106.04-106.05, 106.071);

- ii. Being intoxicated in public to the degree that one poses a danger to him/herself or to others (Texas Penal Code Sec. 49.02);
- iii. Furnishing alcohol beverages to a minor (Texas Alcohol Beverage Code Sec. 106.06);
- iv. Driving under the influence of alcohol (Texas Penal Code Sec. 49.04).

SANCTIONS:

Students who are found guilty of violating the University policy concerning the possession, consumption, or distribution of alcohol or related disturbances will be subject to a range and/or combination of the following sanctions: (1) fines ranging from \$100 to \$250; (2) completion of an alcohol education program, which involves a \$75 fee to students; (3) counseling; (4) disciplinary probation; (5) indefinite suspension; and (6) dismissal from the University.

Violations of under-age drinking, and serving or making alcohol available to those who are under the legal drinking age will result in strict sanctions (up to and including dismissal) and will be turned over to the appropriate legal authorities.

This information is intended to give students a range of expected outcomes or consequences regarding violations of the University's alcohol policy. Depending on the level of severity involved per violation, and at the discretion of the Vice President for Student Life or his/her designee, sanctions may vary from what is outlined above. Subject to privacy laws, parents or legal guardians may be contacted where deemed appropriate.

ACU Study Abroad Program

Sample Faculty E-mail to Parents

This is an example of the program-specific email that faculty members are expected to send to the parents of students traveling abroad with them. This e-mail is intended to provide parents with important program information, a first-line contact, and peace of mind.

Parents of Students Studying Abroad:

I thought I would take a moment to introduce myself to you and thank you for entrusting your children to me this summer. Any time you need clarification about something we are doing, or if you believe your child is having some personal difficulties, I want you to feel free to contact me by e-mail. I will maintain the confidentiality of any personal issues you might want to discuss. I would also like to give you more detail about our plans for our time abroad.

ABOUT OUR TIME IN ABILENE

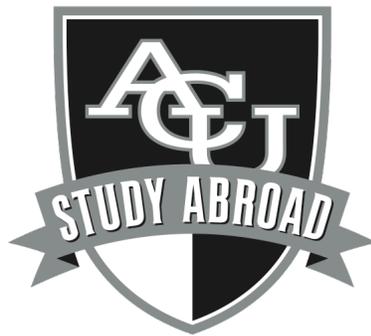
From May 18 to 29, we will meet at ACU. Each day we will have a 1 1/2 hour class on Spanish/Latin American Culture. In the afternoons we will do healthcare-related activities. The purpose of this is to help our students understand how our own healthcare system works. We will volunteer at a local non-profit organization that sends medical supplies around the world, visit a local hospital and learn about the economics of healthcare, visit the local Public Health Clinic, talk to a local insurance agent about the cost of medical/dental insurance and why so many people are uninsured, and learn how to take vital signs we will use in our Medical Clinic work in Montevideo.

ABOUT OUR TIME IN MONTEVIDEO

While in Montevideo, we will visit the U.S. Embassy for a reception, the national medical school, the national dental school, the medical school teaching hospital and large public hospital, the British Hospital and a local neighborhood clinic. Additionally, we will work with local Christian doctors to provide medical clinics in some neighborhoods of Montevideo. We will have the opportunity to shadow a Christian doctor on her rounds in the local hospitals and accompany a nurse as she makes home visits in a needy neighborhood.

By the way, will have some fun. For 5 days, we will travel to Iguazu Falls in Brazil/Argentina and then to Buenos Aires. We will have a couple of day trips to tourist areas outside Montevideo as well. The students will have one 3-day weekend to travel on their own (if they wish). I don't know exactly what the weather will be like, except that it will be late fall (temperature range: upper 50's, lower 40's). I have suggested they dress in layers.

Once again, if you have any questions or concerns, please contact me by e-mail. Thank you for sending your children on this exciting adventure!



Safety & Prevention

This section includes pertinent information regarding the proper preparation for and handling of a crisis or other safety concerns while traveling abroad.

ACU Study Abroad Program Crisis Management Plan

- **Definitions of a Crisis:**
 - Death of a student or faculty participant
 - Serious injury or illness resulting in hospitalization of a student or faculty participant
 - Civil or political unrest; terrorist attacks, local or abroad
 - Natural disaster
 - Disappearance, abduction, arrest, or detention of student or faculty participant
- **Definitions of what a Crisis is NOT:**
 - Injury/illness that does not result in hospitalization
 - Minor car accident
 - Dismissal of a participant
- **Pre-trip planning actions to be taken by director or his/her designee:**
 - Acquire and carry contact and emergency information for all program participants at all times.
 - Secure copies of passports for all program participants.
 - Advise participants of appropriate U.S. Embassy contact numbers.
 - Determine in advance a central location for students, faculty, and staff to meet.
- **Actions to be taken by director or his/her designee upon arrival:**
 - Identify and locate the pre-determined central location for participants to meet.
 - Review Crisis Management Plan with all program participants.
 - Review common security issues with all program participants.
- **In the event of an emergency, director or his/her designee responsibilities:**
 - Assess the situation and take appropriate action, based on the following:
 - What has happened?
 - Where has it occurred?
 - Who or what is in danger at the moment?
 - How have details been verified?
 - What immediate action should be taken?
 - Is there a threat to life or health?
 - What is likely to happen next?
 - How long have we got to act?
 - What options exist and who might be able to assist us?
 - Notify and gather program participants at the pre-determined central location.
 - Account for all members of program participants.
 - Contact a member of the Crisis Management team (see next page for additional info.):
 - 1) Kevin Kehl – 325.674.2231**
 - 2) Stephen Shewmaker – 325.674.2317**
 - 3) Suzanne Allmon – 325.674.2412**
 - 4) Jean-Noel Thompson – 325.674.6802**
 - 5) Mike Murphy – 325.674.2366**
 - 6) Grant Rampy – 325.674.2696**
 - Protect, inform, and comfort participants. Remain calm!
 - Prepare the group for on-site assistance or immediate departure.
 - Follow procedures set forth by the Crisis Management Team.

Insert crisis management team contact info

Incident Report

Please fill out this form as completely as possible. In the event of any legal action this form will serve as the basic official college record of what transpired and what actions were taken by responsible college officials at the scene of the incident. Attach extra sheets as necessary and any documentary evidence. Fax a copy of your report to the Center for International Education (325-674-2966) as soon as possible. Submit the complete original report and all supporting materials to Kevin Kehl, CIE Director, upon your return to the United States.

Date of Incident _____ Location of Incident _____
Time of Incident _____ Were you present? _____

Name of student involved (*Please use a separate form for each student*):

Names of other students involved: _____

Brief description of what happened: _____

Who provided this description if you were not a witness (*Please list all names.*):

If you were not present, when were you informed? _____

What actions did you take? _____

If the student was transported to a hospital or clinic, please provide complete name of the facility, its phone and fax numbers, and address _____

Names and phone numbers of all physicians who examined or treated the student

Dr. _____ Phone _____

Dr. _____ Phone _____

Exact names of any medications prescribed to the student (*Please keep all packaging/inserts*):

Rx: _____

Rx: _____

Rx: _____

Rx: _____

Was the student conscious and capable of making informed judgments about his or her medical treatment? _____

If the student was not capable of making medical decisions, who made any decisions?

What, if any, follow-up care was recommended? _____

Were the police or legal authorities notified of the incident or present at the scene?

Names and phone numbers or responsible legal authorities in charge of the case:

_____ Case # _____

Was the U.S. or relevant embassy notified: _____ Name and number of responsible consular officials involved in this incident _____

Dates/times of contract with the Center for International Education and/or parents:

Signature

Date

Time

Risk Management Plan for ACU Study Abroad Programs

- Application process includes the following:
 - Emergency Notification Form (includes medical information)
 - Faculty References (2)
 - Student Life Reference
 - Withdrawal Ineligibility Policy
 - Behavior Contract
 - Release and Indemnification Agreement
 - Please note: student applicants with questionable recommendation forms, medical histories, or academic records are required to speak personally with the Executive Director of the CIE for further evaluation before admission into an ACU Study Abroad Program is granted.
- Students attending an official ACU Study Abroad Program at any of our permanent sites must attend the following:
 - Pre-departure orientation.
 - Personal safety: addresses issues such as sexual assault, flow of automobile traffic, local areas and neighborhoods to avoid.
 - Personal responsibility: explains adherence to the ACU Code of Conduct and consequences for failure to comply.
 - On-site orientation covering the areas mentioned above plus additional site-specific information.
 - Upon student's arrival, on-site Directors review emergency evacuation from the facilities and other safety procedures specific to the site with students. On-site Directors communicate contact information for overnight group excursions with the Study Abroad office.
 - Students must "sign out" when they leave the facility to spend the night away during personal travel. The information they must provide includes the address and name of their chosen hotel and a working telephone number.
- The CIE registers all students with the U.S. Department of State in the country that serves as the home base for the ACU Study Abroad Program.
- The CIE provides a laminated card to each student that includes important emergency contact numbers, including cell phone numbers of directors, faculty, and the U.S. Embassy.
- All students are enrolled in an international health insurance plan with HTH Worldwide, which includes major medical coverage, medical evacuation, repatriation of remains, as well as accidental death and disability coverage.
 - We have a very good working relationship with healthcare professionals in Montevideo, Oxford, and Leipzig.
 - In Montevideo, we pay for a service that brings medical care directly to our facility.

- We ask our students to report any cases of sexual assault or harassment to the on-site directors for possible follow-up with local government authorities.
- We have a reciprocal “safe house” agreement with Pepperdine University and Harding University. In the case of an emergency, our students may seek refuge in their facilities. This includes those cities in which their programs exist: London, Florence, Heidelberg, Athens, and Buenos Aires.
- We regularly check information on the Centers for Disease Control website and with local healthcare providers so as to provide us with up-to-date protocols regarding required immunization and other health concerns for the countries in which we reside and make group travel excursions.
 - The CDC requires that all visitors traveling to Iguazu Falls have a current Yellow Fever immunization.
- Our on-site directors review building fire safety plans with the students upon their arrival.
- Oxford housing
 - Front entrances to our houses in Oxford have keyless door code entry.
 - There are working fire extinguishers on each floor of the house.
 - St. Hugh’s College, the owner of the houses, performs annual fire safety reviews.
 - St. Hugh’s College has security personnel on-site 24/7, as well as an extensive CCTV network.
- Montevideo housing
 - Multiple secured doors must be negotiated prior to entering student living quarters.
 - There are working fire extinguishers on each floor of the house.
 - The Montevideo Fire Department conducts an annual fire safety review.
- Germany housing
 - Multiple secured doors must be negotiated prior to entering student living quarters.
 - There are working fire extinguishers on each floor of the house.
 - Trinom Business Apartments conducts fire safety review.
- Each permanent study abroad site has a written emergency response plan, which is reviewed annually.

We review the policies, procedures and safety protocol for other short-term programs which ACU faculty would follow before a new program would be approved.

ACU Study Abroad Program Safety Tips While Abroad

- 1) Remember that YOU are the foreigner and **you are a guest in another country**. Respect the people and their customs, traditions, religion, style of clothing, and rules of etiquette.
- 2) **Be aware of your surroundings**. Take note of suspicious people or events happening around you as you walk or ride to your various daily activities and other destinations. Make changes to your route to avoid any political demonstrations or other dangerous circumstances.
- 3) **Don't become a target!** Don't wear expensive jewelry or become careless with your purse or wallet, camera, etc. In general, don't stand out. Wear conservative clothing. Especially avoid anything remotely resembling an American flag shirt or an FBI baseball cap. Notice what the average person on the street wears and dress in a similar fashion. Don't be loud or obnoxious in any setting. **Maintain a low profile**.
- 4) There is safety in numbers; **travel in groups** of two or more. Make absolutely sure you have informed the On-Site Director in writing of your destination and when you will return.
- 5) **Check maps before you go out**. Looking lost or confused can make you vulnerable. Plan where you are going before you leave.
- 6) **Seek advice about anything concerning "life outside the facility"**; ask the On-Site Director and other culture experts about appropriate behavior.
- 7) **Report unfamiliar or suspicious objects or occurrences** to the authorities, beginning with the On-Site Director. Treat packages from unfamiliar sources with suspicion.
- 8) **Photocopy important documents**. In case your wallet or backpack is lost or stolen, keep a copy of your passport, health insurance card, driver's license, student ID, etc. Store this information in a safe place, preferably not in the same place as the original documents, and do not keep them with you. You may also want to leave a copy for your parents or emergency contacts back in the United States.
- 9) **Avoid scam artists**. Beware of strangers who approach you, are overly friendly, offer bargains, or offer to be your guide. Pickpockets tend to work in groups and distract you. Stay alert to your surroundings.
- 10) Develop your own **"personal emergency plan"** to know what YOU will do in an emergency. Use common sense as the local population defines the term.

ACU Study Abroad

Oxford Tips from Faculty Members

Oxford:

- **On getting to know students:**
 - Choose to have students over for a meal before and while you travel.
 - Offer invitations to students who want to accompany you on trips.
 - Invite students to watch local television programs with you, especially if they are related to class topics.
 - Have classes in coffee shops, in the parks, on walkways, and among the trees in and around the colleges.
- **On packing well:**
 - One nice outfit is likely sufficient, so bring things that you don't mind leaving behind in Oxford or could donate to Oxfam.
 - For winter: Bring things to layer.
 - For summer: Bring things to layer and a light jacket for cooler, rainy days, and shorts for warmer days.
 - Buy and break in a quality pair of walking shoes.
 - Bring your favorite recipes and uncommon foods like peanut butter or decaffeinated coffee and tea.
 - Pack liquids in Ziploc bags and bring a supply of various toiletries, cosmetics, and contact solution.
- **On ideas for accompanying family:**
 - Read the book *Oxford for Under Eights* for activities for kids.
 - Develop a regular daily schedule.
 - Bring some comfort foods, toys for kids, and pictures of family.
 - Join some of the extra-curricular classes offered, such as swimming.
 - Fat Tire Bike Tours are fun tours that older kids will enjoy.
- **On things you need to know before going:**
 - The faculty flat has a washer and dryer that will be shared by faculty.
 - Linens and towels are provided, but bring a washcloth.
 - There are numerous grocery stores in the city, as well as a convenience store around the corner.
 - Pharmacies are numerous and can help you without an appointment.
 - There are a few medical clinics within walking distance of the houses.
- **On settling things at home before leaving:**
 - Set up your bills to be paid online.
 - Hire a car babysitter who will drive it periodically.
 - Cancel or forward magazine or newspaper subscriptions.
- **Useful and informational websites:**
 - DailyInfoOxford: www.dailyinfo.co.uk
 - Oxford University: <http://www.ox.ac.uk>

ACU Study Abroad

Montevideo Tips from Faculty Members

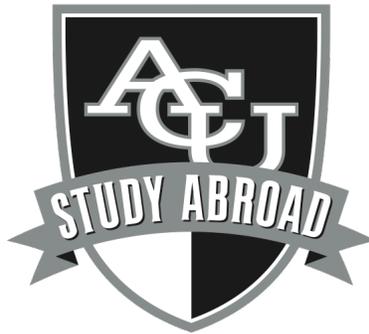
Montevideo:

- **On getting to know students:**
 - Choose to have students over for a meal before and while you travel.
 - Show students the Casa ACU video and a map of Uruguay before you leave so that they understand where they are going.
 - Offer invitations to students who want to accompany you on trips.
- **On packing well:**
 - Take clothes you can leave behind so you can bring things back.
 - Use roll-up bags that you squeeze air from to pack clothes efficiently.
 - Do not take too many dress clothes, as jeans are acceptable in class.
 - Bring a week's worth of both warm and cold weather clothing.
 - A set of work-out clothing and a swimsuit are necessary items.
 - Pack travel size toiletries as most products are sold in Montevideo.
 - Bring medicines for allergies, nausea, headaches, etc.
 - Buy and break in a quality pair of walking shoes.
 - Be sure to pack any specialty foods you may need, like peanut butter.
 - Pack a large supply of feminine products, according to your needs.
 - Bring a small, durable piece of luggage or backpack for short trips.
- **On ideas for accompanying family:**
 - Montevideo is home to many beautiful and fun parks.
 - There are many affordable gyms available close to the site.
 - Bring pictures of family who are staying behind.
 - Bring a laptop, games, or movies your family likes to watch.
- **On things you need to know before going:**
 - Be sure to get to know the people of the El Chana church.
 - Take some time to learn a little Spanish, but remember that many locals in Montevideo have a working knowledge of English.
 - There is an inexpensive laundry service close to the building.
 - School supplies are readily available in Montevideo.
- **On settling things at home before leaving:**
 - Set up your bills to be paid online.
 - Notify credit card companies that you are traveling.
 - Hire a house and car babysitter.
 - Cancel or forward magazine or newspaper subscriptions.
- **Useful and informational websites:**
 - Uruguayan news: <http://www.uruguaydailynews.com/>

Additional Safety for Students Abroad

1. The CIE has frequent and regular communication with all ACU Study Abroad Programs.
2. Each site is required to have an action plan for crisis, emergencies, and evacuation.
3. Students are informed at orientation and in subsequent conversations as to what their actions should be in the event of a crisis. Among other safety tips, students are discouraged from gathering in large groups at traditionally American/Western businesses (e.g., McDonald's, Starbucks). Students are also discouraged from traveling during rush hours.
4. Study abroad students carry a card that lists phone numbers to call in the event of an emergency.
5. Program directors are required to carry cell phones at all times, and students are supplied with these cell phone numbers.
6. The ACU Study Abroad office informs the local U.S. embassy or consulate of the names of our students.
7. The ACU Study Abroad office carefully monitors U.S. State Department announcements. In the event of a crisis, we would carefully follow State Department advice.
8. On-site program directors abroad have staff from the host country or close relationships with nationals that help them monitor any given situation. These directors also speak the language of the host country and live long-term in the host country.
9. Our study programs are not conducted like tourist programs, where "foreigners" are always obvious to locals. We do quite a bit of "blending in" with the local landscape, which serves to enhance safety.
10. In the event of an emergency evacuation we will endeavor to offer suitable alternatives for the completion of the full semester of study. Contingency planning is part of the overall design of ACU Study Abroad Programs.
11. If a program is canceled due to an emergency situation, ACU will refund tuition and fees if another suitable alternative site or learning setting is not available.
12. Program directors attend regular in-service meetings with Abilene Christian University administrators, which include a session on emergency planning and safety issues.
13. A sufficient amount of cash is kept safely on-site to help meet expenses in an emergency/evacuation situation.
14. Locks and/or combinations are frequently changed to ensure safety.

It is understood that participation in any study abroad program involves risks not found in study at the university. These risks include: traveling to and within, and returning from, one or more foreign countries, foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; and other matters. All participants have made their own investigation concerning these risks and are willing to accept them.



Student Materials

This section includes applications, forms, and guidelines given to students that are necessary for faculty members to read and reference when appropriate.

When not included in this handbook, these materials may be found online at <http://www.acu.edu/academics/studyabroad/forms.html>.