



Faculty Handbook: Drake University Seminars and Off-Campus Courses/Programs (Domestic and International)

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* NOTE: This section, pages 2-15 (General Information for Seminar Participants and Visitors), is repeated in the Student Handbook, also at pages 2-15. If changes are made to one Handbook within pages 2-15, the same changes must be made to the other Handbook.

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INTRODUCTION TO FACULTY HANDBOOK

This handbook is designed to guide Drake faculty members in the successful development and management of credit Seminars (domestic and international) and other classes abroad. For purposes of brevity in this handbook, the term “Seminar” will be used to refer to all domestic and international study seminars and off-campus courses/programs. As used in this handbook, the word “Participant” broadly includes everyone with any connection to Drake who will be at the Seminar location, even if they are not enrolled for credit. “Participants” may be further broken down into “Students,” “Instructors” and “Visitors.” The term “Student” as used herein refers to those enrolled at the University who are participating in the Seminar as part of their University education. As used herein, the term “Instructor” refers to the person principally in charge of the Seminar. As used herein, the term “Visitor” refers to all alumni, friends or family of Participants, who are allowed to travel to the Seminar site but who do not officially participate in the Seminar and receive no credit. The term “Visitor” also includes all Drake employees who are “just along for the ride,” i.e., those who are not officially leading/assisting with the Seminar as part of their employment duties.

Potential Seminar Participants are invited to contact Gretchen.Olson@drake.edu, Director of International Programs and Services, with any questions or comments related to Seminars or contents of this handbook. This handbook will also be available on the Web.

NOT A CONTRACT

THIS HANDBOOK DOES NOT CONSTITUTE A CONTRACT BETWEEN DRAKE UNIVERSITY AND ANY PERSON OR ENTITY. DRAKE UNIVERSITY RESERVES THE RIGHT TO MAKE CHANGES TO THIS HANDBOOK WITHOUT PRIOR NOTICE.

GENERAL INFORMATION FOR SEMINAR PARTICIPANTS AND VISITORS

Philosophy

Drake University has established and approved Seminar courses for the benefit of students. These courses are by nature experiential; but they are also designed to be full academic experiences. The traveling, with its varied experiences, is not in itself justification for the existence of these programs. They have a solid academic base. They are often physically demanding as well.

When you accept a place in one of these Seminars you are agreeing to follow the policies and procedures established to help ensure the success of the Seminar. Remember, there are both freedoms and limitations involved in off-campus study.

All Seminars involve risk. It is the responsibility of Participants to take whatever steps are necessary to minimize risks to themselves. Although reasonable effort is made to protect the health and safety of Participants, Drake cannot guarantee a risk-free environment or accept responsibility for accidents or illnesses.

Policies and Procedures

The policies and procedures governing students who participate in Seminars are set forth throughout this handbook. Instructors have authority to impose additional policies and procedures as reasonably dictated by the circumstances of each Seminar. Should the Instructor decide that a student must be removed from the Seminar or otherwise disciplined because of conduct in violation of the Drake Code of Student Conduct, disruptive behavior, conduct that could bring the University disrepute or conduct that violates any provision of this handbook, that decision will be final.

Travel Coordination

Traveling requires organization and coordination. Schedules for trips, movements at airports, and other areas concerning travel arrangements will often necessitate certain regimentation. Students are obliged to cooperate in this regard, realizing that it is imperative to follow the directions of one person when traveling in groups.

Attendance

It is essential for students to attend all classes and other scheduled activities while on a Seminar Course. The future of our off-campus courses/programs depends upon the goodwill of our coordinators and Instructors. Drake must protect that goodwill by *requiring* that students be present at every scheduled class and activity.

Drugs and Alcohol

All U.S. legal and University Student Handbook restrictions on use of drugs and alcohol apply to Seminars. Any students violating Drake University policy regarding alcohol, illicit drugs, and/or controlled substances will be subject to disciplinary action, including immediate removal from the Seminar.

Foreign visitors in countries abroad are particularly vulnerable when it concerns violations—intentional or unintentional—of local rules and regulations concerning alcohol and, in particular, drugs. Using drugs abroad can carry heavy penalties, including the death sentence. The process of law and punishment may be far more arbitrary than within the United States and may lead to prolonged imprisonment under substandard conditions. Obey the local laws.

If you are going to drink alcohol, do so responsibly and in conformance with local laws and the Drake Code of Student Conduct. Be aware that accidents are more likely after using alcohol or drugs, as well as pain and embarrassment. You are also unlikely to be covered by insurance if alcohol is involved.

Travel Responsibly

Students are expected to conduct themselves in a responsible and mature manner at all times. This includes being sensitive to cultural dress, norms and behavior in the sites visited. The Instructor will inform students of the appropriate dress, norms and behavior at each site and it is the responsibility of each Participant to adhere to these requirements.

Responsible travelers should balance the desire to experience the world with a respect for the cultural and natural heritage of local environments and societies. Traveler, backpacker, or explorer, you are always a guest in another country.

- **Research your destination before you travel** - Find out about local practices, customs, greetings and religious traditions to help you respect and better understand the local people and culture. Talk to other travelers to find out about recent experiences and information which may not be found in guide books.
- **Welcome diversity** - Travel is all about having an open mind and being inquisitive, so remember, although certain local customs may initially seem strange, they can represent thousands of years of cherished history and culture. Try to learn from them.
- **Support host communities** - By purchasing regional products instead of imported goods you are supporting the local economy. Use local services and businesses that employ members of the community; it is far more enriching and is mutually beneficial.
- **Respect the local culture** - When conversations focus on local politics, religion, customs and methods of dress, be objective and try to understand the local perspective. Share your ideas rather than imposing them so as to not offend.
- **Learn a few words** - Try to learn some words in the local language such as thank you, please and hello, as it will be appreciated and shows a respect for the culture.

- **Religion** - In some countries there is no clear distinction between religious and civil law. Don't assume that religion is simply a matter of personal choice. Local customs and laws should be respected.
- **Dress appropriately** - You should respect any dress code required for admittance into places of worship, such as covering up shoulders and legs or removing your shoes.
- **Think before you snap** - Always ask before you photograph people, traditional ceremonies and any important artifacts to avoid causing offense.

Operation of Motor Vehicles

Operation of a motor vehicle in another country is strongly discouraged. Traffic laws and regulations differ from those in the United States. In some countries, an international driver's license is required. If an accident occurs, you and/or your personal insurer are solely responsible for all liability, damages and costs.

Visitors

Students are reminded that the Instructor must approve visits by family members or friends. All Visitors must make their own arrangements for travel, housing and food. Any costs connected to these visits will be borne by the Visitors. Students in Seminars cannot offer housing accommodations, meals or participation in classes and/or field trips to Visitors.

All visiting family members and friends must complete the **SEMINAR VISITOR RELEASE, INDEMNIFICATION AGREEMENT AND STATEMENT OF UNDERSTANDING (To Be Signed by Each Adult Visitor)** found in this handbook. The original signed copy of this form must be sent to the Office of Business and Finance.

Independent Travel at End of Seminar

Many students make arrangements to remain on site and/or travel rather than return directly to the United States at the end of a Seminar. Drake's responsibility for students in Seminars ends at the time the group departs the host location or country. An Instructor may require written notification by a parent or guardian to allow a member of the Seminar to join family members.

Insurance

All Participants have the responsibility to obtain sufficient health, accident, disability, hospitalization and personal property insurance to cover themselves during their participation in a Seminar. Participants should know what their insurance coverage includes and bring proof of insurance with them when they travel. Participants should also know their insurer's expected method of payment. Some HMO's offer little or no coverage outside specific geographic areas. Hospitals in the host location may require on-the-spot payment. Any decision to purchase additional coverage (beyond the International Student Identity Card for students on international Seminars) is left to the sole discretion of the student and his/her family.

Insurance through parents, spouse, school, or other insurance

Participants should talk with their family and insurance agent to find out exactly what coverage includes. They may want to consider the following:

- Does the plan include hospitalization coverage for accidents and illnesses while abroad?
- What is the maximum amount of coverage provided? Are there deductibles? If so, what are they?
- Will the plan include emergency room expenses?
- What is the coverage for medical evacuation (i.e., returning to the United States to be given the appropriate medical treatment for injury or illness; sometimes includes returning on an airplane with a medical unit)?
- In the event of death, what is the coverage for repatriation (i.e., return of bodily remains after death to country of origin)?

Participants should consider whether or not they want to purchase individual travel insurance to cover the cost of lost airline tickets, baggage, etc. While Drake does not require travel insurance, we do recommend that you discuss the issue with your insurance representative.

Participants should also consider whether to purchase trip cancellation insurance, which protects Participants financially if they have to cancel or interrupt their study abroad program for medical reasons. While Drake does not require trip cancellation insurance, it is another type of insurance that Participants should discuss with their insurance representative.

Contact the Office of Business and Finance at 515-271-3116 to request WorldNet Services Corporation Travel Assistance Program brochures and ID cards. WorldNet Services is provided as a part of Drake's Group Travel insurance. WorldNet can assist Participants in locating various services while abroad.

Participants who plan to lease and drive a vehicle within the United States must contact the Office of Business and Finance at 515-271-3116 to ensure appropriate insurance is in place and to obtain and fill out the appropriate forms (including Motor Vehicle Report Request and Fair Credit Report Authorization).

An updated insurance guide is available at <http://www.drake.edu/busfin>. This site is a useful reference to property and casualty insurance issues and also has forms that are downloadable and printable. Insurance coverage changes annually. Please contact the Office of Business and Finance for clarifications and questions.

International Identity Card

Drake requires all international Seminar Participants to purchase the International Student Identity Card ("ISIC")/International Teacher Identity Card. These cards provide a 24-hour Help Line, insurance for emergency medical evacuation and repatriation of remains, and (minimal) sickness/accident coverage in addition to travel discounts in some countries. ISIC also provides holders with 24-hour legal assistance, lost travel document assistance, emergency message center and interpretation services. All ISIC Student ID Cards issued in the U.S. include basic travel insurance while traveling abroad.

Applications for the ISIC and International Teacher Identity Card are available in the Student Life Office (SLC) and can be distributed at orientation. Students age 12 and up who are currently enrolled as full-time, degree seeking students at an accredited institution can receive the ISIC. Continuing education, language school, and non-degree seeking students are not eligible.

Completed applications for the ISIC and International Teacher Identity Card must be submitted with passport photo; proof of student, faculty or youth status; proof of age (copy of driver's license, passport or birth certificate), and payment. If a student does not bring a photo, SLC will take one for \$10. Cost of ISIC is \$22. Cards are made immediately in the SLC Office.

For information on discounts with the ISIC check:

<http://www.myisic.com/MyISIC/DiscountFinder/Home.aspx> or
<http://www.isic.org/sisp/index.htm?fx=isic.discounts> for discount details and restrictions.

Call 515-271-3711 for brochures on the ISIC program. The ISIC has a 24-hour help line, reduced prices on bus tickets, museums, cultural attractions and activities.

Changes

Drake University reserves the right to make cancellations, changes or substitutions, in its sole discretion, in case of emergency or changed conditions or in the general interest of the Seminar.

Applications, Deposits and Tuition Payments

Group sizes are generally limited (10-20); therefore, early application is important. In addition, Seminars may be canceled if there is insufficient enrollment (for Instructor to receive full compensation enrollment must be 10 or more).

A non-refundable deposit is required with each application. Instructors must consult with the Assistant to the Provost, at Ext. 4985, regarding the revenue account for students to use when making deposits.

Applications and deposits are due to Student Accounts **at least** ten weeks before departure (March 1 for interim Seminars). Space permitting, later applications may be accepted under special circumstances, although students may be assessed a late charge or have to pay higher airfare.

Student applications should be sent to:

(Instructor's name)
(Department Name)
Drake University
2507 University Ave.
Des Moines, IA 50311-4505

The final Seminar balance is due to Student Accounts six weeks before departure (April 1 for interim Seminars.)

The University may be unable to provide final travel arrangements until full payment for the Seminar has been made.

Students may pay Seminar tuition by check, Visa or Master Card. Checks should be made payable to Drake University unless otherwise noted. All payments must be made in the Office of Student Accounts, 102 Old Main, 2507 University Avenue, Des Moines, IA 50311 or call 515-271-2151.

Cancellations, Withdrawals and Refunds

Seminar deposits are refunded only in cases of bonafide medical withdrawal, Seminar cancellation or student withdrawal/suspension from the University, any of which must occur and be documented, including a written request for return of the funds, prior to the Seminar departure date. In the case of bonafide medical withdrawal, the student must also submit to the Instructor, prior to departure date, a physician's statement of reasons why the student cannot/should not undertake the trip. In all cases, any refund may be reduced to the extent the University itself is unable to obtain a refund or where a penalty or extra charge is imposed for a cancellation or change.

Should a student withdraw while a Seminar is in progress, he/she will forfeit the deposit and all non-recoverable fees and will also be responsible for any additional fees that result from the withdrawal (such as additional airfare).

Passports and Visas (For International Seminars)

Visas

Some countries require a visa, which is a special permission to visit the country, signified by a stamp entered in your passport. Call the consulate of each country you plan to visit or check out the U.S. State Department's Web site at www.travel.state.gov/visa/americans1.html to obtain details on visa requirements. Processing of visa applications can take weeks, so plan ahead.

Passports

A student who is interested in an international Seminar but who does not have a valid passport should apply for one immediately.

To apply for a passport, students will need:

- an expired passport OR a certified copy of their birth certificate with an embossed seal; obtainable from the Clerk of Court in the county in which the student was born.
- two passport photos (available at the International Center or local photo shops.)
- \$85 fee. For information on passports go to <http://www.state.gov>.
- an application form.

Participants can apply for a passport at a major post office, a county government building, or a passport office. The Des Moines passport office is located at the Main Post Office on 2nd Avenue. Although the standard application process usually takes 4-6 weeks, it can take as long as three months. If your Seminar is taking place within six weeks, inquire about a faster application process called “rush.” To further expedite the “rush” service, the Participant should send the application overnight or express mail along with a self-addressed, pre-paid overnight/express mail return envelope.

Additional information on obtaining passports is located on the Department of State’s web page: <http://www.state.gov/travelandbusiness/>. When the passport is received, it must be signed on the page opposite the photo to make it valid.

Seminar Participants should photocopy the first pages of their passports, including the photo page. They should keep the copies with them throughout the Seminar, in a separate place from the original passport in case the original is lost or stolen.

Any papers or cards that are inserted in the passport or given to Participants by immigration or customs officials should be carefully stored in the passport throughout the Seminar. You may need to present them upon departure or re-entry into the United States.

Packing and Baggage Limits

Participants must pack lightly! While 50 lbs. is the maximum for checked luggage on most airlines (international flights) they should bring far less.

Traveling light requires taking very little and choosing what you do take carefully. You may have to wash some clothes; therefore, you might want to take a medium-sized flat drain plug, laundry soap and a short clothesline in a medium size plastic bag that cinches shut.

You may be surprised to find that your toiletries, medications, camera, film and documents will take up at least half of your carry-on luggage. Shampoo, soap and other toiletries should be small sized.

Pack your carry-on luggage; then take a nice long walk in hilly terrain. If it is difficult to carry, review what’s inside and leave more items at home. Some experts advise travelers to take half the clothes and double the money.

The current size limit for checked baggage is 62 linear inches (combination of length, width and depth), and most airlines allow only two checked bags. Be careful not to pack prohibited items. If you do and are traveling abroad, delays may be significant. For further information on security check the following site:

Travel & Consumers Travel Tips – check-in and screener check points at <http://www.tsa.gov/travelers/index.shtm>

It is convenient to take only carry-on luggage (in case time between flights is short) but airline restrictions may make this difficult. Carry-on bags should be no more than 45 linear inches and should be relatively thin (about 9 inches deep). If you check luggage, lock it with TSA locks and attach a sturdy luggage tag – one that does not reveal your name and address too easily. Your group may also wish to use a group identifier – like a bright piece of yarn or ribbon – on each piece of your group’s luggage in order to identify items easily.

Carry-on luggage should include one change of clothes, essential toiletries, medications, glasses or contact lenses, ISIC and WorldNet cards, cash, traveler’s checks or credit card, tickets, identification (even for domestic flights) and passport/visa for international flights (Participants must NOT pack their passports/visas in luggage that will be checked.)

Customs Regulations (U.S.)

Liquids:

- 3 –1–1 for carry-ons = 3 ounce bottle or less; 1 quart-sized, clear, plastic, zip-top bag; 1 bag per passenger placed in screening bin. One-quart bag per person limits the total liquid volume each traveler can bring. 3 oz. container size is a security measure.
- **Consolidate** bottles into one bag and X-ray separately to speed screening.
- **Be prepared.** Each time TSA searches a carry-on it slows down the line. Practicing 3-1-1 will ensure a faster and easier checkpoint experience.
- **3-1-1 is for short trips.** If in doubt, put your liquids in checked luggage.
- **Declare larger liquids.** Prescription medications, baby formula and milk are allowed in quantities exceeding three ounces and are not required to be in the zip-top bag. Declare these items for inspection at the checkpoint.
- Beverages purchased after security screening are allowed.

Locks:

- Buy TSA-approved locks in case of baggage checks (e.g. Safe Skies, Travel Sentry, Prestolock). In the event that TSA agents need to check your bags, they can open the lock and re-secure it without having to break it.
- Visit <http://www.tsa.gov/travelers/airtravel/assistant/locks.shtm> to find out which locks are TSA-approved.

Items For Participants To Bring

- 1) An ample supply of all prescription medications, a copy of the prescription and a letter from a doctor authorizing its use. A sufficient supply of over-the-counter medications that may not be readily available while traveling.
- 2) At least two pairs of glasses or contact lenses, and the prescription for them.
- 3) A diary or journal, notebooks, pens, pencils, camera, film, thank you notes for hosts (or as your Seminar requires).

- 4) Addresses, phone numbers, e-mail address for family, friends (although e-mail access may not be available everywhere).
- 5) International Student Identity Card (for international offerings) and WorldNet Services Card for Travel Assistance. Students must bring both brochures, which contain phone numbers for service.
- 6) Small, non-breakable gifts for people you meet. (Drake pens or pencils, balloons, key chains, postcards.) If the international Seminar offers a home-stay experience, students may want to take one or two “nicer” gifts, such as a Drake T-shirt, cap, mug, or box of candy.
- 7) Comfortable walking shoes.
- 8) Sufficient appropriate clothing for the climate, culture and length of the Seminar. (Instructor should provide students specific information at orientation meetings.)

Below is a more detailed suggested list of what to take:

Clothing

1 pair of walking shoes or sandals	1 pair of flip-flops or shower shoes
2-4 pairs of socks	4 pairs of underwear
1-2 pairs of shorts	1-2 skirts/trousers
3 shirts	1 sweater/sweatshirt
1 poncho/rain jacket	1 light jacket
1 bathing suit	1 sun hat or cap
1 semi-nice outfit	

Medicine and Toiletries

Prescription medications and prescriptions	Toothbrush and toothpaste
Soap and shampoo	Comb and/or brush
Sunscreen, moisturizers, cosmetics	Deodorant
Small first aid kit, including bandages	Aspirin or other pain relievers
Tissues	Disposable razors
Mosquito repellent	Eyeglasses, sunglasses, contact lenses, cleaning solution, and lens prescription

Miscellaneous

Camera and film	Flashlight
Address book	Travel journal
Books, guides and maps	Daypack
Laundry soap and line	Flat drain plug
Small sewing kit	Bags for storage/dirty clothes
Change purse	Luggage lock and tags
Battery-operated alarm clock	Moist towelettes
Extra batteries	Adapter and voltage converter
Cellular phone	Foreign language dictionary

Documents, Etc.

Passport (and visa, if required)	International Student Identity Card (ISIC) and brochure
Money belt or neck wallet	International Teacher Identity Card (ITIC) and brochure
Phone card	Cash, traveler's checks, credit cards, ATM card
WorldNet Travel Assistance Card and Program Brochure	

Medical Problems or Illness During Seminar

Each Participant should provide information to the Instructor and on the Application about current or past medical problems or conditions that may affect the safety and well-being of the Participant or that of other Participants. Drake is not responsible for accommodating health problems or disabilities that are not disclosed in a timely manner to the Instructor, with timely follow-up and coordination with Drake Disability Services. Drake may also require physician clearance and/or documentation of health conditions or disabilities.

In cases of illness of a course Participant, the Instructor will consult with local medical authorities regarding treatment and/or hospitalization. In emergency situations the Instructor will authorize medical care, as recommended by local medical personnel, including administration of anesthesia and surgery.

If, in the judgment of local medical personnel, serious illness warrants return to the Participant's home, the Instructor will contact the family to make the necessary arrangements for such return at the Participant's expense.

- 1) Refer to the following information sources for additional information about health and safety when traveling abroad:

U. S. State Department – Travel Warnings and Consular Information Sheets
Phone: 202-647-5225
Web site: <http://travel.state.gov/travel/warnings.html>

Centers for Disease Control (CDC) Traveler's Health
Traveler's Health Hotline: Phone: 877-FYI-TRIP
Web site: <http://www.cdc.gov/travel/>

Polk County Health Department: Immunizations
1907 Carpenter, Des Moines, IA
Phone: 515-286-3747 or 3748
Individual immunization consultations: \$25.00
Immunizations given Wednesdays, 9 - 4:00 by appointment

Association for Safe International Road Travel (ASIRT)

11769 Gainsborough Road

Potomac, MD 20854

USA

Phone: 301-983-5252

Fax: 301-983-3663

Web site: <http://www.asirt.org/> (You can purchase road reports from this site for \$25 per country.)

- 2) Be sure to know which vaccinations are required or recommended for international travel. (This information is available from Polk County Health. See contact information above.) Upon special request from an Instructor, Drake's Health Center may be able to administer vaccines for students. If required vaccinations are not available at the Drake University Health Center, see your physician or Polk County Health.
- 3) Students who identify themselves as individuals with disabilities who are requesting accommodations should contact the Drake University Disability Services office, 515-271-1835.

Drake Disability Services will:

- request specific disability documentation from the student and determine eligibility for accommodations.
- work with the Instructor to determine essential functions of the Seminar.
- work with the Instructor and the student to identify and finalize reasonable accommodations.

It is important that all qualified students with disabilities have the opportunity to complete this process prior to any decision regarding their ability to participate in a Seminar. Students requesting accommodations must do so in a timely manner and comply with the requests of Disability Services.

- 4) The Application form included in this Handbook contains space for Participants to identify medical conditions that might affect safety and welfare. Instructors are advised to take copies of this form with them for reference in medical situations.
- 5) Each Participant and Visitor must sign Drake's **RELEASE, INDEMNIFICATION AGREEMENT AND STATEMENT OF UNDERSTANDING** form (included in this handbook). It is also advisable to verify during orientation that Participants are aware of any safety issues reported by the State Department and the CDC and are willing to assume responsibility for participating under these conditions.
- 6) Students will provide the Instructor with the names, phone numbers, fax and/or e-mail addresses of two people who should be contacted in case of an emergency during the Seminar. See **EMERGENCY CONTACT FORM**. The Instructor will keep one copy and will give a second copy to the International Center (for international offerings) or designated

emergency Drake contact person. Seminar Participants and their families may contact the International Center:

Phone: 515-271-2084 (main desk), 515-271-2437 (Gretchen Olson), 515-271-3073 (Jennifer L. Hogan)
Fax: 515-271-4588
E-mail: gretchen.olson@drake.edu
E-mail: jen.hogan@drake.edu

- 7) Information regarding health and safety information may be shared with the parent(s)/guardian(s) of students so, together with the student, they can make an informed decision about the student's participation in the Seminar.

Precautions to Take While Traveling

Safety on the street

All Participants should use the same common sense traveling overseas that they would at home, and they should be especially cautious in or avoid areas where they are likely to be victimized. These include crowded subways, train stations, elevators, tourist sites, marketplaces, festivals, and marginal areas of cities. [Source: Department of State Publication 10399, Bureau of Consular Affairs, revised 1996.]

Specifically, travelers should be warned:

- Do not travel alone, especially at night.
- Do not use shortcuts, narrow alleys, or poorly lit streets.
- Avoid public demonstrations and other civil disturbances.
- Keep a low profile and avoid loud conversations or arguments.
- Do not discuss travel plans or other personal matters with strangers.
- Avoid scam artists.
- Beware of strangers who approach offering bargains or to be a guide.
- Beware of pickpockets. They often have an accomplice who will jostle, ask for directions or the time, point to something spilled on clothing, or create a disturbance to distract the traveler. A child or even a woman carrying a baby can be a pickpocket.
- Beware of groups of vagrant children who create a distraction while picking pockets. Wear the shoulder strap of a bag across the chest and walk with the bag away from the curb to avoid drive-by purse snatchers.
- Try to seem purposeful when moving about. Even if lost, the traveler should act as if they know where they are going. When possible, ask directions only from individuals in authority.
- Know how to use a pay telephone and have the proper change or token on hand.
- Learn a few phrases in the local language to signal a need for help, the police, or a doctor.
- Make note of emergency telephone numbers that may be needed: police, fire, your hotel, and the nearest U.S. embassy or consulate.
- If confronted, do not fight back. Travelers should give up their valuables since their money and passport, unlike themselves, are replaceable.
- Carry the hotel name, address, and telephone number in the local language and in English.

Safety in hotels

- Keep hotel doors locked at all times. Meet visitors only in the lobby.
- Do not leave money and other valuables in the hotel room while out. Use the hotel safe.
- Let someone know when to expect your return.
- Never get on an elevator if there is a suspicious-looking person inside.
- Read the fire safety instructions in the hotel room. Know how to report a fire. Know where the nearest fire exits and alternate exits are located. Count the doors between the room and the nearest exit. This could be a lifesaver if required to crawl through a smoke-filled corridor.

Safety on public transportation

- If a country has a pattern of tourists being targeted by criminals on public transport, such information is mentioned in the Consular Information Sheet under the "Crime Information" section.
- Only take taxis clearly identified with official markings. Beware of unmarked cabs. Ask for, and where appropriate, negotiate the fare before entering cab.
- If the way is being blocked by a stranger and another person is very close behind, move away. This can happen in the corridor of a train or on the platform or station.
- Do not accept food or drink from strangers. Criminals have been known to drug food or drink offered to passengers. Criminals may also spray sleeping gas in train compartments.
- Do not be afraid to alert authorities if feeling threatened in any way. Extra police are often assigned to ride trains on routes where crime is a serious problem.

How to handle money safely

- Change travelers' checks only as currency is needed to avoid carrying large amounts of cash. Countersign travelers' checks only in front of the person who will cash them.
- Do not flash large amounts of money when paying a bill.
- Make sure credit cards are returned after each transaction.
- Deal only with authorized agents when exchanging money. Do not change money on the black market.
- Be careful when using an ATM machine. Keep the 4-digit code secure.
- If possessions are lost or stolen, report the loss immediately to the local police.
- Keep a copy of the police report for insurance claims and as an explanation of the situation. After reporting missing items to the police, report the loss or theft of travelers' checks to the nearest agent of the issuing company, credit cards to the issuing company, airline tickets to the airline or travel agent, and passport to the nearest U.S. Embassy or Consulate.

How to avoid legal difficulties

Travelers can be arrested overseas for actions that may be either legal or considered minor infractions in the United States. They should be aware of what is considered criminal in the country visited. Consular Information Sheets include information on unusual patterns of arrests in various countries when appropriate.

Remember!

When Participants are in a foreign country, they are subject to its laws and are under its jurisdiction, not the protection of the U.S. Constitution.

Photography

In many countries travelers can be harassed or detained for photographing such things as police and military installations, government buildings, border areas, and transportation facilities. If in doubt, ask permission before taking photographs.

Protection against terrorism

- Terrorist acts occur at random and are unpredictable, making it impossible to protect Participants absolutely. The first and best protection is to avoid travel to areas with a persistent record of terrorist attacks or kidnapping.
- These precautions may provide some degree of protection and can serve as practical and psychological deterrents to would-be terrorists.
 - Be aware of what is discussed with strangers and watch out for anyone who may be eavesdropping.
 - Try to minimize the time spent in the public area of an airport, which is less protected. Move quickly from the check-in counter to the secured areas.
 - As much as possible, avoid dress and behavior (e.g., baseball hats, college sweatshirts, fanny packs, loud voices) that may identify you as an American.
 - Keep an eye out for suspicious abandoned packages or briefcases. Report them to airport security or other authorities and leave the area promptly. Avoid places where Americans and Westerners are known to congregate, such as McDonalds and other fast food restaurants, and U.S.-owned companies, such as The Gap.

SEMINAR DEVELOPMENT PROCESS FOR INSTRUCTORS

Factors for Instructors to Consider When Designing Seminars

Safety First

Seminars should be designed to minimize known health and safety risks. Promotional materials and/or orientation meetings should advise Participants of normal travel concerns and any unusual risks of participation in the program.

Under normal circumstances, Drake-sponsored programs are not allowed to travel to a country where the State Department has issued a travel warning. The Provost may grant exceptions after consultation with the Director of the Center for International Programs and other knowledgeable persons. Participant safety is the primary consideration.

Instructors should ensure that all transportation used for Drake Seminars is operated by insured companies, using licensed drivers or operators. Whenever possible, all such transportation should be equipped with radios or cellular phones for use in emergencies.

Instructors should provide orientation information on how to avoid and/or report crimes while in the host location (i.e.: areas to avoid, how to dress or behave, environmental dangers, how to keep property and persons safe, etc.). For information on orientation, contact the International Office at 515-271-2437.

Whenever possible, Instructors teaching international Seminars should notify the U.S. Embassy in the host country of the group's presence and itinerary.

Instructors teaching a Seminar may use a Drake University office/individual other than the International Center to handle emergency contacts. The International Center should be informed of the designated contact. Emergency calls outside Drake University office hours (8:00 AM-4:30 PM) should be directed to Campus Security, 515-271-2222. The Drake Security number should be given to Participants and their families.

Any significant changes in itinerary (i.e.: a decision to stay an extra day in a particular location, a change of lodgings or a delayed departure) should be reported to the International Center or contact person. Notification of changes in the itinerary must also be provided to the Office of Business and Finance.

Should serious health or safety concerns develop during a Seminar, the Instructor will contact the International Center (or other Drake contact person) so the individuals listed as emergency contacts for the Participant can be notified regarding the status of the Participant and/or group.

Drake faculty leaders are expected to report incidents by Participants or faculty involving serious behavioral problems or academic misconduct, accidents or injuries, criminal conduct, arrests or other incidents (regardless as to the alleged victim or the accused), complaints of harassment or discrimination (as the complainant or the accused), and violations of campus policies or procedures.

Excellence in Education

An Instructor's primary commitment when developing and teaching a Seminar is to strive for a safe, high quality, educational experience for Drake students. Seminars should meet the same standards of academic excellence that are expected in any Drake course offering but offer educational opportunities that cannot otherwise be duplicated on campus.

Significant Level of Immersion

It is expected that Seminars will provide significant opportunities for students to immerse themselves in a different culture or environment. Seminars take advantage of their unique locations to provide enhanced educational experiences while maintaining academic rigor outside the usual classroom setting. It is important that Seminars offer significant opportunities for students to interact with new people and experience the culture first-hand.

Instructor Responsibilities

Instructors who teach Seminars will assume a variety of responsibilities that are not a part of typical course instruction. They will also be part of a unique learning environment that promises significant academic and personal growth for students. Therefore, while the responsibilities are great, the rewards are greater.

The Instructor will assume responsibility for Seminar recruiting and applications, student selection and orientation, budgeting, travel, safety and logistical arrangements, in addition to lecturing, evaluating student learning (all Seminars require that the student complete a written product for evaluation), and conducting a Seminar evaluation. This handbook is designed to help with many of those processes.

Seminar Approval

An Instructor desiring to propose a Seminar is advised to begin by discussing the idea with colleagues, college/school Dean, Director of International Programs and the Office of the Provost. Generally the department chairperson, curriculum committee and Dean must approve the Seminar. (In Arts and Sciences the department of the Instructor proposing the course, the curriculum committee, the A & S Council and Dean must approve the Seminar.) Cross-disciplinary and cross-college Seminars are encouraged, but may need additional approval. Please consult with the Director of the Drake Curriculum if you would like to propose a course for inclusion under an appropriate Area of Inquiry course list.

The Council of Deans oversees Seminars on behalf of Drake University and will resolve issues related to duplication of offerings and academic applicability across campus.

Appropriate Staffing

Any Seminar should be taught by at least one full-time Drake Instructor. (Others who wish to teach or be involved in Seminars should establish an affiliation with a full-time Instructor.) The Instructor must have prior experience in both the field of study and the geographic location of the Seminar and be well versed on health and safety issues of the location.

The Instructor teaching international Seminars must also select a co-leader. (This is optional for domestic Seminars.) The co-leader must be approved by the Director of International Programs,

and must be qualified to take full responsibility for the group in the event of an emergency. Therefore, the co-leader should be involved in as much of the Seminar planning as possible. If neither the Instructor nor the co-leader of an international Seminar speaks the language of the host country, then an interpreter should be available to the group at all times.

Guest lecturers from the host locale are also a desirable addition to the Seminar experience.

Facilities

The Seminar Instructor must give careful consideration to the facilities, staff and programs available in the host location. It is important to consider safety, instructional needs, space, convenience and comfort when arranging for housing (where the Participants are staying), meals (individual or group), transportation (plane, train, bus, other), classroom space and site visits. Instructors who will teach an international Seminar and would like assistance with this part of their Seminar planning should contact the Director of International Programs and Services for the names of organizations that provide these services.

Business and Finance Forms

Drake's insurance requires that each Instructor teaching a Seminar or Drake class abroad provide the Office of Business and Finance the following:

- a) Completed "**Required Insurance Information Form**" found in the Instructor Forms portion of this handbook;
- b) Completed and signed "**Seminar Participant Release, Indemnification Agreement and Statement of Understanding**" found in the Student Handbook; and
- c) Completed and signed "**Seminar Visitor Release, Indemnification Agreement and Statement of Understanding**" (if there will be any visitors) found in the Student Handbook.

Additional forms (such as Motor Vehicle Report Request and Fair Credit Report Authorization) will also be required if the Instructor or Participants will be driving. Contact Business and Finance at 515-271-3116.

Instructional Planning

Instructors are encouraged to use different models of instruction: lecture, field study, independent research, interviews, reading assignments (particularly pre-departure), group discussion, site visits, etc. While taking advantage of the unique opportunities and programs available in the host location, avoid the temptation to over-schedule Participants' time; allow time for Participants to process and explore. Consider whether the opportunity to become familiar with a location over an extended period may be more valuable than adding another stop on your itinerary. Schedule free time throughout the Seminar. Encourage Participants to keep a daily journal throughout the Seminar to record their experiences.

Financial Integrity

Each Seminar must be self-supporting (i.e.: Student tuition and fees must cover all program expenses). Instructors may use the budget planning worksheet in this handbook or a sample spreadsheet to calculate Seminar budgets.

Travel arrangements may be made through the University's travel agency or through another agency if a lower rate can be secured.

The Instructor salary for a Seminar that is not part of the regular teaching load will be determined by the standard summer compensation formula. The budget should include a separate line item for Instructor expenses. No unspent portion of funds collected for a Seminar reverts to department, program or college.

All Seminars must include a contingency fund equal to 3% of the total Seminar cost and an administrative fee of 8% of the total Seminar cost. In addition, each Seminar must have either an International Wireless Phone or a Satellite Phone available at all times for crisis management. Phones may be rented from such vendors as Verizon. Verizon has an International Rental program for international cellular use, here is the link to their website to get the information you need: <http://www.vzwrentinternational.com/>. The Office of the Provost has three international cell phones for check-out from the International Center.

The Instructor may request a travel advance to use for such expenses as travel, lodging, meals and other **business** expenses relevant to the learning experience of students (i.e.: museums, cultural experiences).

To request the advance, complete a direct pay form, including your full name, Drake ID #, home address, date of Seminar, amount requested for the travel advance, and when it is needed and send the form to the Office of the Provost. The Office will complete the FOAPL (the same Activity Code as is used for deposits), and will provide you with a Travel Advance Agreement form to be completed to accompany your request.

Travel advance funds are not to be used for promotional purposes (a separate item in the budget).

Travel advances are to be made on a Direct Payment Form and need to be approved by the appropriate administrator. No travel advances will be issued to student travelers. Each traveler should request her/his own travel advance and should not share advances.

A travel advance may be obtained by submitting a request for advance to the Accounting Office 5 working days before the anticipated trip. The advance should specify the traveler's destination, estimated costs, what the dates of travel are and to what account the travel expenditure will be charged. Cash advances are a personal liability of the traveler until the Travel Expense Voucher has been submitted with all appropriate documentation and has been approved.

The IRS requires the University to withhold FICA and income taxes of recipients of travel advances on the entire amount of the advance if the vouchers and excess advance are not returned in two weeks. An approved travel voucher and return of excess of the advance shall be submitted within one week of the trip. Please be aware of this requirement to avoid additional and unnecessary taxation. Drake University will deduct the advance from her/his pay if the excess, and approved travel voucher, are not returned in two weeks. Acceptance of the advance constitutes authorization to deduct from the traveler's paycheck. (Deleted short paragraph here)

Expenses for the Seminar will not cover personal expenses, such as clothing, personal comfort, or personal health or safety expenses, payment of co-leader, cameras, software, personal medication, personal hygiene items, theft, loss of funds, or damage or loss of personal luggage or effects.

It is recommended that when possible Instructors purchase international traveler's checks when traveling abroad to pay for expenses of the Seminar. If it is necessary to carry large sums of cash to a foreign country, carry only what you estimate you will need for the day and deposit the remaining funds in a hotel safe or other secure facilities.

Promotional expenses may include brochures, snacks at orientation meetings, cost of postage to send promotional materials to other institutions, telephone expenses related to organizing the seminar and etc. The Seminar Instructor should maintain a Web site for promotional and informational purposes. Photography expense should be borne by Participants and Instructor as part of the educational experience.

You may request a wire transfer to a vendor in the host country; to do so you must submit an invoice from the vendor with documented estimated expense for a wire transfer, and when the seminar returns to Drake you must provide actual costs a support for the wire transfer. Submit to the Assistant to the Provost.

Travel expense vouchers are due two weeks after the end of the Seminar. Complete as requested using Drake's accounting procedures, sign, and send the form to the Office of the Provost for approval. Receipts for expenditures, including hotel, transportation and meals for leader, co-leader and group should also be attached. Miscellaneous expenditures must be itemized. You are required to provide itemized documentation for all expenses. Provide information on type of meal (breakfast, lunch or dinner); if a meal is for more than your self, a list of names of attendees must be included for reimbursement as well as the description of the business purposes. You must submit all expenses in US\$, but also must provide the exchange rate you used; i.e. from rand, RMB, and etc. Please tape each detailed original receipt to a sheet of paper suitable for scanning. Please ensure that each sheet matches the dates you travel. Do not highlight the expense total, since it will not scan.

Direct Pay and Travel Expense Voucher Forms are available on the Business and Finance website (<http://www.drake.edu/busfin/>).

Marketing Considerations for Instructors

Determine the target audience for this Seminar. Will you have a narrow focus or a broad base of appeal? Is it an interdisciplinary program?

- Do students need particular pre-requisites? (If so, they should be listed in publicity and course descriptions.)
- Will students seek to meet a particular curricular requirement?
- Can any Drake student participate?
- Will you accept non-enrolled Students?
- Can faculty and staff from Drake or elsewhere participate or be co-leaders?
- Will you accept visitors?

After your Seminar is approved, how will you find prospective students?

- Word of mouth
Class announcements, phone calls to colleagues who will promote it for their Students and advisees, the Study Abroad Office (Drake's annual Study Abroad Fair, Summer Orientation sessions).
- Web site
- Flyers, brochures or posters
 - Brief course description
 - Name of Instructor(s)
 - Prerequisites
 - Cost
 - Locations and dates, including departure and return dates
 - Minimum/Maximum enrollment
 - Requirements that the course fulfills
 - Number of credit hours (working in conjunction with your college/school)
- Summer Schedule of Classes (for Interim offerings)
Have information to your college/school Dean by October 15.
- Study Abroad table at Summer Orientation sessions
Have flyers to the Study Abroad Office by June 1.
- Staff a table at the annual Study Abroad Fair held each September in Olmsted Center.
Contact the Study Abroad Office by September 1 to reserve a table.
- *Times-Delphic* ads/articles

You are responsible for recruiting students for your Seminar.

Who are potential contact people for interested Students? (People who should be kept up-to-date on Seminar developments:)

Fellow Instructors
Dean's Office
Sandi Smeltzer, Office of the Provost
Departmental office staff
Study Abroad office
Business and Finance

How will you respond to inquiries?

Phone calls

E-mail

Mailings (flyers, application forms)

Participant Selection Guidelines for Instructors

It is important for the Instructor to set selection criteria and follow them should there be a need to explain decisions to any disappointed students or parent(s)/guardian(s).

Students and Instructors should be aware of Drake's policy against unlawful discrimination, found at the beginning of the Student Handbook.

Drake policy states that Students on academic probation or under disciplinary action are not eligible for Seminars.

Will you have any pre-requisites for participation?

Will you accept first-year students or applicants who are not Drake students?

Will you require letters of reference since you may not know all applicants personally? Will you require verification that a student is not the subject of disciplinary action at his/her home institution?

Will you require transcripts? Transcripts are an additional expense for student applicants.

If you receive more applicants than you can accommodate, which applicants will obtain preference?

- First come, first served? (Those who make deposits first?)
- Those who are Drake students?
- Those with the highest GPAs?
- Those with outstanding letters of reference (if you chose to require them)?
- Those from particular majors or with particular pre-requisite courses?
- Those who know the language of the host country?
- Those who have been abroad before and have demonstrated their adaptability?
- Those who have never been abroad before?
- Those who are graduating soon and may not have another opportunity to go?
- Those who will return to campus for a semester or more (and presumably synthesize their Seminar experience with remaining coursework at Drake or promote the Seminar on campus for future Participants)?
- Those who write a persuasive essay with their application?
- Those who can't work a semester-long study abroad experience into their academic plans for personal, financial or academic reasons?

Orientation Meetings

The Instructor should hold at least two group orientation meetings prior to departure. If it seems there is too much to cover in only two meetings, a third meeting one week before departure may be a helpful way to handle last minute questions and details. (Call 515-271-2084 if you would like to use the Study Abroad Resource Room for any meetings.) Make arrangements to share all necessary information with Participants who must miss orientation meetings.

First Orientation: (10 weeks - 3 months before departure)

- Introductions
- Provide a copy of the syllabus and tentative itinerary.
- Explain academic expectations, Seminar evaluation.
- Provide health and safety information. (Perhaps include a speaker from the Drake Health Center or Polk County Health.)
- For international Seminars, provide passport and visa information.
- Explain all fixed costs, payment deadlines, cancellation and refund policies.
- Explain expected out-of-pocket expenses and preferred method of payment while traveling.
- Distribute handbook information.
- Distribute and explain student forms.
- Review upcoming deadlines.
- Distribute International Student Identity Card applications (for international offerings) and WorldNet Services brochures.
- Assign pre-departure readings.
- Assign students to research points/issues you want all Participants to know before the Seminar. Details they can report to the whole group at the next meeting: local weather to expect, environmental hazards and precautions, U.S. foreign policy toward a particular country, what Web sites say about the location, local issues, etc.
- Select/announce the dates, time and place for next pre-departure orientation meeting.

Pre-departure Orientation: (1 month before departure)

- Collect Emergency Contact form.
- Ask Participants if they've checked on their health insurance coverage and have proof of coverage to take with them.
- Collect signed Releases.
- For international Seminars, ask to see everyone's passport, visa and International Student Identity Card. (Make arrangements with individual Participants to resolve any problems with these documents.)
- Distribute Before You Leave For a Short-term Seminar Handout available in this handbook.
- Listen to student reports (assigned at first orientation meeting.)
- Share any recent health/safety information you have received or researched.

- Discuss cultural expectations and taboos for international locations: male/female relationships, police and local authorities, inform Participants that common gestures have different meanings in other countries, food etiquette, avoiding judgmental conclusions, taking photographs, etc. (Gain information from students from the host country or students who have traveled there previously, if possible.) Roger Axtell's book, Gestures, is a good resource.
- Explain Seminar rules, expectations, and roles of the Instructor and co-leader.
- Review what to take, packing suggestions.
- Review money issues: How much to bring? (Avoid carrying large amounts of cash.) International travelers' checks? Credit cards? ATM cards? Rates of exchange in host country? (Euro \$\$s?) Suggest Participants use a neck pouch or a money belt inside clothing. Secure checked luggage with a combination lock that can be opened by TSA. (Go to <http://www.tsa.gov/travelers/airtravel/assistant/locks.shtm> for a list of TSA recognized locks.)
- Explain any changes in itinerary.
- Provide Participants emergency phone numbers to share with parent(s)/guardian(s) and discuss communication issues (how easy it will/will not be to contact home.)
- Review any emergency procedures.
- Finalize travel and departure information.

Checklist for Instructors: Seminar Development and Approval Process

Instructors are advised to review this timeline carefully and to set earlier deadlines if needed for ticket pricing, visa applications, housing deposits, cancellation refunds, etc. This outline is applicable to both new and ongoing Seminars.

Date: **9 or more months before Seminar**

- _____ Obtain copies of the two Seminars and Off-Campus Programs Handbooks (one for Students and the other for Faculty) from the Office of the Provost or your Dean's Office.
- _____ Develop/discuss Seminar ideas with colleagues, your Dean, and the International Center. What outcomes will you design the course to satisfy? Who are your target students? Are other Instructors already teaching a similar Seminar? Are there others on campus with whom you could collaborate or be supportive?
- _____ Develop a tentative budget in cooperation with the Office of the Provost and your Dean. Due November 1 of the academic year for May or summer Seminars. (See Instructor Forms.)
- _____ Establish minimum enrollment (ten or more).
- _____ Make initial on-site, travel agency and logistical inquiries.
- _____ Submit Proposal Form to department chairperson, committees and Dean for approval.

- ___ Notify the Office of the Provost and the International Center of program approval.
- ___ Plan your marketing and Student recruitment. (See Marketing Considerations)
- ___ Reserve a table at the Drake Study Abroad Fair held in September (contact the International Center, 515-271-2084). All Seminars are welcome (not just international offerings).
- ___ Schedule informational sessions, announce the Seminar in classes.
- ___ Provide the Office of the Provost with information about your Seminar for the Web (syllabus, tentative itinerary, photographs, etc.) or provide a URL to a page you've developed.
- ___ Continue program development, refine itinerary/syllabus

Date: **5-7 months before Seminar**

- ___ Continue recruitment/promotions (brochures, e-mail, posters, class announcements, *Times-Delphic*. Don't hesitate to contact the TD to write an article on past Seminars).
- ___ Check with your college/school dean's office for deadline to provide course description of approved Seminars if they are to appear in the summer schedule of classes and on the Web.
- ___ Make airline and other transportation inquiries and reservations as appropriate.
- ___ Secure housing for expected number of Participants.

Date: **3-4 months before Seminar**

- ___ Finalize marketing strategy.
- ___ Finalize logistical arrangements (transportation, housing).
- ___ Confirm budget with the Office of the Provost. Request an Income Revenue Account number for depositing Participant deposits and payments.
- ___ Find out what is required (visas, etc.) for Participants going on international Seminars. Perry International is an organization that can assist individuals or groups in obtaining visas (<https://perryvisa.com/index.htm>) (Students generally will need a passport BEFORE they can apply for a visa.)

Date: **10 weeks - 3 months before Seminar**

- _____ Complete selection of Participants.
- _____ Notify those accepted/not accepted.
- _____ March 1: Deposits due for Seminars scheduled during interim term. (Some programs may need earlier deposits to confirm pricing or to secure visas. If a later deadline seems necessary, consult with the Office of the Provost. Make checks payable to Drake University. Students must take deposits and/or final payments to Student Accounts Office. Student Accounts will provide a list of students with amounts paid and payment dates to the Instructor and Office of the Provost.)
- _____ Work with the Office of the Provost to make advance expense payments as needed to hotels, airlines, etc. The Vice President of Business and Finance must authorize contractual arrangements.
- _____ Based on student deposits, determine if the Seminar has enough students to proceed (10 or more for full appointment).
- _____ Pre-departure Orientation Part 1 – In the first informal get-together with Participants, cover topics such as health, safety, and insurance. Have available several copies of the U.S. State Department consular information for all countries to be visited. Share the tentative itinerary. Provide pre-departure handbook customized to this Seminar. (For international Seminars, how early you schedule orientation may be determined by how early you need to begin the passport/visa process.) You may want to begin sharing cultural experiences by serving food/drink native to the country/countries you'll visit. These pre-departure expenses should be part of your total expense budget.

Date: **6 weeks before Seminar**

- _____ April 1: Balance due for interim Seminars (six weeks before departure for others.)
- _____ April 1 (Six weeks before departure for other Seminars): Decision/Cancel date for interim Seminars. Based on completed payments, notify the Office of the Dean and the Office of the Provost whether the Seminar will go forward as planned, go forward with a revised budget, or be canceled.
- _____ Send information you think parent(s)/guardian(s) want/need to have.
- _____ Send information you think Participants want/need to have, including a copy of the U.S. State Department consular information for all countries to be visited and pre-departure handbook (if not already provided).

Date: **1 month before Seminar**

- _____ Release forms due from Participants and Visitors. (The Instructor will forward all forms to Office of Business and Finance.)
- _____ Pre-departure Orientation-Part 2: Expected itinerary, what to bring, weather, cultural expectations and visa updates (for international offerings), etc.
- _____ Collect Emergency Contact form and proof of International Student Identity Card from students enrolled in international Seminars.

Date: **1 - 2 weeks before Seminar**

- _____ Passports, visas should be in order for international Seminar Participants.
- _____ Confirm all program logistics: transportation, housing, etc.
- _____ Pre-departure Orientation-Part 3: Last minute details.
- _____ Submit Required Insurance Information Form Participating in a Class Trip to the Business and Finance Office.

Date: **Immediately prior to departure**

- _____ Provide your final itinerary, phone numbers and e-mail while abroad (if possible) to your departmental office and (for international offerings) the International Center. In addition, for insurance purposes, provide the final itinerary and phone numbers to the Office of Business and Finance. (Also provide emergency contact information to the International Center or Dean's Office for each student.)
- _____ Complete and send Foreign Liability Form to Donna Blunck in the Office of Business and Finance.

Date: **At conclusion of Seminar**

- _____ Distribute and collect Seminar evaluations. (Consider whether to collect evaluations while abroad, before students disperse, or whether to try to collect them later. Early collection ensures more responses. Later collection allows students time to process the experience before reacting. Both are valuable in different ways. Sample evaluations are included in this handbook.)

Date: **At an appropriate time after return (as soon as possible)**

- _____ Complete and sign a Travel Expense Voucher form for your Seminar within one week after your return. Attach all appropriate receipts. Follow guidelines for this form in the

Guide to Business Procedures (www.drake.edu/busfin/bfmanualtoc.html). Send to the Assistant to the Provost.

_____ If possible, hold a “Reunion” of Seminar Participants to further process and integrate learning and to evaluate the experience.

_____ Review Seminar evaluations with your department chair. (The International Center is also interested.)

_____ Repeat the Development/Approval process for the next year.

HEALTH, SAFETY AND LEGAL ISSUES FOR INSTRUCTORS

Distribute to Participants the U.S. State Department consular information and related documents for the country of travel.

As you develop orientation programming and written materials, health and safety issues such as immunizations and on-site risks, insurance and basic host country medical systems must be included.

- Inoculations (if necessary) and requirements for medical examinations before departure
- Precautions and recommended procedures for transporting prescription and over-the-counter medicines
- Explanation of how medical emergencies will be handled, and the general availability of medical facilities in the host country
- Advice on how to keep oneself healthy before, during, and after travel—include information about "jet lag" and "traveler's flu"
- Caution about depression and eating disorders; ask Participants to be frank in sharing medical information with you about such issues
- The risks of being sexually active with other group members or local people during the Seminar

As you prepare Participants to study abroad, take into account the following specific considerations.

Immunizations

If your program visits a country where immunizations are recommended or required, you may wish to work with a local health clinic (either institutionally or community-based, depending on your circumstances) to provide information, support, and the immunizations. They will also advise on immunizations that are recommended or required, based on information from the Centers for Disease Control and the World Health Organization.

Overseas Medical Care

To prepare, check with the health officer or nurse at the U.S. Embassy or Consulate in the host country, which can identify local health care resources, should they become necessary. Names and addresses of several embassy-recommended physicians should be obtained before Participants become ill or need medical attention, saving precious time in an emergency. For handling medical emergencies, see CRISIS MANAGEMENT section.

High-Risk Activities

Certain activities carry a high risk. Weigh the risks to the group of the proposed activity, and pay special attention to safety issues when providing predeparture orientation. Inform Participants of any dangerous situations that may occur. Obviously, risks in a backcountry archaeology program or a jungle trek may be quite different from those in Paris or Hong Kong.

Traffic and Vehicles

Advise Participants to be aware of traffic patterns. It is easy to become confused in countries where drivers use the opposite side of the road. Consequences for drinking and driving are very severe in most countries.

Warn Participants to be sure that any equipment they rent or use (bicycles, mopeds, motorcycles, cars) is operationally safe. If the Instructor or any member of the group plans to rent a car anywhere, inquire about driving regulations, learn traffic signals, and make sure they can legally drive in the country. Some programs may prohibit Participants from renting vehicles. When renting equipment/vehicles in a foreign country, the renter should purchase the vehicle insurance through the rental company. Drake does not have insurance coverage for rental vehicles in foreign countries.

Swimming

Swimming carries a high level of risk unless you are in a well-chlorinated pool. However, even pools can be a health hazard. Of special concern is the risk of disease from contaminated lakes and rivers that can cause a variety of skin, eye, ear, and intestinal infections. Ocean swimming is usually the cleanest, but it is always good practice to check with the local authorities before venturing into unknown bodies of water. Tides and undertows can be deadly to the uninformed swimmer. Beaches and coastlines that are marked with the international code for "no swimming allowed" are to be avoided.

Liability Issues

Liability issues will never go away, and no organization can eliminate all liability situations, on campus or overseas. The key with any education abroad program is to reduce liability whenever and wherever possible:

- Make sure that all Instructors understand what defines "appropriate and inappropriate personal and professional behavior" both on-campus and overseas (e.g., be familiar with both local customs and the University Code of Student Conduct and its Appendices, including those on sexual harassment and diversity).
- Review your Seminar with an eye to eliminate potential threats to personal safety of Participants.
- Make sure that legal counsel has reviewed program documents that are contractual in nature for validity, duration, enforceability, exceptions, and/or conflicts.

- Promotional materials should be reviewed annually to ensure that the program is accurately represented.
- If your Seminar involves unusual or high risks, inform the Participants of the potential risks, and be sure your publicity and promotional materials state the risks clearly.
- Never promise what you cannot deliver.
- Our credibility with Participants and/or parents is enhanced by an effective crisis management plan. (See below.)
- Disaster can hit a Seminar with sweeping effects: a debilitating health problem might require a Participant to withdraw; the lead Instructor might suffer a stroke or heart attack; one of the group may be lost or abducted; a group member abusing alcohol can manifest behavior that is destructive to himself or herself and the Seminar. Take time before departure to think through how you might handle these scenarios and others.

SENDING PARTICIPANTS HOME

There are many reasons why a Participant may need to return home during a short-term program abroad. Some returns will be voluntary, such as for medical reasons or a death in the family. Other returns will be disciplinary, prompted by the action (or inaction) of the Participant.

Medical or psychological reasons

When a Participant needs to return home for a medical, emotional, or psychological reason, you should determine whether the Participant needs to be accompanied. Professional advice and/or guidance from the home campus should be sought on the Participant's condition, and the best procedure should be determined.

Disciplinary cases

Should the Instructor decide that a Participant must be removed from the Seminar or otherwise disciplined because of conduct in violation of the Drake Code of Student Conduct, disruptive behavior, conduct that could bring the University disrepute or conduct that violates any provision of this handbook, that decision will be final.

If a Participant needs to be sent home for disciplinary reasons, consider the following helpful hints from others who have been faced with the difficult decision to expel a Participant:

- Instructors do not need to make these decisions on their own. Confer with the Dean of Students or other appropriate officials at Drake.
- Logistical issues, such as the group's location far away from the departure city, may be the most challenging. Work with your program provider or travel agent to limit the disruption of the expulsion to the other Participants on the Seminar.

CRISIS MANAGEMENT GUIDELINES FOR INSTRUCTORS

Emergencies That May Arise

- Crime against a Participant or Instructor
- Arrest of a Participant or Instructor
- Missing Participant or Instructor
- Psychiatric/mental health emergency
- Serious injury/illness/hospitalization of a Participant or Instructor
- Death of a Participant or Instructor
- Sexual assault of a Participant or Instructor. In all cases of sexual harassment or assault or rape, faculty leaders should inform Drake as soon as possible.
- Infectious disease or outbreak of an epidemic among program Participants
- Political emergencies and natural disasters

Emergency Response Resources

- ***International Student Identity Card (ISIC) and International Teacher Identity Card***
Call the Help Line phone number on the card. In the U.S. 1-877-370-4742 or 1-800-618-0692. Outside the U.S. call collect at 715-295-5452 or 603-898-2679.
- ***Drake University Security Office***
515-271-2222
Be prepared to provide the following information:
The nature of the emergency
Names
Call-back numbers
Address you are calling from
Who needs to be notified
Where you can be contacted in a few hours
- ***Drake International Programs***
Phone: 515-271-2084 (main desk), 515-271-2437 (Gretchen Olson),
515-271-3073 (Jennifer L. Hogan)
Fax: 515-271-4588
E-mail: gretchen.olson@drake.edu
E-mail: jen.hogan@drake.edu
- ***Drake Crisis Management***
Donna Blunck: 515-271-3116
Kris Rossmiller: 515-271-3125
- ***Drake Office of the Provost***
Ron Troyer: 515-271-3751
- ***Drake Dean of Students***

Sentwali Bakari: 515-271-4547

- ***Drake Campus Health Resources***
Counseling Center: 515-271-3864
Student Health Center: 515-271-1920
Sexual Harassment/Assault Advice: Venessa Macro,
Director of Human Resources, 515-271-3962

A list of emergency contacts and telephone numbers can be printed on wallet-size cards to ensure that Participants and Instructors always know who to call for help.

General Rules When Responding to Emergencies

- Always communicate with local authorities.
- Always communicate with and ask for guidance from Drake University.
- Working rule: All persons involved should always have another person in the room when discussion of these situations is taking place (e.g., phone conversations, local authorities et al).
- Respect the Participants' confidentiality as much as possible: Do not needlessly inform other Participants about incidents. Do not inform the Participant's parents without permission unless necessary.
- Do not try to handle situations alone.
- Always begin and update a log of information as the event, crisis, or situation progresses, stating the actions you have taken. This information can be used to complete the Incident Report.
- Complete an Incident Report: <http://www.drake.edu/busfin/insurance/forms/incident.doc>

Please fill out the Incident Report form as completely as possible. Attach extra sheets as necessary and any documentary evidence. Fax a copy of your report to Donna Blunck, Business and Finance, 515-271-4169, as soon as possible. Submit the complete original report and all supporting materials to Donna Blunck upon your return to the United States.

If contacted by the media during an emergency or incident and you have NOT been in contact with Drake, please use the following statement: "***My first responsibility is to the Participants in this program, and their families. I must see to their needs at this time and cannot comment.***"

Do not release the name of the Participant or speak on Drake's behalf without first contacting the Office of the Provost, or their designate, to provide support and assistance in developing responses to media inquires. After contacting the University, you might be put in the role of on-site spokesperson.

Crime Against a Participant or Instructor (e.g. theft, assault, rape, or harassment)

- Instructor should contact the appropriate local authorities (e.g. police, U.S. Embassy, medical personnel) to begin the local action necessary to handle the situation.
- Instructor should contact the Drake University Campus Security 24-hour number (515-271-2222). Request to speak to Chief Hanson, or his designate. Give an accurate description of the situation. (See page 33 for a list of information to be provided.)
- Drake Security will notify the appropriate person (Dean, Provost, Dean of Students, Director of Human Resources), who will call you back to set up a working plan of action.
- Legal counsel will be contacted by the Dean of Students or Provost, if necessary, for appropriate advice.

Sexual Assault

For sexual assault, rape, or harassment, refer to Drake University's Sexual Harassment Policy for faculty, staff and students at

<http://www.drake.edu/hr/policies/policies/HarassmentPolicy10.06.pdf>

- Talk to the person reporting the crime and determine the location and identity of the victim. If there is physical injury, you should arrange for the Participant to be taken to a hospital/clinic for emergency care. If you ascertain that the Participant's injuries need attention, but you are not in an emergency situation, contact the U.S. Embassy or Consulate for a referral to a hospital/clinic that will be sensitive to an American's needs in a sexual assault case.
- Inform Drake University Security of the specific situation as soon as possible. (See page 33 for a list of information to be provided.) Prompt notification allows administrators with experience in student affairs and legal matters to provide additional guidance to you and help the Participant to receive the support he/she may require.
- Do not ask the Participant why he or she did or did not do something. Assure the Participant that you believe his or her story, that it is not his or her fault, and that you want to help.
- Clarify with the Participant the degree to which he or she wishes to inform local authorities and act accordingly. If known, inform the Participant of the laws and procedures for dealing with sexual assault in the host country, as these may be different from the U.S.
- Respect the Participant's confidentiality: do not unnecessarily inform other Participants about the incident. If not agreed to by the Participant, do not inform the Participant's parents unless necessary for the Participant's health or safety.

Arrest/Imprisonment of a Participant or Instructor

- Assess the situation by obtaining as many details as possible (i.e. determine who, what, when, where, how and why).
- Contact the U.S. Embassy Consular Officer immediately. Ask the Consular Officer for the names of lawyers who can give the Participant the legal help he or she requires and provide this information to the Participant. The Consular Officer will work to ensure that the Participant's human rights are not violated. The Consular Officer will also notify the imprisoned Participant's family and/or friends, if authorized by the imprisoned Participant.
- Visit the Participant as soon as possible. In some countries, you may have to assist in bringing basic necessities to the Participant—including food.

- Provide regular updates (at least on a daily basis) to Drake Security, or their designate. (See page 33 for a list of information to be provided.) Drake, or their designate, will contact the Participant's designated "Emergency Contacts" if authorized.

Missing Participant or Instructor

- Instructor should notify the local police authorities. Ask them to check hospital and city records for possible police information. Find out how long a person must be missing before a report can be filed and what the procedure is in the host country for completing a missing persons report.
- Contact the local psychiatric facilities and the local hospitals on the chance that the Participant was admitted to their facilities.
- Instructor should contact the Drake University Campus Security 24-hour number (515-271-2222). Request to speak to Chief Hanson, or his designate. Give an accurate description of the situation. (See page 33 for a list of information to be provided.)
- The appropriate Drake contact, or their designate, will determine whether to contact the Participant's "Emergency Contacts."
- Talk with the Participant's roommate(s) and friends. Ask them to contact you immediately if the Participant returns. Gather information on any unusual behavior that may have been exhibited.
- File a missing person report with the local police when the required amount of time has passed.

Serious Injury, Illness, or Hospitalization of a Participant or Instructor

- Get the Participant to the appropriate care facility, either by calling the country's equivalent to 911 (if it has one) or arranging for immediate transportation (such as a taxi).
- One Instructor is to stay with the Participant.
- Identify hospital staff who speaks English.
- Contact Drake Security and give an accurate description of the situation. (See page 33 for a list of information to be provided.)
- Contact the appropriate local authorities in the U.S. (e.g. police, U.S. Embassy, medical personnel) to begin the local action necessary to handle the situation.
- Drake Security will notify the appropriate person (Dean, Provost, Dean of Students), who will call you back to work out a plan to handle the situation.
- Unless the Participant's health or safety would be adversely affected by failing to contact parents, and in the absence of Participant's consent, do not contact the Participant's parents. Drake administration may coordinate with Student Health Services staff to provide relevant information to the Participant's family, and other individuals.
- Visit the Participant in the hospital and/or organize visits from program Participants. These visits should take place when circumstances permit.
- If the decision between the Participant and the doctor calls for an emergency medical evacuation (to either the U.S. or to the nearest location with the appropriate medical facilities), Drake will assist as necessary.

Death of a Participant or Instructor

- Verify the identity of the Participant. Gather as much information as you can about the circumstances surrounding the Participant's death.
- Contact the appropriate local authorities (e.g., police, U.S. Embassy, consular officer, medical personnel) to begin the local action necessary to handle the situation.
- Contact the Drake University Campus Security 24-hour number to give an accurate description of the situation and set up procedures to coordinate notification of next of kin and return of the body to the United States. (See page 33 for a list of information to be provided.)
- Drake may offer to assist the family with issues such as transportation, accommodations, and arranging for a meeting with the U.S. Consular Officer.
- Drake will plan together with Counseling Center for dealing with the aftermath of the situation, including grief counseling and support to on-campus students and Seminar Participants.

Political Emergencies and Natural Disasters

- Determine the urgency of the situation.
- Make sure all Participants are accounted for and safe. If a Participant has been injured, his or her physical injuries must be attended to. See Serious Injury/Illness or Hospitalization section above.
- Contact the U.S. Embassy or other official government agency and ask for advice and assistance. If the U.S. Embassy is closed, determine the location from which the embassy is operating (i.e., another embassy within the country, or U.S. Embassy in another country). Gather information regarding the target of unrest and possible danger to U.S. citizens, advice on minimizing danger to Participants, and the probable impact of the event on the availability of food, water, and medical supplies, the intensity of the emergency or political unrest, the presence of emergency or military personnel, the feasibility of continuing the program, etc.
- Contact the Drake University Campus Security 24-hour number and give an accurate description of the situation. (See page 33 for a list of information to be provided.)
- Drake Security will notify the appropriate person (Dean, Provost, Dean of Students), who will call you back to set up a plan for handling the situation.

Resources: Steven Serck, Attorney at Law; William P. Hoye, Attorney at Law; Thomas F. Sheehan Professor Ken Meyers, CBPA; Gretchen Olson and Jen Hogan, Drake University International Center; Donna Blunck, Drake University; Sandra Smeltzer, Office of the Provost; *The Guide to Successful Short-Term Programs Abroad*, NAFSA (2002); and *Faculty Guide for Short-Term Study Abroad Programs*, Carnegie-Mellon University, Pittsburgh, PA; Office of International Education (2004).

INSTRUCTOR FORMS

Estimating a Seminar Budget

Instructors who will teach a Seminar must carefully estimate their expected costs to prepare a Seminar Budget. The Office of the Provost will assist Instructors who have questions about this part of their Seminar planning. The number of Participants will affect the budget as will the credit hours taught. It is helpful to prepare more than one budget, with each budget based on a different number of Participants.

Please note the following formulas to use in making preliminary estimates:

A. Provide college/school approval of your seminar.

B. Attach an estimate budget using the following formulas:

FIXED COSTS

1. Instructor salary = $.0275 \times \text{annual Instructor salary} \times \text{number of credit hours}$
($.0275 \times 50,000 \times 4 = \$5,500$)
2. Benefits of Instructor expense = salary $\times .08$
($5,500 \times .0765$)
3. Co-Leader salary expense (ranging from \$500 to \$1,500) plus benefits
4. Instructor and Co-leader Expense: lodging, meals, orientations, gifts, transportation and a cell phone, international wireless phone or a satellite phone (mandatory).

VARIABLE COSTS (by # of students)

5. Promotional expense (brochures, flyers, etc.)
6. Student Cost =
 - a. Transportation (air fare, railway, bus)
 - b. Lodging expense
 - c. Misc. expenses (cost of museums, supplies, camping, equipment, classroom space)
 - d. If meals are included, calculate expense per meal
 - e. Guest lecturers, honorariums
 - f. Total promotional expense
7. Contingency Fee = 3% of total student cost
(**Total 1-6**) $\times 3\%$
8. Administrative Fee = 8% of total student cost
(**Total 1-6**) $\times 8\%$
9. Total Cost of Seminar divided by number of students is the cost per student.

10. For Instructors to receive full Summer salary, at least 10 students must be enrolled; other limitations are determined by physical limitations or other factors to ensure Participant safety.
11. Submit the Seminar budget, with appropriate backup, to the Assistant to the Provost for review. The Provost's Office will carefully review submitted budget. The form will be sent to the Dean of each college/school for approval, the faculty member will sign on the budget, return to the Assistant to the Provost, and Carolyn Nelson, Budget Director will be the approver for Business and Finance.
12. Make clear to Participants what is included in the budget and what is not. Rarely included in the cost are passport/visa costs, inoculations and medications, spending money and costs of identified meals. It is useful to give the Participants guidelines regarding spending money to bring.
13. The faculty leader responsible for the budget will submit a Study Seminar Predeparture Approval Form, with appropriate signatures, to the Assistant to the Provost. This form must be submitted in early February if any changes occur after the original budget is approved. Once the budget is approved any change must be pre-approved.
14. In February a final budget is submitted with costs that the Instructor changed (see Study Seminar Predeparture Approval Form). In addition, the amount of the deposit/deposits must be submitted as well as a schedule for deposits. All revenue must be collected six weeks before the seminar departs.
15. The Missing Receipt Form is to be used only when an itemized receipt is not available. An example may be to purchase water from a street vendor.

SEMINAR PROPOSAL FORM (Gretchen will address)

Seminar Title _____ Dates _____ Credits _____

Seminar course description:

Tentative Itinerary (locations and approximate dates)

Instructor in charge: _____

Seminar co-leader: _____

Method of evaluating Student learning:
(A written product for evaluation is a minimum requirement.)

Required texts:

Supplementary texts:

Number of Participants required to make this Seminar “go.” (Ten or more is required for full compensation.)

With this minimum number, what will the cost be for each Participant? \$ _____

Approved by:

Department Chairperson Date

(Arts and Sciences) Council Date

College Curriculum Committee Date

College/School Dean Date

Please attach a proposed syllabus and budget worksheet for the Seminar. Please also attach a projected timeline for reservations, deposits and cancellation deadlines if different than the timeline included in this handbook.

Drake University Seminar
SAMPLE EVALUATION FORM
(Please complete using ballpoint pen)

Seminar Title _____ Credits _____

Instructor in charge _____

Co-leader _____

Please circle true or false to each of these questions; feel free to add any comments.

- T F I received useful pre-departure materials for this Seminar.
- T F I found the pre-departure orientation to be useful for this Seminar.
- T F The Instructor in charge was well prepared to teach this Seminar.
- T F The Instructor in charge was helpful to me before and during the Seminar.
- T F The co-leader was helpful to me during the Seminar.
- T F I was well informed about health and safety issues for this Seminar.
- T F Transportation to the Seminar site was handled well.
- T F Transportation during the Seminar seemed safe and satisfactory.
- T F Living accommodations were appropriate for the location of this Seminar.
- T F I learned at least as much of an academic nature from this experience as I have in other Drake classes.
- T F I learned at least as much personally (or about myself) from this Seminar as I have in other Drake classes.
- T F This Seminar was worth what I paid for it.
- T F I would recommend this Seminar to other students.

What are some of the most significant things you learned regarding the academic subject area of this Seminar?

What are some of the most significant things you learned personally during this Seminar?

Any other comments? (Use the back of this form for additional space.)

Drake University Seminar
SAMPLE EVALUATION FORM
(Please complete using ballpoint pen)

Seminar to: _____ Dates of Seminar _____

Your Name (optional) _____

A. Please comment on the service you received prior to the Seminar.

B. How well did the following specific components of the **pre-Seminar program** prepare you for the experience? Please circle the appropriate response. You may use the space below for addition comments.

	Very Helpful	Somewhat Helpful	Not Very Helpful
Pre-Seminar Reading Booklet	X	X	X
Suggested Reading List	X	X	X
Logistical Information	X	X	X
Pre-trip Orientation	X	X	X

Comments: (May be continued on reverse of this form.)

C. How well did the following elements of the Seminar help you process information?

	Very Helpful	Somewhat Helpful	Not Very Helpful
Group Reflections	X	X	X
Journal Writing	X	X	X
Private/Personal Time	X	X	X
Discussions with other Group Members	X	X	X

Comments: (May be continued on reverse of this form.)

D. Please comment on the Instructor who taught this Seminar. Consider responsiveness to individual and group needs, organizational ability, leadership style, problem solving ability, language interpretation (if applicable), familiarity with the location and subject area.

E. How will you communicate and act on your Seminar experience once you return home?

F. Additional information?

**Required Insurance Information Form
Participation in a Required Class Trip
(Within U.S. and for Foreign Travel)**

**RETURN THIS FORM TO:
Business and Finance, 307 Old Main**

Location of Trip: from Des Moines to _____

Brief description of trip purpose:

Number of Days: Departure Date: _____

Return Date: _____

Total Number of Days of Trip: _____

Method of Travel: _____

(Driver's license checks are required on all drivers)

If other than commercial airlines, specific stipulations apply for Drake's insurance to cover the trip. Please call: 271-3116.

Please list the names of everyone who will travel on the trip and please note if the person is a Student, Instructor or other: (The Participant must be a Student or Instructor for Drake's insurance to apply.)

Name	Student	Faculty	Other
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Drake University

Travel Advance Agreement

All travel expenditures incurred by employees for the University are reimbursed through the use of the Travel Expense Reimbursement form. Travel Expense Reimbursement form should be completed and turned in within two (2) weeks of return or incurred expenses. Receipts are required to justify all travel advances.

When completing the Travel Expense Reimbursement form, use Excel. You must enter the travel advance amount in the proper place and the spreadsheet will calculate amount owed to you or amount to be returned to Drake University. In the case where the travel advance exceeds the expenses for the report submitted, the remaining cash must be turned in to Accounting along with Travel Expense Reimbursement Form. Accounting will take money to Student Accounts and deposit it in the correct FOAPAL.

Any advance outstanding after 30 days will be deducted from the employee's next paycheck.

Amount \$ _____

Check # _____

I agree to the terms of this Agreement.

Signature _____

Please print _____

Date _____

Budget - xxxxx

2/29/2008

Activity Code

Balance of Seminar due 6 weeks before leave:

14-Mar-08

Credit Hours

Dates:

Deposit/s: Amt/How Many

Course Title/s:

ESTIMATED BUDGET FOR THE XXXXX STUDY ABROAD 2008 SEMINAR

Costs for General Items			
Meals daily (instructor)		\$	15.00
Lodging Daily (instructor)		\$	25.00
Ground Transport daily		\$	50.00
Variable Items	# students		21
	# days		19

STAFF COSTS

Instructor	Salary (.0275 x # of credit hours x faculty salary)		
	Air ticket		
	Lodging		
	Meals		
	Teacher Identity Card		\$ 22.00
	Benefits 0.765 x sal		\$ -
	Total		\$ 22.00

Co-Instructor	Salary		
	Air ticket		
	Lodging		
	Meals (Visa)		\$ 50.00
	Teacher Identity Card		\$ 22.00
	Benefits 0.765 x sal		\$ -
	Total		\$ 50.00

Co-Leader 2	Air ticket		
	Lodging		\$ -
	Teacher Identity Card		\$ 22.00
	Meals (Visa)		\$ -
	(Visa)		\$ 50.00
	Total		\$ 72.00

TOTAL Faculty Expense		\$	144.00
------------------------------	--	-----------	---------------

STUDENT COSTS

	Each	21/19 days
Air ticket		
Ground transp.		
Lodging		
Phone calls		
Meals		
Miscellaneous eg driver, promotion, etc		
Program Costs		
Total		
Total Student Costs		\$ 144.00

OTHER COSTS

Contingency Fee (3%)	\$	2.88
Administrative Fee (8%)	\$	11.52
TOTAL (3)	\$	158.40

Cost per student* **\$ 7.54**

Approved (signed and dated:
ORG 3830, Summer Sessions

Instructor/s _____

Dean: 1 _____

Dean 2 _____

Budget Officer: S. Smeltzer _____

University Budget Officer
C. Nelson _____

Budget - xxxxx

2/29/2008

Activity Code

Balance of Seminar due 6 weeks before leave:

14-Mar-08

Credit Hours

Dates:

Deposit/s: Amt/How Many

Course Title/s:

FINAL BUDGET FOR THE XXXXX STUDY ABROAD 2008 SEMINAR

Costs for General Items			
Meals daily (instructor)		\$	15.00
Lodging Daily (instructor)		\$	25.00
Ground Transport daily		\$	50.00
Variable Items	# students		21
	# days		19

STAFF COSTS

Instructor	Salary (.0275 x # of credit hours x faculty salary)		
	Air ticket		
	Lodging		
	Meals		
	Teacher Identity Card	\$	22.00
	Benefits 0.765 x sal	\$	-
	Total	\$	22.00

Co-Instructor	Salary		
	Air ticket		
	Lodging		
	Meals		
	(Visa)	\$	50.00
	Teacher Identity Card	\$	22.00
	Benefits 0.765 x sal	\$	-
	Total	\$	50.00

Co-Leader 2	Air ticket		
	Lodging	\$	-
	Teacher Identity Card	\$	22.00
	Meals	\$	-
	(Visa)	\$	50.00
	Total	\$	72.00

TOTAL Faculty Expense		\$	144.00
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STUDENT COSTS

	Each	21/19 days
Air ticket		
Ground transp.		
Lodging		
Phone calls		
Meals		
Miscellaneous eg driver, promotion, etc		
Program Costs		
Total		
Total Student Costs		\$ 144.00

OTHER COSTS

Contingency Fee (3%)	\$	2.88
Administrative Fee (8%)	\$	11.52
TOTAL (3)	\$	158.40

Cost per student* \$ 7.54

Approved (signed and dated:
ORG 3830, Summer Sessions

Instructor/s _____

Dean: 1 _____

Dean 2 _____

Budget Officer: S. Smeltzer _____

University Budget Officer C. Nelson _____

Study Seminar Pre-departure Budget Adjustment Request
 (Required to submit after final budget established {no later than February 15}
 before additional expenses will be approved in writing
 by Dean and Office of the Provost)

Date: _____

Name of faculty member/s requesting approval of additional expenses: _____

Phone: (_____) _____ - _____

Explanation of request:

(Example) air fare was estimated at \$1,875, in January the air fare expense remained constant; however, The Travel Center notified us that due to fuel increases that the air fare increased to \$1,950. Request approval of the increase of \$75 each for 21 students for a total cost of \$1,575

Above information is required for any expense increase or new expense predeparture from approved budget by no later than the agreed upon Deposit Date for individual study seminar. This request must be signed by faculty member/s, printed, and sent to the Assistant to the Provost. This form must be retained in Office of the Provost records with all appropriate signatures including the person responsible for budget in the Office of the Provost. If request is denied, it must be denied on this form and returned to the faculty member/s who submitted as noted above. The request may be accepted with instructions to reduce other estimated expenses in order not to increase the budget submitted.

Department: _____ **Name of Study Seminar** _____
 (College or Special Project)

Date of Seminar _____

Total Additional Budget Request: \$ _____

Name of Faculty	Signature	Date
-----------------	-----------	------

Name of Faculty	Signature	Date
-----------------	-----------	------

Review of Request

Name of Dean	Signature	Date
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Approval of Request

(Either Assistant to the Provost or Provost)	Signature	Date
--	-----------	------

**DRAKE UNIVERSITY
MISSING RECEIPT FORM**

(This form is to be used for lost or missing receipts)

MERCHANT NAME: _____

DATE OF PURCHASE: _____

PURCHASE AMOUNT: _____

DESCRIPTION OF PURCHASE (List items purchased):

BUSINESS PURPOSE:

RECEIPT WAS (check one) _____ LOST _____ NOT AVAILABLE

I, _____, THE UNDERSIGNED DO CERTIFY THAT
(Type or Clearly Print Name)

THE ABOVE PURCHASE WAS MADE FOR OFFICIAL DRAKE UNIVERSITY BUSINESS.

SIGNATURE

DATE

If you have any questions, please call Tammy Agey at ext. 3180

Nov-07