

Faculty-Led Study Abroad Program
Office of International Programs

Faculty Trip Leader Checklist

Getting Started

- Check the U.S. State Department Web site to make sure that there is no “Travel Warning” issued to the destination country. If there is a Travel Warning, the trip must not take place.
- Any group that is traveling to a high-hazard country must receive written permission to travel from the Chancellor’s office.
- Schedule an “In-Take” meeting with Mr. Jay Ward, Associate Director, Office of International Programs to review program contents, budget, risk management issues, campus review and approval process, Chancellor’s Office Executive Orders, etc.
- If you plan to run your program through CEL Self-Support, please submit Faculty-Led Study Abroad **CEL Special Sessions Academic Course Request Form** with both the Department Chair and Dean’s signature to OIP
(http://oip.sfsu.edu/sites/sites7.sfsu.edu.oip/files/facultyleader/2015_CEL%20Special%20Sessions%20Academic%20Course%20Request.pdf)

The University strictly adheres to the CSU and SF State campus fiscal policies that restrict individual University employees from accepting student money. This includes the Faculty Leader for Study Abroad programs. Therefore, it is best for the Faculty Leader to find a travel agency and/or airline company that may accept student money. Students must use their own credit cards or make checks payable to the travel agency and/or airline for their share of the cost of airline tickets, lodging accommodations, transportation, etc.

Next Steps

- Read ***Policies & Procedures*** and ***Managing Emergencies Abroad***.
- Read and enforce during the program the University Standards of Student Conduct at: <http://bulletin.sfsu.edu/policies-procedures/regulations-procedures/student-conduct/> and <http://conduct.sfsu.edu/standards>
- Sign a separate letter acknowledging that you have read and agree to follow the Faculty-Led Study Abroad *Policies & Procedures*.
- Provide OIP (at least 60-90 days before departure) the following:
 - Participant List include Teaching Assistants and program volunteers with emergency contact information
 - A detailed itinerary including names of hotels, their addresses, phone numbers and email addresses. Also include names of service providers and any instructionally related tours in destination country with contact information. Notify OIP of any changes to itinerary pre and post-departure.

- Brief description of pre-departure orientation with special reference to safety, security, and health issues to the destination country.
- Inform students of the mandatory SF State Risk Management Insurance (approximately \$60-\$140 per student). Distribute Travel Insurance coverage summary to students.
- Inform students of any high-risk physical activities that may be required during the trip (i.e. extensive hiking, walking, climbing up hills, rock climbing, etc.) prior to the program's departure from the University.
- Inform students that they will not be able to travel with the group if their course registration form with payment, reimbursement for travel insurance, Medical/Insurance Verification & Authorization Form, Release of Liability, Promise Not to Sue, Assumption of Risk & Agreement to Pay Claims and Student Agreement are not received in the Office of International Programs **at least 60-90 before departure.**
- **Inform the students that Financial Aid is not available for Study Abroad trips run through CEL Self-Support. (Students participating on trips run through Summer State Support may be eligible for certain types of financial aid depending on their individual circumstances; please direct any questions concerning financial aid eligibility to the Office of Student Financial Aid).**
- Provide students with a checklist including required vaccinations, recommended supplies and travel items, pertinent documents, list of required or recommended reading.
- Register participants online before departure at the U.S. Department of State web site at <https://travel.state.gov/content/passports/en/go/step.html>
- Locate the closest U.S. Embassy to their destination(s) by visiting <http://usembassy.state.gov/> and provide students with Embassy contact information.
- Check to make sure that if you, a Teaching Assistant or program volunteer plan to drive while abroad, they have satisfactorily completed a CSU-approved defensive driver course within the last four years.
- Plan and schedule a pre-departure orientation meeting with your students and cover topics included in Policies and Procedures.
- OIP will organize a Mandatory "Health and Safety" Orientation meeting for you and your students and cover topics included in **Policies & Procedures**. *Please document when and where you held the meeting. Any students not in attendance must be provided with a separate orientation and safety meeting.*
- In accordance with CSU Executive Order No. 1081, the Faculty Leader agrees to attend a **"Faculty Leader Orientation" meeting** planned and organized by OIP.
- In accordance with CSU Executive Order No. 1081, the Faculty Leader agrees to complete an approved first-aid training course and provide OIP with a copy of your certificate of completion.
- Provide OIP (at least 60-90 before departure) with the following for each student participant:

- Course Registration Form with payment
- A separate check for travel insurance reimbursement
- A Medical/Insurance Verification & Authorization Form
- A signed Release of Liability, Promise Not to Sue, Assumption of Risk & Agreement to Pay Claims
- A signed Student Agreement
- Xerox copy of student and faculty passports (Biographical page with participant's photo)*
- Verification of successful completion of certified first aid course

***Please check to make sure that that passports for all participants are valid for at least 6 months after your scheduled U.S. return date. Also, participants with non-U.S. passports will need to submit a copy of their "green card" (if they are U.S. permanent residents) or a copy of their non-immigrant visa.**

Getting Ready to Leave

- Pack **Policies & Procedures, Managing Emergencies Abroad, Participant List, Incident Report** and copies of passports.
- Carry Participant List and copies of student's passports at all times. Keep copies of all passports secure.
- Check the U.S. State Department Web site to make sure that they have not issued a "Travel Warning" to the destination country.

In Destination Country

- Hold On-Site Orientation and cover topics included in **Policies & Procedures**.
- Remind students of the contact information for the closest U.S. embassy/consulate to your destination.
- Notify RM/OIP of any changes to itinerary.
- If an Emergency Arises**
 - The Faculty Leader will complete an Incident Report Form (<http://oip.sfsu.edu/facultyleader>) if an emergency situation arises during the program email immediately to Mr. Michael Beatty (mbeatty@sfsu.edu), Risk Manager and to the Mr. Jay Ward, Associate Director of the Office of International Programs (jward@sfsu.edu).
 - Consult the **Managing Emergencies Abroad** manual for complete instructions on how to handle an emergency abroad.

Back in San Francisco

- If you run your program through CEL Self-Support, please turn in grades to CEL Downtown Campus (to Mr. Atanas Maximov, Director of Enrollment Services, 415-817-4272, amaximov@sfsu.edu) or to your specific academic department/Registrar's Office if you run your program through State Support).
- Submit both student and faculty leader evaluations to OIP