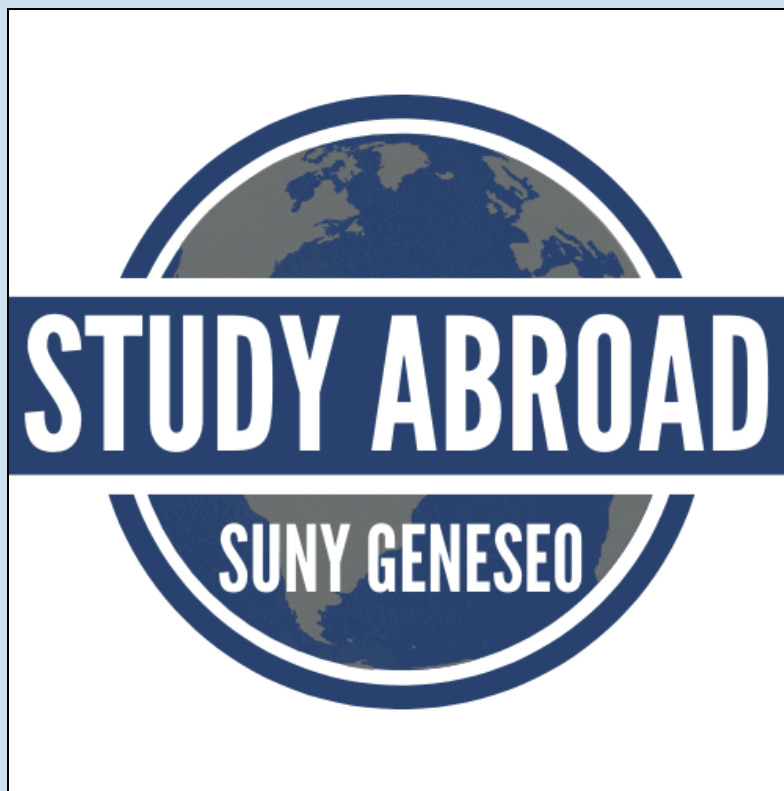


*Program Leader's Handbook
for Short-term Study Abroad
& Study Away Courses*



Last updated: October 2024

Program Leader's Handbook for Short-term Study Abroad and Study Away Courses

The Mission of the Study Abroad Office at SUNY Geneseo

The Study Abroad Office at SUNY Geneseo is dedicated to vigorously promoting global awareness through the development of academically rigorous and safe student mobility programs. The Study Abroad Office contributes to the mission of SUNY Geneseo by facilitating intercultural understanding, supporting efforts that seek to internationalize curriculum, and creating a learning-centered environment with a rich, co-curricular context. We strive to expand access for students, faculty, and staff to high quality experiences in international education by collaborating with all stakeholders to cultivate global partnerships, ensure robust academic standards, evaluate logistical efficiency, mitigate risk, manage travel safety, and adhere to fiscal compliance.

The Study Abroad Office is **grateful to SUNY Geneseo's faculty, staff, and administration** who support our mission in serving our students by offering short-term study abroad programs.

As is true in almost every aspect of our professional lives in SUNY, the last decade has brought us a steady growth in efforts to **codify and implement Policies, Best Practices, and Positions** (See [APPENDIX B](#)). The study abroad offices of the SUNY system coordinate and collaborate in bringing our students diversified and high quality opportunities in global education. The programs that we offer are available system-wide. While those programs are administered and sponsored by the individual SUNY campuses, they are subject to SUNY policies and regulations as well as campus policies and regulations.

This handbook is designed to promote the quality of our programs by consolidating access to policies, requirements, guidelines, best practices, and advice to help faculty and staff develop and lead short-term study abroad and study away programs in accordance with SUNY and SUNY Geneseo policies and procedures. All those who lead or assist in leading a study abroad or study away program are therefore **responsible for knowing the content of this handbook**.

Important Contact Information

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This handbook will be updated on an annual basis each year. Minor updates will be made as needed.

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Fundamental Elements of a Successful Faculty-Led Study Abroad Program

- *Academic Integrity*
 - A faculty-led program should have the same academic standards in content, delivery, and assessment as courses on campus. In addition, it should utilize the opportunity to **engage interculturally, critically, geographically, and creatively** with the region in which the program takes place. The program should be taught in a manner that enables participants to connect with the host culture and should utilize pedagogy that encourages a transformational experience, incorporates integrative learning, and promotes global understanding.
- *Cultural Integration to Enrich Academic Content*
 - Program leaders should facilitate opportunities for participants' integration into the host culture. Students should be **mentored in transcending the travel habits of a tourist**. They should engage meaningfully with the culture, connecting with the people and the society of the country or region in which they are studying. Program Leaders are encouraged to include meaningful interaction with local experts in the form of guest lectures, team-teaching, or social and cultural immersion experiences.
- *Strong Program Leadership*
 - Faculty and staff endeavoring to lead a study abroad program must be effective and engaged leaders as well as teachers. Program Leaders are on-call for emergencies 24 hours per day throughout the dates of the program and are there to provide support and assistance **for both academic and non-academic needs** of the students.
- *Fiscal and Budgetary Responsibility*
 - We recognize that many students face considerable financial pressures in completing their studies, and a study abroad or study experience may create additional financial burdens. The Study Abroad Office will work closely with the Program Leaders to develop **the highest quality program in the most fiscally responsible and cost-effective manner**. Program Leaders should carefully research prices and alternatives to ensure the Program Leaders are getting the most for the students' money. Devise a budget based on travel costs, modest accommodations, meals, compensation for local hosts, contributors, consultants, and incidentals. We also include an emergency fee and enough margin to offset unforeseen expenses such as currency fluctuations, airline surcharges, etc.
 - Proposals for faculty-led study abroad programs must present evidence that the global experience will deliver a quality experience at a reasonable cost. Leaders **must properly account for and report funds** expended for their programs. Program Leaders are required to reconcile and present an expense report within 15 days of the scheduled end of the program according to the standards defined by Campus Auxiliary Services.
- *Safety and Security of Students and Program Leaders*
 - The safety and security of participants and Program Leaders is critical, and **a consideration of the highest importance**. In consultation with the Study Abroad Office, relevant campus stakeholders, SUNY Office of Global Affairs guidelines, fellow faculty, and sources in the target country, Program Leaders should develop safety guidelines and protocols for emergencies.
- *Appropriate Pre-departure Preparation*
 - To prepare students adequately for living and studying abroad, Program Leaders should provide an orientation program that includes pre-departure and *in situ* orientation components. An orientation for a faculty-led study abroad program is best

- viewed as an **on-going process**, starting well in advance of departure, upon arrival *in situ*, and continuing throughout the program until the students have returned home.
- Before departure, leaders should prepare a comprehensive and detailed orientation document containing course information, behavioral expectations, and helpful cultural and geographical information of **both practical and academic interest**. The more the program participants know what is expected of them, the more successful the program will be.
 - When the Program Leaders arrive in the study abroad location, tours and cultural activities can help **to orient students to their new surroundings**. The academic program should begin as soon as possible to give structure to their daily activities. Often a robust walk designed to orient students to the physical environment can also help the students sleep better and recover more quickly from jet lag. It is advised that students not wander on their own in the first 24 hours of a program.
 - **Reflective Reentry and Assessment**
 - A long-standing assumption of study abroad has been that the place matters in what is taught and how it is taught. Until recently in the history of study abroad, there has seldom been a serious attempt to assess and critically examine the broad assumptions regarding the influence of the experience *in situ*. Study abroad experiences sponsored by SUNY Geneseo are required to include a component of Reflective Writing structured around a common set of learning outcomes that allow students to critically reflect on their experience abroad, hone their capacity to articulate their thoughts on that experience, and integrate that experience into the larger currents of their SUNY Geneseo curricular and co-curricular education. In order that we may live up to SUNY Geneseo's commitment to program assessment, **it is necessary that Program Leaders design and utilize Reflective Writing** for students in their programs to bring nuance and sophistication to the experience of study abroad. The writing that is produced will also provide a rich body of data for the purposes of assessing our learning outcomes.

Academic Standards

Learning Outcomes Common to all Study Abroad Programs at Geneseo

- Students will be able to demonstrate increased awareness of the student's own cultural values and biases and how these impact the student's ability to interact with others.
- Students will be able to demonstrate increased ability to analyze issues with appreciation for disparate viewpoints.
- Students will be able to demonstrate increased ability to communicate effectively with diverse individuals and groups.
- Students will be able to demonstrate new perspectives on the field/s of study.
- Students will be able to demonstrate increased understanding of the environments in which the student lives and studies.
- Students will be able to demonstrate increased ability to critically analyze and articulate the international travel experience, as an individual or as part of a group.

Length of program and credits and approvals

- The guideline for **assigning academic credit** through faculty-led study abroad programs is that one credit can be accomplished in a week of academic programming and activities.

<https://www.geneseo.edu/apca/credit-contact-hour-information>

Essentially, a three-week program would be worth three academic credits. Contact hours must be calculated and demonstrated to be on par with on-campus requirements. A total of 12.5 contact hours is required for each academic credit. Thus a standard three-credit course would meet for 37.5 contact hours. Lab time or structured course activity such as is generally calculated at two hours of lab time is equivalent to one contact hour. Examples of a structured course activity are activities related to the course including visiting sites of cultural or historical significance, guest speakers, and educational tours. Examples of activities that would not meet this requirement include student independent activities and tourism not related to the course. For further explanation, see "[Credit Contact Hour Policy](#)" in the SUNY Geneseo Undergraduate Bulletin.

- Given the above, it is possible to offer a two-week program that awards three credits or a four-week that awards six credits provided there is sufficient justification for doing so and this meets the approval of the faculty member's department and/or College in consultation with the Study Abroad Office. Justification for this would include a fully detailed syllabus with objectives, learning outcomes, and assessment plans as well as a program itinerary that supports the students' learning while abroad. It is also common to supplement the program duration *in situ* with online instruction. For example, a three-credit program may consist of one week online and two weeks *in situ* with adequate justification.
- Early on in the application process, it is essential that faculty discuss the program duration and credits to be awarded **with their department chairs and/or deans** as well as the Study Abroad Office if the faculty member developing the program proposes to deviate from the above guideline (one week abroad = one academic credit).
- The course objectives and learning outcomes should be appropriate for the program duration and the breadth *in situ* activities.

Course Requirements and Demands

- Program Leaders should not underestimate the **demands on their time** while traveling abroad with students. Scholars will find it difficult to engage in research while abroad unless student engagement in research is an integral component of the program and learning outcomes.
- Program Instructors may set **prerequisites for the course**, but these could place restrictions on enrollment. It is recommended to keep programs as accessible to as broad a student market as possible to facilitate recruitment. Major-specific courses work well when the academic department has a large population of majors that would support the program and the department is committed to recruitment.
- Generally speaking, an **ideal student/faculty ratio** is 12-20 students to 2 Program Leaders, but this may vary from program to program depending on the nature of the program's learning goals, logistics, budget, and expenses. Any departure from this norm will require written explanation from the program leaders and approval from the Director of Study Abroad.
- There should be justification for offering the course regarding specific connections between the course and the location where the program takes place.
- Generally speaking, the **GPA requirement** is up to the Program Leaders who will assist in reviewing applications. SUNY Geneseo requires at minimum that students are in [good academic standing](#) (minimum cumulative GPA of 2.0). Faculty can set a higher GPA requirement given the academic nature of the program. Setting a higher GPA requirement could impact recruitment and enrollment. GPA requirements must be listed on the study abroad program webpage. Faculty should consider GPA with the understanding that the

transformational nature of study abroad may serve as the catalyst that places a struggling student on a pathway to success.

- If there is a fitness requirement, Program Leaders must list this in the marketing materials including on the Horizons program page. An example of a fitness statement: There will be program components that involve strenuous physical activity, some of which may be directly associated with the academic requirements of the program. These activities may include:
 - Low to moderate levels of exertion (30-60 minutes) required to access some of field localities.

Timeline for Course Development

A planning timeline for faculty-led programs can be found in [APPENDIX A](#) of this handbook to guide program leaders through the planning process. Developing new programs abroad takes **patience and forethought** to ensure sufficient time for successful program development, arrangements, and recruitment.

If the Program Leader wishes to offer a faculty-led study abroad/away program, that Program Leader must submit a Study Abroad Program Proposal Form (please contact the Study Abroad Office for this form) that includes:

- Course title and number of credits
- Proposed dates and term
- Rationale for the program, including a description of previous site experience
- Market for the program
- Draft syllabus, itinerary, and outline integrating site visits, excursions, and activities that enhance learning objectives.

Before investing time in course development, the Program Leader should make sure that the program does not duplicate an offering from another SUNY school. Other questions to consider include:

- Consider the **target student cohort** for recruitment. Would this course appeal to a broad range or focused group of students? Who are those students?
- Does the program offer something unique that cannot be accomplished on campus?
- Does the program satisfy a General Education requirement?
- Will you design the course to meet the [Integrated and Applied Learning Requirement](#)? The Study Abroad Office strongly encourages all program leaders to design their course to meet the [Integrative and Applied Learning \(IAL\) graduation](#) requirement.
 - The IAL graduation attribute is added to Banner at the “course level.” Therefore, a course that is presently taught on campus and adapted for teaching abroad cannot be tagged with the IAL graduation requirement.
 - It is suggested that faculty propose a new course specifically to be taught abroad.
 - For guidance on how to do this, please contact the Study Abroad Office.
- If the program will satisfy a major requirement, how many majors are in the department? Will the course attract majors outside the department? Will there be an interdepartmental registration option?
- Are prerequisite courses required?
- Do you need to complete an *Experimental Course Proposal Form* or *Curriculum Proposal Form*? ([APPENDIX C](#))
- How will the Program Leader relate the course content to the proposed location?

- Are the political, economic, and security conditions in the proposed **location conducive to a safe and fruitful experience**?
- Is the length of time appropriate for delivery of the academic content sufficient?
- Does the program compete with or complement existing programs?
- Is the projected cost equitable to other programs that we offer with regard to quality and cost per student/day? What financial aid is available for your program based on the term you are proposing?
- Are you proposing a study abroad or study away program during an academic term that will be in direct competition with another program from your same academic department?
- How can you integrate career building skills into your program? Utilize "[Integrating NACE Career Competencies into Faculty-led Study Abroad Programs](#)" is a resource to generate ideas on how to do this.

Preliminary Site Visits

Site visits for the research and development of faculty-led programs may be available for travel to explore details on the ground. Site visits are intended to familiarize the Program Leader with the location of a future program and to **learn about local features** to enhance the academic experience of the students. Site visits are also intended for addressing matters of health and safety, logistical efficiency, and cost effectiveness.

Things to Accomplish on a Site Visit

- Determine appropriate excursions to enhance the academic program
- Determine appropriate housing options for students and program leaders
- Build partnerships with local universities, guides, and support services
- Identify the locations of the nearest healthcare facility and police stations
- "Walk the program" to test logistical plans for student mobility, risk assessment, cost of living, availability of services, and other concerns associated with leading a group of 12-20 students around that location.
- Meeting and **getting to know partners** and other human resources, such as providers, travel guides, etc.

When and How to Request a Site Visit

To request a site visit, faculty and staff must first complete and submit a Site Visit Request Form ([APPENDIX C](#)) for the intended program. It is ideal to conduct a site visit before creating the program budget and publishing the program cost sheet as much of the information learned on a site visit is connected to the overall cost of the program. Site visits must be approved in writing by the Director of Study Abroad. That approval will articulate what expenses will be covered by the Study Abroad Office (See the [Site Visit Guidelines](#) and [Site Visit Request Form](#) in [APPENDIX C](#))

Course Planning Guidelines

These guidelines will help the Program Leader develop solid programs that are academically strong, economically feasible, and safe. For a planning timeline, please see [APPENDIX A](#).

Academics and Program Structure

All Geneseo study abroad programs are university-level courses delivered in concentrated form abroad and should embrace the same academic standards as are found in regular semester-length programs at home. In order to uphold the academic standards of the College, readings and other assigned work should be comparable to that assigned for an on-campus course. At the same time, **the program should include structural elements of cultural integration**. Since short-term programs cannot provide sustained cultural immersion, cultural encounters should be incorporated into the course.

Thus, for a 3-credit course, the program should provide at least 37.5 hours of class instruction or contact hours. For study abroad courses, however, the definition of contact hours can be broadened to include activities in which students are engaged with the academic content and learning objectives of the course. If carefully justified in the program proposal and in subsequent annual evaluations, one or two additional credits may be offered for an intensive program, with written approval of the Study Abroad Office and the sponsoring academic department or College in the event that the course provides credit in General Education.

The syllabus should follow the standards for creating the syllabus for an on-campus course, specifying learning outcomes, readings, assignments, expectations, and grading criteria along with the addition of the excursions and other non-classroom activities that are part of the program. Reading assignments should take into account the fact that students have limited time during the program. If possible, consider distributing readings prior to departure, so that students have the option to complete some reading before the program begins, although be careful that the Program Leaders do not require assignments to be submitted outside the dates of the program. Other assigned work must take into account the living and travel conditions. It is best practice to share a draft syllabus with students during the application period to allow a student to fully understand the expectations of the course and raise any concerns prior to committing to the program.

The Program Leader should be conscientious to balance each day with structured and unstructured time to prevent student exhaustion and information overload. Too much unstructured time can jeopardize the academic integrity of the course. The **test of an effective study abroad program** consists in the degree to which the pedagogy supports skills in interpreting the location and the location informs the pedagogy. If the students are sensing that the course is competing with their experience in the country, then something is failing in the pedagogy.

It is helpful to make use of *in situ* learning resources, including local universities, government agencies, non-governmental organizations, cultural institutions, and the local individuals. Holding office hours in a local cafe can often build relationships with locals and create a safe and hospitable space for the students.

To promote the highest level of student engagement during program travel dates, **students are strongly discouraged from enrolling in any additional credit-bearing coursework concurrent with their time abroad/away**. Similarly, program Leaders participating in Faculty-Led Study Abroad or Faculty-Led Study Away Programs should critically reflect on whether it is appropriate or not to take on extraneous coursework during their program given the time constraints and robust demands of teaching and learning while traveling. Program Leaders are required to disclose any extraneous coursework commitments during the study abroad program dates to the Study Abroad Office before it is listed on the master schedule ([APPENDIX B](#)).

Making Logistical Arrangements

Beginning in AY 2024-2025, existing programs utilizing In House logistical arrangements will be grandfathered to continue to operate as previously. However, newly proposed programs for AY 2025-2026 must utilize the services of a [program provider](#), [partner](#), and/or travel agent to make logistical arrangements.

Four common methods for making program arrangements and logistics appear below. Each has its own set of advantages and disadvantages articulated in the table below.

1. In House – All (or most) program arrangements are made by Program Leaders and supported by the Study Abroad Office staff.
2. Host University – A campus partner institution may provide all (or most) program arrangements. In this case, the partner university is acting like a third-party program provider.
3. Study Abroad Program Provider – These organizations will make all (or most) program arrangements on behalf of the SUNY campus. SUNY has guidelines regarding working with these organizations.
4. Hybrid – May combine faculty and Study Abroad Office staff making some program arrangements in conjunction with a host institution abroad or third-party program provider.

In house	Provider
<p>Advantages</p> <ul style="list-style-type: none"> • Maximize faculty expertise of site(s) visited and arrangements • Flexibility with budget and enrollment • Direct control over arrangements • Could be less costly to students <p>Disadvantages</p> <ul style="list-style-type: none"> • Labor intensive for faculty/staff in terms of arrangements • Greater potential for risk • Questions regarding vetting of local arrangements • Potential lack of local assistance/resources 	<p>Advantages</p> <ul style="list-style-type: none"> • Minimizes risk • Assurance of proper vetting • Access to local assistance/resources • Provision of marketing materials • Less labor intensive for faculty/staff in terms of arrangements • Economies of scale might secure better costs and lower fees <p>Disadvantages</p> <ul style="list-style-type: none"> • Less flexibility with the budget and enrollment • Less control over arrangements • Mark up could make programs more expensive, but economies of scale could mitigate for this (see above)

Travel Agents and Third-Party Program Providers

Travel Agents and Third-Party Program Providers should be selected based upon appropriate criteria:

- Knowledge of and experience in the countries or parts of countries to be visited
- Expertise in the academic field of the proposed course or activity
- Reputation as evidenced by recommendations of other educational institutions who have used their services
- Understanding of U.S. safety protocols and the ability to provide guidance to participants on safety and security issues
- Transparency in financial arrangements with the campus and disclosure of relationships with campus staff to avoid conflicts of interests and ethics violations
- Cost (recognizing that factors such as experience, expertise, and the provision of appropriate lodging, meals, safe transportation, etc., can sometimes outweigh cost)

Entering Contracts with Travel Agents and Third-Party Program Providers

Campuses should always have contracts with providers that serve their programs following NYS and SUNY procurement procedures. Agreements should not be made between individuals or groups of campus staff and providers. **Under no circumstances should Program Leaders sign contracts on behalf of the institution.** This must be coordinated through the Study Abroad Office. This allows SUNY to control the process, maintain accountability, receive protection from liability, verify the charges, and address any problems directly with the travel agent or third-party program provider.

Contracts should provide for direct payment from the campus to the provider. Students should not pay providers directly.

Program Leaders and/or departments should never collect money directly from students. All payments should be submitted via the campus Study Abroad Office for the appropriate accounting.

All travel agents and third-party program providers used for SUNY Geneseo study abroad programs must be approved in writing by the Study Abroad Office.

Booking Flights

Program Leaders can recommend to the Study Abroad Office to have students take a group flight or to book their own tickets. **Group flights typically cost a little more for students but allow for a more orderly arrival and departure.** The Study Abroad Office can utilize the services of a travel agent to set up group flights for 10 or more people traveling together. This travel agent can also coordinate other travel arrangements.

Please Note: Program expenses paid by program participants cover the cost of program leaders' domestic flights to the international departure airport and the cost of the international flight based on the program dates. Any additional costs, deviations, and/or upgrades must be covered by the Program Leaders themselves.

Please Note: Where possible, program leaders' airfares must be refundable fares.

Booking Accommodations

Leaders can recommend the type and choice of housing to the Study Abroad Office. There are various types of housing possible depending upon the site chosen.

It is a requirement of the Study Abroad Office that each student is assigned their own bed. As per the direction of SUNY Office of Global Affairs, programs must never be designed to **require** students to share beds on a SUNY study abroad program (See [APPENDIX B](#)). If a student would like to request a single room, they should contact the Study Abroad Office and the Study Abroad Office will try to accommodate the student. The student will be responsible for any extra cost associated with a single room. Students with documented disabilities may request accommodations with the [Office of Accessibility Services \(OAS\)](#). Please note, that even with an approved accommodation, students may be responsible for any extra costs associated with a single room. If they have any questions, they should contact the OAS via email at access@geneseo.edu or call 585-245-5112.

Leaders should reserve rooms based on the stated gender identity of the participants. However, in alignment with SUNY Geneseo Residence Life, all-gender housing should be made available to any interested students. "All-Gender Housing is a living experience that allows students to live with one another regardless of their gender identity and is meant to allow students to feel entirely comfortable living with whomever they'd like" ([Resources for the LGBTQ Community](#)). Interested students should make a request in writing for all-gender housing to the Study Abroad Office by e-mailing studyabroad@geneseo.edu. Please note, some housing providers may have gender-specific policies that could prevent SUNY Geneseo from offering all-gender housing.

When making housing reservations, it is very important to specify the DAY IN and the DAY OUT to **avoid the most common and expensive error** in booking rooms. Booking a room from Day X to Day Y does not clarify if the group will be leaving on the morning of Day Y or staying the night of Day Y.

Integrating the Logistics

Here are some questions the Program Leaders must answer for themselves and their students as they plan the course and synthesize the decisions regarding flights, ground transportation, accommodations, meals, field trips and excursions:

- How will everyone get to the program site abroad?
- Where will everyone stay? Hotel? Hostel? University residence halls? Apartments? Homestay?
- How will everyone get there from the airport? Consider all on-the-ground transportation, including excursions or transport between sites.

Here are some examples of things to consider regarding the implementation of the program itself.

- Will public transport be sufficient and convenient enough or will there be a need to hire a private coach for any part of the program given the traffic demands surrounding access to a site?
- What needs will the group have for classrooms, technology, internet access, and printing?
- Will meals be included in the accommodations? If not, where will people eat? What days are best for group meals given the demands of the itinerary? How much time can be assigned for meals?
- Do the Program Leaders want to schedule guided tours to particular locations or rely upon themselves? Do the local laws permit tours without certified guides?
- Will students need a visa, vaccinations, or medications to travel to the location?
- How will the political and economic conditions affect logistics and pedagogy?

Budget Development

Program Leaders have **the primary responsibility** for researching the location and estimated costs, but the Study Abroad Office has sole authority to determine the final budget and program cost. The budget must estimate faculty and student expenses, including pre-departure expenses (ie. orientation food and medications/vaccinations) housing; transportation (international and *in situ*); excursions and entrances fees; academic expenses (i.e. classroom rental), incidental program expenses (i.e., tips and gratuities); and at least some meals. Leaders are responsible for getting accurate cost estimates from providers in the development of the Program Leader's budget.

Since the Study Abroad Office is self-funded, a portion of the tuition and fees generated by the program must be used to fund the office operations, including faculty site visits for the development of new programs. Therefore, the final program cost will be based on actual program expenses, an administrative fee calculated in the budgeted expenses and a contingency/emergency fee. Please see [APPENDIX C](#) for a budget template to assist in the development of a viable budget.

It is important to note that fixed expenses in the program budget, such as faculty overhead, are borne by the students which is why **each program must meet a minimum enrollment target** for fiscal viability. If the actual enrollment is lower than what is targeted in the budget, the faculty must modify the program and take reduced compensation to prevent the course from being canceled.

Program Dates

Exact program dates are critical for student interest, flight and accommodation arrangements, and other logistical concerns.

The **Program Start Date** is the date of departure from the hub airport in the U.S., not the date of arrival in the program country. The **Program End Date** is the date of departure from the country *in situ* when the students depart from the last airport with a direct flight to the hub airport selected for the program in the U.S.

Plan to allow a day *in situ* before classes begin in order to allow for recovering from jet lag and orientation activities.

Questions to consider regarding program dates include:

- Do the dates fall during the high-cost travel season and thus entail greater expense?
- Do the dates include major holidays in the country?
- Do the dates take into account seasonal weather conditions in the country, such as the rainy season?
- Does the program calendar limit the number of potential participants?

Once a program has been approved and planning of the itinerary is complete, it is the Program Leaders' responsibility to inform the Study Abroad Office of the actual program dates and **to check the website to ensure the posted dates are accurate.**

One concern regarding the relationship between the program calendar and recruitment can influence the choice of a semester Travel Added Course (TAC), Summer, or Winter Intersession. Students of limited financial means will often work in the summer to afford a study abroad experience. Travel Added Courses (TAC) and Winter Intersession offerings help to build access.

In alignment with the College's aspiration to provide Integrative and Applied Learning experiences for all students in pursuit of an equity-centered honors college, the Study Abroad Office introduced a new program model for the first time in 2024– Travel Added Course (TAC). TAC programs utilize full-time tuition and allow students to use the full scope of their semester financial aid package, thereby making these programs more affordable than the traditional faculty-led study abroad program model.

A TAC program consists of a course that will take place during the semester with the travel component taking place *during (spring break) or directly following the semester*. According to [The NAFSA Guide to Successful Short-Term Programs Abroad](#), a strategy to enhance the pedagogy of a successful study abroad program is to introduce students to the content of the course in a structured academic environment prior to travel. "Readings and/or assignments get students to start engaging before they leave." SUNY Geneseo's TAC programs are in line with this principle. Some key elements to keep in mind with this program type:

- All students participating in the semester course must participate in the travel component unless special arrangements are made with the Study Abroad Office
- For programs with travel following the semester, students will receive a Satisfactory Progress (SP) at the end of the regular semester and their grades will be updated at the conclusion of the travel component. The Study Abroad Office will work with the Registrar's Office to award students the SP grade at the conclusion of the semester as faculty cannot award SP grades. The program instructor must submit grade change requests following the travel once the grade is finalized.
- The course can be 1-4 credits.
- The suggested length of travel for these programs are 7-15 days depending on the program location.
- Like all of our programs, we will have two program leaders – a program instructor and administrator.
- Faculty must speak to their Department Chair/Dean about whether this course is considered part of their regular teaching load for the semester or if this course is in addition to their regular teaching load.
- As these programs are part of the regular semester, there is no extra tuition collected for full-time students and therefore these programs are much more affordable for our students.

Safety Assessment

When Program Leaders submit program proposals, a safety assessment will be conducted in collaboration with the Study Abroad Office. This will be **required of all program proposals**, whether they refer to new programs or repeat programs as conditions on the ground are always dynamic.

Programs that portend a higher level of risk are evaluated on a case-by-case basis, and take into consideration the Program Leaders' first-hand experience, as well as information from reliable sources. Any program assessment considered high risk will be reported to the Provost by the Director of Study Abroad. The Provost will determine the appropriate consultations necessary in determining if the program can be approved.

Goals of the Safety Assessment

- **To determine the known risks inherent in the site selection and the strategies for mitigating those risks.**
- To document assessment of program safety, which is housed in Study Abroad Office files.

- To establish that the Program Leaders, study abroad office staff, and students are informed about risk associated with program locations, and can mitigate risks to their best ability.
- To ensure that each Program Leader has a plan to respond to any security, health and safety issues, if they arise.
- To continually address new issues that may arise since the previous year's assessment for renewed courses.
- To assist the Study Abroad Office in responding to concerns from students, parents, or any College officials about program safety.
- To maintain a written record of any changes made to a program in order to mitigate risks and ensure student safety.

Drafting a Preliminary Safety Assessment

The following is a list of the concerns that need to be addressed in the preliminary Safety and Security Assessment **that will be submitted with all program proposals**.

- The U.S. Department of State's current travel advisory level for the country/region of the program as well as other sources of information such as reputable media outlets and local partners.
- Health, safety and security risks in the study abroad program location(s) considering infrastructure (public services and amenities, road/pedestrian safety, access to medical facilities, etc.), public health, politics, gender norms, natural disasters, local laws, etc.
- Health, safety, and security risks based on planned program activities considering transportation and logistical arrangements, remoteness, level of physicality, etc.
- Ground transportation - Program leaders should work closely with the Study Abroad Office to arrange or contract for the use of reputable, safe, reliable, and insured transportation services from public or private vendors in order to provide for the transportation needs for the transportation needs for the program. All ground transportation must be approved by the Study Abroad Office.
- Plans to mitigate risks in addition to the categories listed above.

Program Leaders Driving on Study Abroad/Away Programs

Driving students is considered one of, if not the most, dangerous activity done on a study abroad/away program. Therefore, the State University of New York (SUNY) Office of Global Affairs, SUNY Office of General Counsel, and the SUNY Geneseo Study Abroad Office strongly discourage any program leader from driving students on a study abroad/away program.

Preferred alternatives to driving are:

- Hiring a local, professional, insured driver
- Utilizing public transportation
- Re-engineering the program to travel less frequently thereby eliminating the need to drive

SUNY Geneseo has recently established the following guidelines pertaining to program leaders driving:

- **Driving Abroad (outside the USA)**
The current position of the college on faculty and staff driving abroad is that it's strictly prohibited. As of the updating of this handbook, the college has not generated any formal document specifying this position.
- **Driving Away (outside of New York state (NYS))**

The recommendation for any study away program is to hire a professional driver. Driving outside of NYS is strongly discouraged. If there is an academically justifiable rationale, the Study Abroad Office will take the request, on a case-by-case basis, upward to the Provost Office. This may also involve coordination with the Division of Finance and Administration.

Any approval from the Provost Office is contingent on a License Event Notification Service (LENS) review. In addition, the program leaders planning to drive must adhere to all SUNY policies including the SUNY-wide [Passenger Van policy](#), if applicable. In most instances, additional supplemental insurance will be purchased through the vehicle rental agency to enhance protection for passengers, drivers, and the college. The specific insurance package will depend on the rental agency and if SUNY has an existing state contract.

Program Time and Free Time

During any traveling academic course, there is a distinction between the time when the class meets for activities of a purely academic nature (those activities understood as course requirements) and *free time* when students may explore the locale on their own. The Program Leaders should be very clear in informing the students **when their participation is required under program time and when they are on free time**. Decisions made by students during free time are their own responsibility.

Program Proposal Process

It is important to discuss any potential program proposal with your department chair and/or dean before submitting a proposal.

Study Abroad Office strives to launch as many study abroad/away programs and serve as many students as possible. The Study Abroad Office will do a single call for faculty-led study abroad/away proposals in the fall for the following academic year.

All faculty-led study abroad/away program proposals will be reviewed at once, allowing the Provost Office to make strategic decisions based on the needs of our students and college priorities.

Faculty-led study abroad/away program proposals will be prioritized based on the following (in no particular order):

- A variety of opportunities in a diversity of countries and academic disciplines.
- Balanced across the academic year including, the Winter Intersession, Fall and Spring Travel Added Course (TAC), and Summer terms.
- Equitable opportunities that meet the needs of students' financial constraints.
- The ability to draw and enroll students.
 - Please note that the Study Abroad Office strongly encourages all program leaders to design their course to meet the Integrative and Applied Learning (IAL) graduation requirement. Preference will be given to programs which demonstrate an intent to design their course to meet this requirement. For guidance on how to do this, please contact the Study Abroad Office.

A complete program proposal includes the **Study Abroad Program Proposal Form and a draft syllabus and itinerary that specifies intended learning outcomes**. The Study Abroad Office reserves the right to make changes to program itineraries during the proposal and development process to address concerns of health and safety.

All program proposals will be reviewed and compared on a single review timeline thereby giving no preference to any specific term and allowing dialogue with academic departments that may submit multiple programs in the same academic year.

Program proposals will be evaluated using a [rubric](#), which was reviewed by the Study Abroad Advisory Committee. Using a standard [rubric](#) helps guide program leaders in the development of program proposals and the Provost Office and Study Abroad Office in the review of proposals. The [rubric](#) attempts to assess risk levels, audience and demand, logistical complexity, and diversity of course offerings and program locations.

Faculty must submit a Study Abroad/Away Proposal Form even if the program was previously approved.

Please note that study abroad faculty-led program offerings are limited to the capacity as outlined by the SUNY Geneseo Study Abroad Office and approved by the Provost Office. Capacity is determined by staffing levels to ensure the safe execution of faculty-led programs.

Order of Approvals:

1. Department Chair/Dean Approval: reviews and approves the academics and endorses the program leaders proposing the program. Acknowledges department commitment to the operation of this program once a student roster is confirmed.
2. Study Abroad Office/Study Abroad Director Approval: reviews and approves the logistics/health & safety
3. Provost Office designee, usually Associate Provost for Academic Success: reviews and approves the program leader(s)

If a new course is to be offered more than one time, it must go through the Senate approval process. The course may be offered a second time only if the course has been approved through the College Senate review process. Additional information can be found here:

<https://www.geneseo.edu/apca/CurrPoliRevision>.

Staffing and Compensation of Program Leaders

Roles and Responsibilities for Staffing Study Abroad/Away Programs

All programs are required to have two Program Leaders: a Program Instructor and a Program Administrator or Program Assistant.

Program Assistants are hired in cases when no Geneseo faculty or staff may serve, if the program is a collaboration with another college or university, or the budget warrants having a third person. Program Assistants cannot be currently enrolled undergraduate students at SUNY Geneseo. Limited exceptions to this rule will be made on a case-by-case basis in consultation with the Provost Office and Human Resources. Job descriptions for all positions are outlined below.

Job responsibilities of all Program Leaders are:

Program Planning

- Develop program content and itinerary, including academic activities, cultural activities and excursions.
- Obtain all necessary departmental, administrative, and Senate approvals.
- Ensure that Study Abroad print and web marketing materials are accurate.
- Recruit students; i.e., attend the Study Abroad fairs, hold interest sessions, make presentations in classes, post announcements on listservs, contact student groups, contact colleagues on other SUNY campuses, etc.
- Provide guidance to the Study Abroad Office on application decisions.

Pre-travel Preparation

- Stay up-to-date with health and safety information related to the study abroad program location(s). Resources include: [the U.S. Department of State](#) and [CDC](#) websites, destination government information, and reliable news outlets.
- Provide a pre-departure orientation.
- Attend the *International Travel with Students Training*.
- Submit final syllabus and itinerary with contact hours to the Study Abroad Office *at least one month* before departure. A draft syllabus should have been submitted with the Study Abroad Program Proposal.

Program Leadership During Travel

- When group flights are utilized, one Program Leader must travel with the group from the U.S. hub airport to the site of the program. If group flights were not booked, one Program Leader must meet students at the airport upon arrival. If Program Leaders are not returning with the group on a group flight, one Program Leader must accompany students to the security checkpoint for the last leg of their flight to the U.S.
- Confirm the group's safe arrival with the Study Abroad Office within the first 24 hours by email or phone.
- Provide cultural, logistical, and geographical orientation *in situ*.
- Participate in all appropriate program activities, such as excursions, field trips, orientations, etc.
- Act in support of the overall well-being of students as a resident assistant might on campus.
- Complete "[General Incident Report Forms](#)" or "[Title IX Incident Report Forms](#)" as necessary.
- Take reasonable steps to ensure student safety.
- Assist students in emergencies
 - If a student is not fit to fly at the conclusion of the program, one program leader must remain on-site with the student unless arrangements can be made with an on-site coordinator/partner. Report violations of University policies, academic or behavioral, to the Study Abroad Office.
- Report crimes according to requirements under the [Clery Act](#).
- Report any sexual misconduct and gender discrimination incidents, including but not limited to, gender-based discrimination, sexual assault, rape, domestic and dating violence, harassment, and stalking. Inform Study Abroad of any issues or program changes that arise *in situ* as soon as possible (please see [Sexual Misconduct and Gender Discrimination](#) for more information).
- Maintain appropriate confidentiality regarding students, i.e., follow FERPA and HIPAA regulations. If in doubt, contact the Study Abroad Office.

Program Completion Upon Return

- Meet with the Study Abroad Office after the program concludes to debrief the program.

- Complete all reporting requirements regarding budget and expenditures.

Program Instructor (Reports to the Department Chair/Dean and Director of Study Abroad)

In addition to teaching the course, this person will advise the Program Administrator and the Study Abroad Office on necessary travel logistics and arrangements to complement the academic components of the course. This person is responsible for responding to health and safety issues during the program.

- Teach the course pursuant to all policies of the college.
- Provide Office Hours
- Report grades.
- Assist the Program Administrator and Study Abroad Office with program budgets and finances wherever necessary.
- This individual may take on some of the responsibilities of the Program Administrator such as making travel arrangements depending on the program (i.e. the program has a program assistant but no program administrator).

Program Administrator: (Reports to the Director of Study Abroad)

The Program Administrator works closely with the Program Instructor and the Study Abroad Office to make travel arrangements for this course. This person handles all logistics associated with the program including the management of the program's finances prior to departure, during the program, and reconciliation upon returning. This person is responsible for responding to health and safety issues during the program.

- Provide comprehensive cost estimates for all program activities.
- Submit final itinerary to the Study Abroad Office before departure.
- Procures reservations and tickets.
- Serve as the primary point of contact to assist students in emergencies.
- Manage the movement of the group *in situ*.
- Manage the budget and finances for the program and maintain clear and accurate financial records and receipts.
- Complete the "Geneseo Student Trips Off-Campus Locations: Clery Annual Security Report Form" within 30 days of the program conclusion for any spaces or accommodations that fall under the Clery Act.

Program Assistant: (Reports to the Director of Study Abroad)

A Program Assistant is not a current Geneseo faculty or staff member. This person handles all on-the-ground logistics associated with the program including the management of the program's finances. This person is responsible for responding to health and safety issues during the program.

Programs can have two program instructors in the event that two courses are offered at the same time with the same itinerary. In this case, the program instructors will need to split the Program Administrator duties.

Program Leader Selection Process

The individual interested in serving as the Program Instructor completes the Study Abroad Program Proposal Form (please contact the Study Abroad Office for this form) and submits it to the Study Abroad Office. Once submitted, the Study Abroad Office will seek signatures from all parties including the Program Instructor and Program Administrator/Assistant (if applicable), the Department

Chair/Dean, the Study Abroad Director, and the Associate Provost for Academic Success. By signing the Study Abroad Program Proposal Form, the Dean/Department Chair is approving the Program Instructor to teach the course. The Program Instructor informs the Study Abroad Office of their desired Program Administrator and/or if applicable, Program Assistant. The final decision on who is hired as the Program Administrator/Assistant resides with the Study Abroad Office. Approximately two months before the program departs, Program Leaders will receive a contract letter in which they need to sign along with their supervisor, the Director of Study Abroad, and the Associate Provost for Student Success. The Dean/Department Chair and the Director of Study Abroad is the supervisor for the Program Instructors. The Director of Study Abroad is the Supervisor for the Program Administrators and Assistants.

The person who submits a Study Abroad Program Proposal Form is committing to serve in the specified Program Leader role if the program is selected to run. The Study Abroad Office will follow-up with the other Program Leader to confirm their participation in this program. The Study Abroad Office understands that things happen that may result in a Program Leader needing to step down from the Program Leader role. Once a student roster is confirmed or financial transactions begin, it is the responsibility of the academic department of the person who submits the Proposal Form to find a replacement. The chair of the department commits the department to this responsibility at the time that they sign the Proposal Form.

Depending on the specific details of a Program Leader's need to step down and the timing of the notification, there may be financial liability for unrecoverable expenses unless there is a documented reason approved by the Study Abroad Office. To protect the program leader as well as the Study Abroad Office, where possible a program leader's airfare should be a refundable fare.

Separation of Employment from SUNY Geneseo

In light of the Geneseo Voluntary Incentivized Separation Program (GVISP) and in the spirit of study abroad program continuity and sustainability and creating equitable opportunity for current SUNY Geneseo faculty members, any study abroad program instructor/administrator that separates employment with SUNY Geneseo, by the GVISP, phased retirement, retirement, or departure of employment, may apply to serve in an instructor/administrator capacity for one iteration beyond the end of their employment with the College.

In the final iteration of the program, the departing program leader should:

- Mentor current SUNY Geneseo faculty in the operation of the program
- Attempt to pass organizational leadership to current SUNY Geneseo faculty

The intent of this protocol is to:

- Create opportunity for current faculty to become program stewards in the absence of the departing faculty member
- Engage new faculty in study abroad program leadership
- Diversify program leadership
- Create equitable opportunity for all faculty

Exceptions to this practice can be considered on a case-by-case basis, however, a separated employee may serve as a program assistant. The need to request a separated employee to serve as a program assistant must be compelling. The final decision to hire a separated employee into the

program assistant position resides with the Office of the Provost in consultation with the Study Abroad Office.

Other Employment Considerations

All Program Leaders should contact the Geneseo Chapter of UUP to be informed of their protection rights when serving as a program leader outside of the period of professional obligation.

In all cases, hiring will conform to the College Affirmative Action-Nepotism Policy. This policy can be found here: https://www.geneseo.edu/admin_finance/policies_procedures.

Policies and Procedures

College policies and procedures apply to employees uniformly and consistently when performing duties in off-site locations, including, but not limited to, study abroad and study away assignments. College policies can be found at <https://www.geneseo.edu/college-handbook>.

Accident Reporting for Employees

If an accident or incident results in an illness and/or injury to an employee, please consult [SUNY Geneseo's Accident Reporting Policy \(#6-604\)](#). It will be imperative for the Program Leader to complete an "[On the Job Injury Report Form](#)." Also, please report the accident or incident to the Study Abroad Office.

Employment Obligation

All Program Leaders are expected to be available to perform duties related to the study abroad program and students attending the program at all times from the date of departure from the USA until the return date to the USA. In the event of an emergency, Program Leaders are expected to respond. Therefore, at no time during a study abroad program may a Program Leader be impaired by drugs or alcohol. Impairment while serving as a Program Leader is strictly prohibited. For more information please see [SUNY Geneseo's Alcohol and Substance Abuse in the Workplace \(#6-605\)](#) and [the memo interpreting the SUNY Geneseo Alcohol and Substance Abuse in the Workplace](#) policy.

On-the-Job

A Program Leader is on-the-job whenever the individual Program Leader is acting in an instructional capacity, leading students on a scheduled educational activity, or responding to an emergency situation. Program Leaders are prohibited from consuming drugs or alcohol during times when they are on-the-job.

Support for Program Leaders by Study Abroad Office includes:

- Coordinate program development.
- Approve program proposal forms (after departmental approval of academic content).
- Approve program budgets and determine program cost. Create program cost sheets.
- Maintain web pages.
- Organize Study Abroad Fairs.
- Edit and produce program flyers and brochures. The Study Abroad Office will provide all Program Leaders with one poster to promote their program. It is the responsibility of the Program Leader to request that poster and provide the appropriate information on a timely basis.
- Assist Program Leaders with marketing and promotion.

- Process applications and student paperwork.
- Maintain student and program files.
- Manage financial billing and disbursement of funds.
- Register students in courses.
- Provide general pre-departure student orientation.
- Provide *International Travel with Students* training.
- Provide Program Leaders with student information reports including passport information, student health information, emergency contact information, and flight details.
- Manage and review budget reconciliations with actual expenditures.

Program Leader Compensation

The funding of Program Leaders, including health insurance, airfare, local transportation, excursions, and accommodations are covered by the study abroad program differential paid by students. Souvenirs and personal items are the personal responsibility of the Program Leader. Program Leaders are responsible for the difference between the group flight airfare and the new airfare for flight deviations if they wish to remain abroad after the program ends.

Salary:

Salaries are contingent on student enrollment. Salaries are paid in the first payroll check after the program has ended. The salary/extra service allowances shown below are the maximum allowable contingent on student enrollment. Program leaders are permitted to accept a reduced salary/extra service if they choose to reduce the cost paid by students. Any salary reductions must be received and approved in writing (by email).

The salary schedule for the standard **winter intersession** and **summer program** is as follows:

Program Instructors/Administrators

- Salary is the "Part-time Academic Minimum Salary" (section 20.11) as outlined in the [2022-2026 UUP-NYS Contract](#). Please contact the Study Abroad Office for the current rate for a given academic year.
 - **Programs with 12-15 students will receive 100% total salary.**
 - Programs with 16 or more students will receive 100% of salary plus \$25 per student over 16 or more per credit hour
 - Programs with enrollments of 9, 10, or 11 students will receive 85% of the total salary for the number of credits of the course.
 - Programs with enrollments of 6, 7, or 8 students will receive 75% of the total salary for the number of credits of the course.
 - Programs with less than 6 students will receive 50% of the total salary for the number of credits of the course.
 - Any deviations from this algorithm must be approved in writing by the Director of Study Abroad.

Program Assistant

- Salary at a rate of \$71.43 per day (\$500.01 per seven days)
 - **Programs with 12 or more students will receive 100% total salary.**
 - Programs with enrollments of 9, 10, or 11 students will receive 85% of the total salary.
 - Programs with enrollments of 6, 7, or 8 students will receive 75% of the total salary.
 - Programs with less than 6 students will receive 50% of the total salary.

- Any deviations from this algorithm must be approved in writing by the Director of Study Abroad.

For winter intersession or summer programs with more than two program leaders, the standard compensation presented above will be modified in coordination with the Study Abroad Office.

The extra service schedule for a standard **Spring Faculty Led program with Travel during Spring Break or After Commencement (TAC)** with two program leaders is as follows:

- Extra service at a rate of \$71.43 per day (\$500.01 per seven days)
 - **Programs with 12 or more students will receive 100% total extra service compensation.**
 - Programs with enrollments of 9, 10, or 11 students will receive 85% of the total extra service compensation.
 - Programs with enrollments of 6, 7, or 8 students will receive 75% of the total extra service compensation.
 - Programs with less than 6 students will receive 50% of the total extra service compensation.
 - Any deviations from this algorithm must be approved in writing by the Director of Study Abroad.

For Spring Faculty Led program with Travel during Spring Break or After Commencement (TAC) with more than two program leaders, the standard compensation presented above will be modified in coordination with the Study Abroad Office.

Per Diem:

Program Leaders **will receive their per diem before departing** on the study abroad program. Per diem for meals and incidentals are based on the [U.S.State Department](#) rate for international travel and the [U.S. General Services Administration](#) for domestic travel. If any meals are included, either as group meals or as part of the accommodations package, the per diem will be adjusted accordingly.

Under State contract, it is permissible for a traveler to take less than 100% of meals and incidentals per diem for all meals and incidentals that they are eligible for. If the program under enrolls, this may be one strategy the Program Leaders can consider to allow for the program to run with less participants. If the Program Leaders agree to accept less than 100% per diem, they should provide written documentation to the Study Abroad Office agreeing to an amount less than 100% per diem. This can be done by a dollar amount or as a percentage of the 100% per diem (i.e. 0%, 25%, 50%, 75%, etc.).

Guests of Program Leaders

All study abroad program leaders, that is to say any college employee of SUNY Geneseo hired in the title of program instructor, program administrator, or program assistant, must notify the Study Abroad Office if they intend to have **any personal guest(s) join them in the location of the program** they are leading. Informing the Study Abroad Office is required if the visit occurs anytime and for any duration between the start and end dates of the program. Guests include but are not limited to family members, spouses, partners, children, and friends, or any other person invited by the college employee who does not formally contribute to the academic or logistic operation of the program.

The Study Abroad Office does not make flight arrangements for guests of Program Leaders. Guests of Program Leaders are permitted to fly on the same flight as the group. However, **all costs and financial transactions associated with guest airfare must be handled directly through the travel agent or at the point of sale.**

Guests of Program Leaders are permitted to share accommodation arranged for the Program Leader. However, all costs and financial transactions associated with guest presence in the **accommodation must be handled directly through the travel agent or at the point of sale.**

Guests of Program Leaders are permitted to join for program activities including but not limited to group meals, site visits, entrance fees, excursions, etc. However, all financial transactions associated with **guest participation in program activities must be handled directly through the travel agent or at the point of sale.**

Without exception, **no guest fees may be charged to the program budget.**

Guests of Program Leaders are permitted to utilize program ground transportation. However, guests of Program Leaders may not do so if their presence in utilizing program ground transportation precipitates a change to the necessary vehicle or displaces a program participant. If the presence of a guest of the program precipitates a change in vehicle, the difference in cost for this change to accommodate the guest is the expense of the guest and will be paid to the Study Abroad Office.

The Study Abroad Office may refuse to pay any invoices received from the travel agent that include any expenses for guests of Program Leaders.

Minor children may not be present at any time unless accompanied by another parent or guardian.

All non-students joining a program for any amount of time must complete the "[Release and Waiver for Accompanying Family Member](#)" form ([APPENDIX D](#)).

Marketing and Recruitment

The viability of the program will depend to a large extent on the energy and skill with which the Program Leader promotes it. While the Study Abroad Office makes available information on all Geneseo programs in print form, on the web, and through promotional study abroad fairs, turning initial interest into actual applications is most successful when Program Leaders take a strong lead. Talking about the program in the Program Leader's classes and to any student who will listen is an excellent beginning. **The Program Leader's enthusiasm is contagious!** The support of the Program Leader's departmental colleagues is also very important. Their enthusiasm and willingness to coordinate recruitment efforts with the Program Leader are also very helpful. If the Program Leader's department holds meetings for all students in the major, ask the chair to include a presentation on the Program Leader's program in the agenda. Hold interest meetings with students and speak to the department's student club or society. A special feature on the Program Leader's department web page or a visually appealing display in the department can also be useful. The

Program Leader may also reach out to colleagues in other departments and disciplinary colleagues at other schools.

The Study Abroad Office organizes two Study Abroad Fairs each year, one at the beginning of the fall semester and one at the beginning of the spring semester. The Program Leader should plan to attend both events if possible or arrange for surrogates to be present. Past study abroad participants frequently fill this role.

Ways to market a program include:

- Post flyers on appropriate departmental bulletin boards and across campus.
- Hold information meetings.
- Presentations in classes and clubs.
- Advertise the program on the department's website.
- Email prospective students and send out campus wide emails.
- Ask colleagues in your department and other departments to help promote the Program Leader's program.
- Create short promotional videos and share with the Study Abroad Office for further distribution.
- Leverage social media.
- Check out our [Faculty-Led Communications Guide](#) for more ideas.

Application and Admissions Process

Students apply online using the Horizons online application system accompanied by a \$20, non-refundable application charge. The Study Abroad Office reviews applications to ensure they are complete, checks GPAs or other indicators of academic performance, and gets a report from the Dean of Students regarding student conduct records. The Program Leader will be informed if the report includes significant or pending disciplinary actions but not the substance of the disciplinary actions. Disciplinary actions will be reviewed by staff in the Study Abroad Office.

Program Leaders are given access to the applications on the Horizons online application system and will be able to monitor and review applications using the online application system as they come in, so that admission decisions can be made quickly once the deadline has passed.

Admission decisions should be made on these criteria:

- 1) academic and disciplinary eligibility.
- 2) class standing.
- 3) personal statement.

Denying admission to a Study Abroad Program to a student on account of their special needs is against the law. Program Leaders should work with the Study Abroad Office, the Office of Accessibility, and other appropriate resources to make accommodations for these applicants.

Once the Program Leaders have made admissions decisions in consultation with Study Abroad staff, the Study Abroad Office sends notifications of conditional acceptance to the students. These student's applications will be labeled *Conditional Approval*. Students generally are given one week to reply to the offer of admission. Once students have paid a deposit and returned the *Agreement and*

Release Form, they are officially accepted and their Horizons application will be labeled *Approved*. Once students have paid a deposit, they then complete further paperwork, including:

- Health Information Forms
- Financial Aid Arrangements Form

Travel arrangements can be made only on the basis of the number of *Approved* applications. The Study Abroad Office will consider late applicants with the Program Leader's approval under special circumstances, though it may increase the student's cost due to price changes beyond the Study Abroad Office's control.

The Study Abroad Office registers students in courses. Once students are registered and CIT has opened the Canvas course for the term, the Program Leader may use Canvas just as the Program Leader does for on-campus courses.

Determining Program Viability

The number of students required for program viability can sometimes vary, but as a general rule, **a program will require at least 12 students to be financially viable**. It may be possible to make a program go with fewer students if the budget that covers the student and the Program Leaders' expenses, as well as Study Abroad Office administrative costs, can be revised to cover the shortfall while maintaining a reasonable cost to students. This will be determined through the careful analysis of the budget by the Study Abroad Office.

Programs can be budgeted on lower enrollment targets, understanding that compensation will be reduced according to the compensation chart above and program costs will be distributed across fewer students which could make the price per student higher.

A program may be canceled if sufficient enrollment has not been achieved by one week after the published deadline. The Study Abroad Office will monitor enrollments and alert the Program Leaders if the program shows low applications or low enrollment, so they will have time to recruit more students. The **Study Abroad Office reserves the right to cancel any faculty-led program due to low enrollment**.

Fiscal Reporting and Accountability

For study abroad programs, the *study abroad program differential* collected from students is deposited into the "CAS International Programs" account and a portion of the money is transferred to the SUNY Paymaster account for wire transfers. The Program Leader should arrange to pay as many of the program expenses as possible ahead of time, either through a wire transfer or by credit card, in order to avoid difficulties in making payments while abroad.

In order to pay program costs through a wire transfer, the Program Leader must provide Study Abroad with an invoice and the appropriate banking information. The Study Abroad Office can request a CAS credit card for the Program Leader for making program arrangements. If the Program Leaders need a credit card, please contact the Study Abroad Office. **We require receipts for all purchases made on the credit card within 15 days of the statement date or the closing date of the program**. If a vendor or service provider will not accept a wire transfer or credit card, the Program Leader should consult with Study Abroad to determine a payment strategy.

Prior to departure, the Program Leader must complete a "Program Cash Request" form. **The Program Leader will be given a check to cover local cash expenses that cannot be paid ahead of time. Program cash requests should be less than \$10,000.** Please consult with the Study Abroad Office if your program cash request is going to be more than \$10,000 as this will require special approval by the Director of Study Abroad. It is recommended that all programs request at least a small amount of cash for emergency purposes. Program leaders should be sure to provide clarity on how they came up with the amount of emergency cash they are requesting. It is helpful to provide the amount of emergency program cash being requested for each participant (ie. \$100 per participant).

The Program Leader will be given a check to cover local cash expenses that cannot be paid ahead of time. Once the Program Leader receives the check, they will need to deposit this check in a personal bank account. It is best practice to create a new checking account to keep this money separate from a personal checking account if possible. The Program Leader can then either convert currency in the USA (ie. AAA), withdraw currency as needed from an ATM abroad, or if needed, bring US dollars with them.

- The Study Abroad Office can provide the Program Leader with a PacSafe portable travel safe to keep any cash safe. This is highly recommended for countries where ATMs are not widely available.

Below are guidelines for the use of the "CAS International Programs" account. This applies to all program cash and program credit card transactions.

Financial Reconciliations and Documentation Requirements for Study Abroad Programs

As of October 1, 2018, [Agency Account Guidelines](#) were rewritten by the SUNY University Comptroller. The information provided below is meant to protect program leaders by giving guidance on how to remain in compliance with the Agency Account Guidelines. **If program leaders are ever unsure about a financial transaction, please contact the Study Abroad Office.**

Use of agency account funds in study abroad programs and overview of agency account regulations and guidelines from SUNY.

- The Study Abroad Office agency account is designed, like all agency accounts, for "pass-through" activities. As such, monies collected are meant to be spent on the travel costs associated with the study abroad program.
- Program funds must be used for program activities available to all participants.
- Purchase of alcohol using program funds is not permitted.
- **Program funds cannot be used for personal purchases.** All personal purchases should be made through a separate transaction.
- Campus Auxiliary Services (CAS) acts as the "fiscal agent" of this account and is responsible for ensuring the account has adequate controls in place (i.e. receipts for expenditures), and CAS has a fiduciary responsibility to ensure the funds are maintained and used in accordance with the approved purpose.
- All Program Leaders will observe SUNY state-wide requirements internal controls.

Financial reconciliations and documentation requirements.

- This includes the monthly reconciliation of credit card statements, program cash reconciliations, and overall program reconciliations.
 - This is an example of increased internal controls.
 - See [Agency Account Guidelines](#)
- It is imperative that travel receipts are kept to prove the funds were used as required
- It is imperative that receipts are submitted and statements are reconciled with the Study Abroad Office by the deadline in order to monitor for misuse of funds as well as for audit purposes.
- Program Leaders should not “pay themselves back” with program cash for program expenses paid with personal funds (ie. cell phone plans). Program Leaders should submit receipts to the Study Abroad Office for review and, if approved, the Program Leader will be refunded in a separate financial transaction from the Study Abroad Office.
- Program Leaders will work directly with the Study Abroad Office to fulfill these requirements.
- All reconciliations for credit or cash must be completed in less than 15 days of the final date of the program.
 - Program Leaders may utilize mail services, photos, or scanings services to complete reconciliations in a timely manner. The Study Abroad Office will work with Program Leaders on this.
- If Program Leaders are distributing cash to students for any reason, please complete the *Distributing Funds to Program Participants Form*. ([APPENDIX C](#))
 - It is best practice that cash is not directly distributed to students. The Study Abroad Office understands, however, that this is not possible in some situations. In these instances, the distribution of cash must be directly connected with a specific program activity such as an entrance ticket, transportation, or meal.
 - Please bear in mind that it is best practice to distribute funds in small disbursements in order to reduce the risks associated with students carrying large amounts of funds. In addition, it is best practice to distribute these funds in-country.

Importance of obtaining and saving receipts. What to do in situations where receipts are not available.

- Receipts are proof of how monies were spent; receipts provide an audit trail.
- Receipts protect the Program Leaders from accusations of misuse of funds as well as the Study Abroad Office.
- **Receipts are NOT optional.** (See [APPENDIX B](#))
- For areas where commerce is limited to a cash economy and receipts are not consistently obtainable, the Study Abroad Office has a procedure in place for a receipt to be created and both signed and countersigned by the Program Leaders.
 - A common example of this is documenting tips.
 - These self-generated receipts cannot be used to pay one’s self back for program purchases made with personal funds.
- Program leaders returning from programs must submit *original* receipts for program funds spent.
- Receipts in languages other than English should be annotated in English.
- Receipts should be separated by Program Cash and Program Credit Card and should be arranged in order of the transaction date.

- Do not categorize receipts by type of expenditure.
- If creating receipt numbers, please use pencil.
- The standards that constitute a valid receipt and the application of those standards in individual cases will be determined by the Study Abroad Director in consultation with the Provost's Office and Campus Auxiliary Services.

Program Leaders are required to use the standardized spreadsheet for reporting financial transactions using credit card and cash while on a program:

- Standardized formats create a clean audit trail and allow for consistent records.
- Spreadsheets not utilizing the standardized spreadsheet will not be accepted by the Study Abroad Office. Program Leaders must use the spreadsheet formatted and provided by the Study Abroad Office to report financial transactions from the program.
- Multiple people need to review and sign off on all documentation – standardized formats help everyone along the way to ensure they know what they are looking at and look for specific details.
- In order to stay on top of completing this spreadsheet, it is recommended that Program Leaders update this form on a daily basis.
- Whatever you do not use, will be returned to the Study Abroad Office. Program cash must be returned with a check payable to "CAS International Program." **Local currency will NOT be accepted.** Below is an example of how to complete this spreadsheet.

Sample Program Cash Reconciliation form:

Study Abroad Program Expense Report									
Date	Vendor	Transaction Type	Account	Transaction Category	Description/Details	Amount (local currency)	Amount (USD)	Receipt	Notes
6/11/19	London Tube	Program Cash	Agency	Transportation	Transportation to hostel for 10	20.00	\$ 26.00		10 passes at 2 pounds each
6/12/19	Visit London	Program Cash	Agency	Excursions & Entrance Fees	London Walking Tour for 10	300.00	\$ 390.00		30 pounds each
6/12/19	Tim Smith	Program Cash	Agency	Miscellaneous	Tip for London Walking tour	50.00	\$ 65.00		See tip receipt
		Program Cash	Agency				\$ -		
		Program Cash	Agency				\$ -		
		Program Cash	Agency				\$ -		

Best Practices for Financial Management

- Create a separate bank account for program cash.
- Order currency ahead of time if needed from AAA or a bank.

- Notify the Program Leader's bank that the Program Leader will be abroad to avoid them mistaking the Program Leader's transactions for a stolen card and shutting down the Program Leader's account. Be sure to discuss foreign transaction fees and withdrawals fees. Some banks do not charge foreign transaction fees and are particularly good to use abroad. Visa and MasterCard are the most widely accepted credit cards abroad.
- Keep credit card and cash receipts separate.
- Take photos of receipts and send them to studyabroad@geneseo.edu. It is helpful for us to have an electronic copy if the Program Leaders lose the original for some reason. Please note, we still do require original receipts.
- Program Leaders should pack receipts in their carry-on luggage so they do not get lost.
- Update program cash spreadsheet on a daily basis.
- Consider bringing a safe such as PacSafe. They have small ones for personal documents and cash, and bigger ones. Some of these the Program Leader can lock to a large piece of furniture.

Phones

As mandated by the [SUNY International Travel with Students Policy](#), employees traveling with students are required to carry a phone that can make international calls to facilitate emergency communication. In support of this, the Study Abroad Office has drafted guidance and parameters to adhere to this procedure:

- The Study Abroad Office will pay a maximum expense of \$12/day during the program dates per program leader.
- If it is possible to spend less, that is certainly encouraged as it ultimately affects the price students pay for the program.
- Options:
 - Work with the Program Leader's current mobile phone provider to arrange an international plan.
 - Purchase a cell phone and/or SIM card in-country, and add minutes to the phone. To do this, the Program Leader may need to contact the cell phone provider to get the phone unlocked.
 - Sometimes the Program Leader can order a pre-loaded SIM-card for the country ahead of time. To accomplish this, the Program Leader may need to contact the Program Leader's cell phone provider to get the Program Leader's phone unlocked.

Liability and Risk Management

While the Program Leaders should plan the program to minimize risks to student health and safety, study abroad has inherent risks. While Geneseo carries liability insurance that indemnifies faculty and staff who are acting within the scope of their employment (except in cases of willful misconduct or bad faith), liability can be reduced by the honest disclosure of risks. **The “failure to warn” is a significant tool in any liability lawsuit.** Therefore, the Program Leaders should disclose site-based risks as well as risks related to the behavioral choices of students in ways that are obvious and direct,

specific, and comprehensible. For example, if the program travels to areas in which malaria is endemic, the students should be advised to seek medical advice regarding the appropriate prophylactic medicines. The Lauderdale Health Facility on Campus can be helpful here. In addition, a few good resources that program leaders can share with students are the [U.S. State Department](#) and [CDC's](#) websites.

Pre-Departure Student Orientation

Preparing students for studying abroad through orientation programs that adequately cover health and safety precautions can go a long way towards preventing emergencies or crises from happening on site.

Within a few weeks of their acceptance, Program Leaders should contact students to welcome them to the program. Leaders should also give updates on the progress of arrangements made, helpful information about the site, and answer any questions the students may have.

Prior to departure the Program Leaders are required to hold at least one orientation session to discuss the syllabus, logistics, academic expectations, cultural and safety issues, etc. Do not assume that students have any prior knowledge of study abroad. Some may not know what a visa is or that water is unsafe to drink in some areas of the world. If the program has run before, consider having a former student attend the orientation as well.

In late fall, the Study Abroad Office provides a general health and safety orientation for all students who will be studying abroad on a winter intersession, spring semester, and spring faculty led program (spring break and TAC). In late spring, the Study Abroad Office offers a general health and safety orientation for all students who will be studying abroad in the summer and following fall. It should be noted however, that **some topics may require more specific information** than can be conveyed in the general orientation.

The following items are examples of things that the Program Leaders are expected to discuss during a program specific orientation:

Academic Policies

- Provide a syllabus and talk about the Program Instructor's academic expectations.
- Describe the Program Instructor's grading policies.
- Describe how academic standards will be maintained.

Cultural Information

- Intercultural competence is the common currency of study abroad programs, wherever they may be located. It does not require that we learn every detail of every culture. Intercultural competence enables us to listen, observe, and critically evaluate our experience with great humility before we judge and stereotype that experience. It enables us to ask fruitful questions, open transformational dialogue, and lead us toward global citizenship.
- Provide information about the culture, history, and people of the study abroad location.
- Encourage students to research the country and site on their own.

Behavioral Expectations

- Review the SUNY Geneseo Code of Conduct including academic integrity issues and the Program Leaders' expectations for behavior.

- Provide any program expectations and rules in writing. The syllabus is a good place to include these behavioral expectations and rules.
- Explain grounds for expulsion, including behaviors that may place the student or others at risk or that may damage SUNY Geneseo's relationship with our partners and providers on whom we depend for a quality experience.
- Provide examples of the kinds of behavior that might result in expulsion from the program, and sent home at their own expense with no refund and no credit granted.

Logistics

- Discuss the itinerary and accommodations.
- Describe the travel arrangements and the security procedures at airports.
- Describe what is included in the study abroad program differential and give an estimate for how much additional cash they should bring.
- Give recommendations on accessing money while abroad.
- Provide packing recommendations (ie. culturally appropriate clothing and electronics)
- Describe the phone and email services they are likely to find. Discuss using cellphones abroad and communication apps.
- Inform them of **back up plans in the event they become separated from the group** in the first few days of traveling.
- Provide students with the Program Leaders' contact information to use when in-country.
- Urge the students to make a list of their credit card information including the brand of the card, the card number, the date of expiration, and the security code to be used in order to quickly cancel the cards in case of theft. They should leave a copy at home so that a family member could do it for them.

Health, Safety, and Legal Issues

It is the responsibility of participants to obtain all required inoculations (if any) for entry to the country in which their program is located and for return to the United States. These requirements change frequently, and **it is the participant's responsibility to keep informed** about them. The participants should also seek medical advice regarding inoculations and prophylactic medications that may not be required for entry into the country but might be very wise to obtain given health conditions at the location.

The Study Abroad Office recommends that all participants in Geneseo study abroad programs consult their family physicians, county health departments, and the website of the National Center for Disease Control and Prevention (<https://wwwnc.cdc.gov/travel/destinations/list/>) to determine what vaccinations and inoculations are most appropriate for them and what health precautions need to be followed.

Other things to take into account are:

- Provide information about any necessary vaccinations or medications that may be required to obtain an entry visa.
- Explain that all medical decisions with regard to their study abroad experience are their responsibility to make in consultation with medical professionals of their choice. Although we can steer students by suggesting questions they must ask, **Program Leaders and Study Abroad staff members do not give medical advice**. Lauderdale Health Facilities can be very helpful in pursuing these questions.
- Explain how medical emergencies will be handled and ask them to be honest in

disclosing any medical issues that might affect their participation, remembering that they are not legally required to disclose them.

- Provide information about how to deal with jet lag and other pesky travelers' ailments.
- Discuss the risks of being sexually active with other students or local people during the program, especially if infection rates are known to be higher in the host location.
- Remind students that the health products and prescriptions they are accustomed to purchasing in the US may not be available overseas.
- Address ways to avoid food and waterborne diseases, which are the primary cause of illness in travelers. Dehydration is the most common health problem encountered by students abroad, no matter the location of the program.
- Explain that **if a student violates the laws of the host country**, SUNY Geneseo bears no responsibility for their actions and cannot assist in their legal defense.
- Explain that students should dress in ways that do not attract attention, should avoid displays of affluence, and should carry important documents securely (not in fanny pack or backpack).
- Warn students not to travel alone, especially at night; not to walk on poorly lit streets; to avoid scam artists; to be aware of pickpockets; to look purposeful, even if lost; to learn a few phrases in the language of the host country; to know the appropriate emergency telephone numbers; not to carry large amounts of cash; and not to accept food or drinks from strangers.
- Provide students with the information for the nearest US embassy or consulate and the emergency number for the country or countries

Insurance

Health Insurance

SUNY requires all students and Program Leaders on study abroad/away programs **to be covered by adequate international health insurance**. Students and Program Leaders are insured through the SUNY contract with UnitedHealthCare, which provides for treatment or hospitalization for any accident or injury, including pre-existing conditions, worldwide. UnitedHealthCare has agreements with English-speaking doctors and hospitals around the world. The Study Abroad Office will provide Program Leaders a list prepared by UnitedHealthCare of providers available in the program location(s). Students are charged for this policy. Insurance for Program Leaders is covered by the study abroad program differential.

For detailed information on coverage, SUNY International Health Insurance brochure found here: https://www.geneseo.edu/study_abroad/forms-and-downloads.

For more information on the health insurance policy and how to access the online portal, and more can be found on our [Forms & Downloads](#) website.

Please contact the Study Abroad Office if the student needs assistance with their health insurance. To contact the Study Abroad Office during office hours (8am-4pm Monday-Friday) call 585-245-5546. To contact a member of the Study Abroad Office after hours, call University Police at 585-245-5222 and the dispatcher will contact a Study Abroad Office professional.

Program Cancellation and Interruption Insurance

All SUNY Geneseo faculty-led program participants will be enrolled in program cancellation and interruption insurance. SUNY Education Abroad Program Cancellation and Interruption plan offers the following benefits/protection as per the policy: program cancellation, program interruption, program delay (including quarantine), lost or delayed baggage, legal referral, translation services, passport/visa retrieval, RX drug/eyeglass Replacement, ID theft resolution, and concierge services. For more information on the Program Cancellation and Interruption insurance policy can be found on our [Forms & Downloads](#) website. Please contact the Study Abroad Office with any questions on this policy and how to file a claim.

Travel and *In situ* Responsibilities

At least one Program Leader is **expected to travel with students** to and from the program location from the US hub airport unless other arrangements have been approved by the Study Abroad Office. At least one program leader must accompany students returning to the US at the end of the program to the security checkpoint where they board the last leg of their flight home and must remain at the airport until the flight has departed.

In the event that the Program Leaders' flight to or from the US hub airport is canceled or delayed, and the Program Leader must rent a car, the Program Leaders should use Enterprise Car Rental, which has a contract with SUNY.

Students must seek permission to deviate from the group flight. The decision to allow a flight deviation is made in conjunction between the Study Abroad Office and the Program Leaders.

A Program Leader should **confirm the group's safe arrival at the program location** within 24 hours by email or phone.

In situ Orientation

Once the Program Leaders have gotten the group to the site, they will need to provide students with an *in situ* orientation, which can set the tone for the entire program. Some topics may be a review of pre-departure orientation, others will be new and specific to the location:

- Encourage students to contact their families to let them know they have arrived safely.
- Review the program calendar, clarifying when classes begin and end, when excursions will take place, and when exams will be held.
- Review money and banking, detailing what is the local currency, what does it look like, how and where can students exchange currency, where is the closest bank, what are the safety concerns?
- Review telephone, post office, internet access, how do they make a call home, where is the local post office, where will they find internet access?
- Explain public transportation, provide students with maps of the area, describe how they should get from their accommodations to the classroom, and the forms and hours of public transportation.
- Review health and safety information, reminding students of how to contact *UnitedHealthCare* should they need to make a doctor's appointment, give them the phone numbers for local emergency services and the local U.S. Consulate (students should save these to their phone), remind them that they are only as safe as their decisions (i.e., the decision to walk alone late at night) and must be aware of their safety at all times, review

rules of student conduct and the policy on alcohol and drugs, and discuss where the rendezvous location is in case of an emergency where communication devices are down.

- Introduce students to the hospitality staff who manage the accommodations, underscoring the rules and regulations regarding noise, keys, parties, curfews, overnight guests, responsibility for damages, and housekeeping arrangements. **Advise the students to carry the business card of the establishment whenever they are outside in case they forget the name and address of where they live.**
- Reinforce expectations of good conduct, outlining any program specific program expectations and rules. Make sure to also give these rules to students in writing. A good place to list program expectations is in the course syllabus.
- Explain options for food, including what meals will be provided, what the options are for eating out, what kinds of food they can expect to find, where a local grocery store and pharmacy are, and what are differences in shopping for food. This is a good time to review dietary restrictions and allergies. Urge the students to share this information so that they may watch out for each other and be considerate to one another in their shared meals.

Communication While Traveling

Program Leaders and the students should have each other's phone numbers, as well as the local telephone number for emergencies. If students travel independently on free weekends, the Program Leader must require them to inform the Program Leader of their plans and provide a copy of their itinerary. Establish an emergency communication plan for the group that is appropriate for the type and location of the program and the resources available. Such a plan could include an email distribution list, cellular phones and/or a buddy system.

At the conclusion of a programmed event, program leaders should routinely inform students of where and when they will gather next. Program leaders can consider sharing the location via Google Maps if students have access to data.

A good practice is to ask the students to **buddy up in pairs with someone they don't know very well** with the understanding that buddies are to look out for one another for the entire duration of the program. This allows a Program Leader to call for a buddy-check at any time. By asking students to choose a buddy who is unfamiliar to them, it promotes a sense of responsibility among the students that goes beyond their existing friends.

Emergency Management

Beyond routine health care or petty crime issues, any number of crises could affect the success of the program, from the global to the personal: natural disaster, political unrest, crime, physical or mental health problems requiring emergency treatment, disciplinary issues, etc. In each case, the Study Abroad Office is ready to assist and support the Program Leader and the Program Leader's students. Remember emergencies are best managed when they are not managed alone.

Every emergency management plan is first and foremost a communication plan.

What is an emergency?

Any circumstance that poses a risk to or has already endangered the life, health, or well-being of program participants is an emergency. All emergencies must be reported as soon as it is practical to the Study Abroad Office. Emergencies include, but are not limited to:

- Physical assault
- Disappearance or kidnapping
- Robbery
- Sexual assault or rape
- Serious illness, physical or emotional
- Infectious disease outbreak
- Significant accident or injury
- Vehicle accident
- Any event that results in hospitalization
- Terrorist threat or attack
- Political and social unrest
- Arrest or legal action against a participant
- Natural disaster
- Death or suicide
- The unforeseen

An effective response to a genuine emergency involves getting the facts, knowing the policies, developing options, communicating effectively, and **making decisions collaboratively**. A calm and professional response will instill confidence in the group and lead to the best possible outcome.

In all emergencies, it is important to share information with students, the Study Abroad Office, and other parties as appropriate; assess the situation; keep calm and keep others calm; and when possible, allow students to make their own informed decisions.

The Program Leader should provide students with a list of names and phone numbers for:

- 24 hours emergency contact
- Nearest US Embassy or Consulate
- Nearest law enforcement/police department
- Nearest hospital/emergency facility

Prior to departure, the Program Leader will be provided with emergency contact information for those students who have signed a FERPA release form. The FERPA release form gives SUNY and its agents (Study Abroad Office staff and Program Leaders) permission to speak with the specified individuals. Note that if the students have not given that release, **the Program Leader may not communicate their circumstances** except to the Study Abroad staff or the Dean of Students.

Emergency Response

The Program Leaders must have a predetermined schedule for who responds first to an emergency. It is critical that at least one program leader remain reachable and available to students at all times in the event of an emergency. **At least one program leader must be within one hour from the location of the program at all times.** The program location is defined by the location of the

student accommodations. If there are any concerns on these guidelines and how it applies to a program, please contact the Study Abroad Office to discuss further.

For emergency response purposes, if a student chooses to leave the program location during their free time, the student should report their itinerary in writing to the program leaders before they depart the program location. If a Program Leader chooses to leave the program location outside of official program time, they should report their itinerary in writing to the other program leader before they depart the program location.

Steps in Crisis Management

1. Secure the situation and ensure the safety of all participants by obtaining medical attention or police protection as necessary. Do this before notifying parents.
2. As soon as possible, **notify the Study Abroad Office**, which will help the Program Leader assess the severity of the situation and provide assistance.
3. Notify the US Embassy, Consulate, or local police, as appropriate, and follow any procedures required by them.
4. Decide on the appropriate course of action in consultation with the Study Abroad Office and the Director of Study Abroad will call a meeting of the campus crisis management team.
5. **Keep detailed notes** on what has occurred and how the Program Leader responded.
6. During an ongoing situation, the Program Leader must keep the Study Abroad Office informed on a regular basis.
7. After the immediate crisis has ended or soon as is practical, the Program Leaders must complete an [incident report](#).

In the event of an emergency involving a student or students, the Program Leader should as soon as possible inform the other students and ask them not to communicate this information to anyone until the parent/guardian of the affected student(s) has been contacted.

Notification Protocols for Emergencies

All emergencies must be reported first to the Study Abroad Office. The Study Abroad Office can be reached at +1 (585) 245-5546 (Monday-Friday, 8am-4pm). After hours, please contact the University Police at +1 (585) 245-5222. They have the personal phone numbers of the Study Abroad Staff and will be able to alert the staff of the situation.

The Study Abroad Office will then notify the President of the College and other appropriate offices, including the Provost, the Dean of Students, Campus Police, and College Communications.

After the emergency is over, the Program Leader must complete an incident report as outlined at the end of this document: <https://www.geneseo.edu/conduct/conduct-forms>.

Email Contacts:

Sam Cardamone, Director of Study Abroad: cardamone@geneseo.edu

Emily McCrossen, Associate Director of Study Abroad: colee@geneseo.edu

Jordain Moore, Assistant Director of Study Abroad: jmoore@geneseo.edu

Leonard Sancilio, Dean of Students: sancilio@geneseo.edu

Kerri Howell, Chief Communications & Marketing Officer, khowell@geneseo.edu

Involvement with the Media

If newsworthy events occur in a location where our students are studying abroad, it is possible that WNY-area journalists, especially, will ask to interview our students. It is the requirement of the Study Abroad Office to not provide contact information of our students (See [APPENDIX B](#)). Should a newsworthy event occur, the Program Leader should strongly discourage students from talking to the media for their safety and the safety of the community in which they are studying. All contact with the media should be coordinated through the Study Abroad Office, which will work with SUNY Geneseo's Office of Communications and Marketing. If the Study Abroad Office and the Media Relations Director deem a reporter's request as potentially beneficial to the College or the program, an interview will be arranged through the College. Please know that Program Leaders and students are not obligated to agree to approved interviews.

If the Program Leaders are contacted by the media, and the Program Leaders have not yet been in contact with the Study Abroad Office, please simply tell the reporter that they need to work through Study Abroad and the College's Media Relations Director.

Do not provide the names of any students or speak on behalf of the College to the media. Tell students that, if approached, they should not speak to the media and refer them to the Program Leader. Statements to the media, especially during an emergency or crisis situation, can put students or local residents at risk in ways we might not understand in the moment.

Medical Emergencies

For routine and emergency health care issues, all students and faculty are covered by the SUNY international health insurance policy through UnitedHealthCare. If a student falls ill or becomes injured, assist the student in obtaining appropriate medical care and inform the Study Abroad Office as soon as is practical. If possible, assist the student with contacting the SUNY international health insurance provider to set up a doctor's appointment and direct billing so that the student does not pay out of pocket for treatment or medication, but if this is not possible, help the student to seek the necessary medical attention and advise the student to keep all receipts for reimbursement. The number students should call to seek assistance through UnitedHealthCare is 844-249-0748 (24/7). The student should contact the Study Abroad Office for assistance filing a claim.

Please contact the Study Abroad Office if a student needs assistance with their health insurance. To contact the Study Abroad Office during office hours (8am-4pm Monday-Friday) call 585-245-5546. To contact a member of the Study Abroad Office after hours, call University Police at 585-245-5222.

Other Incidents that Require Action and Documentation

Some emergencies require responses beyond the general actions outlined above, which apply to any crisis or emergency. Please consult with the Study Abroad Office staff for guidance.

The Clery Act

The Clery Act requires that we report to campus security (i.e. SUNY Geneseo University Police) crimes that happen on study abroad programs when they occur in spaces that we use (have control

of) on a regular basis or whenever more than one night is spent in a particular provider of accommodation, whether or not the crime involves a student or employee.

A campus is considered to have control of a specific area in a written agreement (e.g. all students are housed on the second floor, or we are renting three classrooms in the first floor east wing); crimes that occur in that specific area and during times in which the college has control must be reported.

Program Leaders must complete the “Geneseo Student Trips Off-Campus Locations: “Clery Annual Security Report Form” within 30 days of the program conclusion for any spaces or accommodations that fall under the Clery Act.

Sexual Misconduct and Gender Discrimination

Title IX of the Education Amendments was passed by the U.S. Congress and signed into law in 1972, stating, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” The protections of Title IX extend to sexual harassment and sexual assault or violence that impairs or interferes with access to equitable educational opportunities, including study away. These Title IX protections previously extended to students participating in study abroad programs, however with new regulations put into effect as of August 14, 2020, the provisions of Title IX no longer apply outside of the United States. Regulations including NY State law 129-B and campus Codes of Student Conduct still provide protection and resources to students who experience discrimination, harassment, or assault while abroad.

Article 129-B became effective on October 5, 2015 with additional provisions regarding Climate Surveys and Aggregate Data taking effect in July 2016. Article 129-B is intended to provide colleges and universities with compliance standards related to the prevention, policies, and procedures surrounding sexual assault, dating violence, domestic violence, and stalking. The provisions of this article apply regardless of whether the reported violations occur on campus, off campus, or while studying abroad. For a comprehensive review of the provisions under Article 129-B, review [Complying with Education Law Article 129-B, New York State Education](#).

Faculty and staff working with study abroad programs are considered to be “responsible employees” and report sexual violence or harassment to the campus Title IX Coordinator. Reportable behaviors include sexual assault and rape, domestic and dating violence, sexual harassment and stalking. Title IX and Article 129-B applies to all members of the campus community – students, employees, individuals who do business with the campus, visitors, volunteers on campus, and in any location connected with College programs. These incidents might occur in another country with study abroad programs or campus related travel.

The Program Leader should become familiar with campus policies for responding to sexual harassment in its various forms prior to departure. Program Leaders should report any incidents of sexual harassment, including sexual violence, of which they become aware immediately upon receiving information to the Director of Study Abroad. To protect the privacy of the involved, the Program Leader should not disclose the details of the incident to the Study Abroad Director, but rather to the Title IX Coordinator. The Study Abroad Office will assist in guiding outreach to local sexual violence response resources. The Director will work with the Program Leader in reporting to the Title IX Coordinator within 24 hours. A victim/survivor’s privacy is of utmost importance, and communicating available resources and options to the victim/survivor is vitally important.

Sexual Assault, Sexual Harassment, and Stalking

In responding to a victim/survivor of sexual assault or rape, the first priority is to take care of the student psychologically and physically. If medical and psychological services are not available, contact the U.S. Embassy or consulate for assistance. The Program Leaders should remain calm and supportive; if the Program Leaders express outrage at the crime, it can increase the trauma. Try to minimize the number of times the student is interviewed regarding the crime.

With all disclosures, even while following required procedures, a high degree of caring and calm is critically important so that the response is appropriate and competent. When those disclosures are made via a distance (whether by phone or via computer) while students are studying in other countries, communication may be more difficult for both the individual reporting and the individual receiving the information. Many people, if unprepared, may be shocked into being relatively silent or have some other unexpected reaction to hearing that a student has been raped, assaulted, or experienced some other form of violence or harassment. The following offers guidelines for working with sexual violence survivors/victims.

1. Campus Policies:

Before departure, Program Leaders are expected to familiarize themselves with the college's [Title IX Grievance Policy](#) and the [Sexual Violence Response Policy](#). Faculty and staff working with study abroad/away programs are considered to be "responsible employees" and as such are required to report sexual violence or sexual harassment to the campus Title IX Coordinator within 24 hours. The Title IX Coordinator is the lead investigator for all sexual misconduct cases at the college regardless of the location of the incident. Reportable behaviors include sexual assault and rape, domestic and dating violence, sexual harassment and stalking. Title IX and Article 129-B applies to all members of the campus community – students, employees, individuals who do business with the campus, visitors, volunteers on campus, and in any location connected with College programs. Please refer to "Geneseo Title IX Quick Facts, Resources, and Reporting Options." (See [APPENDIX C](#)).

2. Responding to a Report:

Recommended response: "You have the right to make a report to University Police, local law enforcement, and/or the New York State Police or choose not to report; to report the incident to Geneseo (Title IX or another employee); to be protected by retaliation for reporting the incident; and to receive assistance and resources from Geneseo."

Upon receiving a report from the victim/survivor, Programs Leaders should try to stay calm and measured. Program Leaders should assure the victim/survivor that they will try to help them feel safer and will share resources and discuss their options.

Important context to understand:

- Those who report sexual violence may not always immediately tell someone in authority exactly what has occurred. They may dance around the topic uncomfortably.

It is helpful to advise individuals that what they may share with the Program Leader may have to be reported to the College. If they would prefer to report to a source that does not have to report to the College, faculty/staff can advise the individual of options for confidential and privileged disclosure (which include licensed counselors, health care providers, clergy, or national hotlines such as the RAINN hotline, 1-800-656-HOPE (4673)).

- Program Leaders should remain a non-judgmental listener.
- It is important to be very empathic that they have experienced this situation. The Program Leaders walk a fine line between not minimizing the individual's feelings or emotions and not exacerbating their negative emotions by virtue of their reaction.
- Avoid statements or questions that might do harm to the victim/survivor – (e.g. avoid any suggestion that the individual is at fault, or that they should have acted in a different manner).
- Reinforce that the Program Leaders can help the individual take steps to help them feel safer.
- Assure the individual that they will be treated with respect and given privacy.
- Know that there is an amnesty policy for alcohol and drug use in sexual violence cases.
- Recognize the limits of the Program Leader's expertise and don't try to get all the details.
- Offer assistance in setting up an international call with the Title IX Coordinator, Counseling, or other service, so that the victim/survivor can learn about their options and resources.
- If the victim/survivor prefers no action at that time, inform the individual that the Program Leader will share that with the Title IX Coordinator, and the Title IX Coordinator will contact them, but it is that person's choice whether or how to respond to that contact.
- Try to be comfortable with pauses and some silence as needed by the person speaking whether in person, over the phone, or via video-conference.
- Know that many victims/survivors blame themselves. Responses to sexual violence are physiological (fight, flight, or freeze) and may be dictated by specific situations. After an attack, victims often question what their response was and wonder if they could have done something differently to prevent the situation. If the Program Leaders hear self-blaming, it is appropriate to reassure a victim/survivor that sexual violence is never the fault of the person who was attacked, it is a behavior perpetrated by the offender.
- Validation is especially important. Acknowledge the individual's problems, issues, and feelings. Listen actively and openly and with empathy, and respond with great interest— for example, "I appreciate your willingness to talk about such a difficult issue..."
- It is up to the victim/survivor to share as much or as little information that they are comfortable sharing. Do not interrogate. The Program Leader's role is to be an empathetic listener and to provide resources.

- Depending on the victim/survivor's wishes, the Program Leaders may need to engage with local law enforcement, the U.S. Embassy, a partner institution, local health care providers, or other resources. The Program Leaders may also need to help make emergency arrangements for the person to travel home. In such cases, the Study Abroad Office will consult with the SUNY medical and accident insurance provider about eligibility for emergency travel coverage.
 - In cases where the accused perpetrator is another student, or faculty or staff member, Program Leaders must be familiar with campus disciplinary procedures (for students, Code of Student Conduct; for employees, Human Resources policies). In such cases, an alleged perpetrator may need to be dismissed from a program to return home as an interim measure pending appropriate due process. Questions of credit or refund would need to await that process. If the accusation goes against one of the Program Leaders, students will be advised to contact the Study Abroad Office.
3. What can I expect when I make a report to the Title IX Coordinator?
- The individual who disclosed the incident(s) will be treated with respect, care and dignity, and disclosures will be treated seriously.
 - The victim/survivor's privacy is carefully maintained. The individual will be asked to describe the incident to as few individuals as practicable and will not be required to unnecessarily repeat a description of the incident.
 - The victim/survivor can decide whether or not to participate in the conduct or criminal justice process free from pressures from college officials.
 - The Title IX Coordinator will provide information on available resources such as medical services, counseling, rape crisis advocacy, etc.
 - The Title IX Coordinator will explain all options for disclosure/reporting to the victim/survivor, including reporting to the police and/or student conduct system (if the accused is a student) and/or Human Resources (if the accused is an employee).
 - The victim/survivor can elect to not report and to change that determination at any time.
 - The victim/survivor will be afforded available interim measures and accommodations such as a change in academic, housing, employment, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment.
4. All SUNY campuses have an obligation to promptly respond to complaints of sexual violence and sexual harassment to limit negative effects and prevent future recurrences. Reports should be made to the Study Abroad Office immediately and to the Title IX Coordinator within 24 hours of any report, complaint, or request for assistance. Please use the Title IX Incident Report Form found here: <https://www.geneseo.edu/conduct/conduct-forms> (See APPENDIX D).
5. Title IX Contact Information:

Sara Mahoney
 Title IX Coordinator
 SUNY Geneseo, Doty 303
titleix@geneseo.edu
 +1-585-245-5023 (office) or +1-585-443-6458 (24/7 cell)

Please refer to “Geneseo Title IX Quick Facts, Resources, and Reporting Options” in [APPENDIX C](#) for more information.

Privacy and FERPA

The privacy of students is guaranteed by U.S. Federal Law (The Family Educational Right to Privacy Act of 1077”/20 U.S.C 1232g/, as amended by the so-called “Buckley Amendment” or “FERPA”). According to the law, no employee may discuss or release any confidential information about the student or the details of participation in our programs with anyone without the explicit permission of the student in writing. This includes parents, spouses, children, other relatives, best friends, former or current roommates, members of the media, etc.

It is important that this policy is clearly understood by a student’s family and friends. The Study Abroad Office will not respond to any inquiries about the student made by members of the student’s family unless the student has authorized us to release that information by explicitly waiving his or her privacy rights. Students can waive FERPA for specific individuals with appropriate documentation. Within their study abroad application, students have the ability to identify emergency contact persons and grant them FERPA release.

All participants are required to complete a number of forms after being accepted to the program, including *Student Health Information Form* and *Agreement and Release Form*. The Program Leader will be given copies of the *Student Health Information Form* for reference in the event of a health emergency.

Incidents Related to Student Conduct

The [SUNY Geneseo Student Code of Conduct](#) extends to university-sponsored activities, including study abroad/away. Violation of the Student Code of Conduct must be documented and adjudicated in partnership with the Study Abroad Office and the Office of Student Conduct and Community Standards. Study abroad/away programs are unique in that they take place away from campus and a host of risks not commonly observed on campus are possible. Therefore, to promote health and safety, the following are also considered violations of the Student Code of Conduct and the same adjudication procedures extend to these items:

- Violation of host country’s laws, especially with regard to controlled substances.
- The use of alcohol or another substance that results in loss of judgment or self-control, missed classes or excursions, illness, or inappropriate behavior.
- Conduct that interferes with the safety and efficiency necessary for a group to travel together.
- Any violation of written *program rules* as provided by the Program Leader.

Program Leaders are entitled to create *program expectations* and/or *program rules*, but if either are created, it is essential that Program Leaders provide program expectations and program rules to participants in writing. This is usually included in the syllabus. For the purpose of a faculty-led study abroad/away program, the definition of a program expectation versus a program rule is as follows:

Program expectations are behaviors that are strongly recommended by program participants. *These are not tied to conduct violations but they can be connected to students' academic performance in the course.* Program expectations may include things like:

- Culturally appropriate clothing
- Cultural etiquette

Program rules are behaviors that are enforceable as part of SUNY Geneseo's [Student Code of Conduct](#). Violation of these program rules are seen as a violation of the code of conduct. These rules can be more restrictive than those of the local area. Program rules may include things like:

- Program-specific rules related to health and safety, examples include but are not limited to:
 - Curfew, especially when access to reliable and safe local transportation may be limited
 - No swimming in an area with known rip currents
 - Departing from group and wandering off on own
- Adherence to the program itinerary, especially when failure to do so disrupts the operational success of the program (e.g. a student arriving late resulting in the group missing a train)

Documenting Violations

With any student conduct issues, it is important to both document with the student and document with the college.

If a Program Leader observes an action that constitutes a violation of the Student Code of Conduct, a program rule, or violates local laws, the incident should be reported using the [Incident Report Form](#) as soon as possible. Upon online submission, a copy of the Incident Report is sent to the Study Abroad Office and the Dean of Students Office.

Responding to and Documenting Disruptive Behavior

If a Program Leader observes disruptive behavior that does not constitute a violation of the Student Code of Conduct, program rule, or violates local laws, but the behavior or actions are impacting the effective operation of the program, the Program Leader should address this with the student(s) in writing which can be done via email. Behavior that negatively affects the program, if left unaddressed, has the potential to affect the entire group.

A Student Threatens the Health or Safety of Another Person

Evidence of a student threatening the health or safety of another person could result in an interim suspension and may result in the termination of a student's participation based on the Program Leader's recommendation or that of an official overseas partner responsible for the program on-site.

In line with the [SUNY Geneseo Student Code of Conduct](#), this is permissible:

- to ensure the safety and well being of members of the College community;
- to the student's own physical or emotional safety and well-being; or

- of disruption of, or interference with, the normal operations of the study abroad/away program.

In cases of such termination, no refunds will be given, the terminated student will be responsible for all expenses incurred in returning to the United States, and no credit will be earned.

Student Arrest

If a student is arrested, the student should be advised to contact the United States Embassy or Consulate as soon as possible.

The Program Leaders should report the arrest to the Study Abroad Office and the Dean of Students by using the [Incident Report Form](#) as soon as possible.

Program Leaders should not call family members or next of kin without the written consent of the student. It is important to remember the student is subject to the laws of the host country. The State University of New York is not responsible for bail money or the cost of legal defense for participants.

Use, Possession, or Sale of Illegal Substances

If a program leader observes or learns of a student using, possessing, or selling an illegal substance, the program leader is expected to document this using the [Incident Report Form](#). In certain circumstances, a Program Leader, in consultation with the Study Abroad Office staff and/or the Dean of Students, may be expected to notify local authorities.

Students found guilty by local authorities of using, possessing, or selling substances which are illegal in the country they are visiting will be immediately dismissed from the program with no credit awarded and no refund.

Property Loss or Petty Crime

The most common problem on study abroad is the loss of or theft of money, credit cards, and passports. Such losses should be reported to the local police. Keep a copy of the police report for insurance claims. Lost or stolen passports must be replaced immediately. **To help students report a lost or stolen passport, follow the instructions from the local embassy or consulate.** If the loss of passport means the scheduled travel will be delayed, a program leader must remain with the student until the passport is replaced. To report a lost or stolen credit card, students should contact the bank that issued the card.

If property comes up missing in the accommodations arranged by the program, the owner should search exhaustively for it to determine if it was stolen or just lost. For example, accusing hotel staff of stealing something that turns out to be misplaced can lead to ugliness in our relationship with the establishment.

The best reason to keep a clean and tidy room abroad is to prevent the misplacement of important items and the panic and delay associated with misplacing them.

Political or Social Unrest

In the event of political or social unrest and/or acts of terrorism, in which foreigners or U.S. citizens in particular may be at risk, the Program Leaders and the **students should keep a low profile**, avoid demonstrations, and avoid locales where foreigners and/or Americans are known to congregate. The Program Leaders should communicate with the Study Abroad Office, the US Embassy or Consulate, and local authorities to coordinate a safe response. The Study Abroad Office will assist in seeking the necessary information and services from governmental and non-governmental sources as well as appropriate offices on campus.

Alcohol and Drugs

As outlined in the [May 16, 2019 memo](#), the following interpretation of *SUNY Geneseo Alcohol and Substance Abuse in the Workplace Policy, #6-605* (See APPENDIX B) is applicable to all program leaders:

Consuming Alcohol in the Presence of Students Enrolled in the Course

Program leaders who choose to consume alcohol in the presence of students enrolled in the course, during times when they are not on-the-job, increase their risk, including but not limited to, accusations of inappropriate behavior or impairment. **Alcohol consumption is strictly prohibited while on-the-job. Impairment while serving as a Program Leader is also strictly prohibited.** Program leaders are encouraged to mitigate risk by consuming alcohol responsibly and must never consume until impairment.

Furthermore, **Program Leaders cannot provide alcohol to or purchase alcohol for students or for one's self using program funds** on study abroad programs.

Post-Program Activities

Program Leaders Responsibilities

- Submit receipts and the "Program Cash Reconciliation Form" within 15 days of the end of the program.
- Return all unused funds to the Study Abroad Office.
- Meet with the Study Abroad Office to debrief the program.
- Complete the "Clery Annual Security Report Form" within 30 days of the program conclusion for any spaces or accommodations that fall under the Clery Act.
- Host a reunion gathering -- not required but it is a nice gesture.

Study Abroad Office Responsibilities

- Distribute a program evaluation to students for feedback information and share results with study abroad Program Leaders.
- Complete the financial program reconciliation.
- Contact the Program Leader's for a debrief meeting.
- Ensure all Clery report forms have been completed.

Conclusion

The SUNY Geneseo Study Abroad is dedicated to working with faculty in the development and promotion of all study abroad programs. We hope that the information provided in this handbook is helpful to our faculty and staff in their efforts to lead Geneseo's study abroad programs and ask the Program Leaders to please contact our office for further assistance with program development. The Study Abroad Office wishes to thank our Program Leaders for their interest in study abroad programs. We look forward to working together to build upon our current study abroad program portfolio.

APPENDIX A: PLANNING CALENDAR

Program Planning Calendar

Proposal Development & Review	Early Fall	<p>In early fall, the Study Abroad Office will send an email announcing the call for proposals for the upcoming academic year including the Summer following the academic year.</p> <p>Consult with the Study Abroad Office on the development of your proposal.</p> <p>Complete the "Study Abroad Program Proposal Form" with Department Chair/Dean approval.</p>
	First Sunday in December	Completed proposals due. The Study Abroad Office will initiate Adobe Sign workflow to seek all required proposal signatures.
	By January 31	Study Abroad Office will notify Program Leaders with program proposal feedback.
Recruiting	February/March	Study Abroad Office builds program pages on Horizons and begins to make promotional materials. The upcoming academic year faculty-led programs are announced.
	February & September/October	<p>Fall Study Abroad Fair (September/October)</p> <p>Spring Study Abroad Fair (February)</p>
	Various	<p>Information on when applications open and typical deadlines can be found here: https://www.geneseo.edu/study_abroad/apply.</p> <p>More detailed information regarding this will be given to program leaders once a faculty-led program proposal is approved.</p>
Pre-Departure	30 or more days before the program begins	<p>Study Abroad Health and Safety Pre-Departure Orientation led by the Study Abroad Office</p> <p>Program-Specific Pre-Departure Orientation led by Program Leaders (See Pre-Departure Student Orientation for details on what must be covered)</p>

Implementation	Program travel dates	Program launches
Wrap Up	Within 15 days of the program ending	<p>Program Administrator submits all program financial documentation to the Study Abroad Office</p> <p>Study Abroad Office sends out student program evaluations</p> <p>Program Leaders debrief the program with the Study Abroad Office</p>

APPENDIX B: Requirements/Policies

In addition to the Requirements of the Study Abroad Office outlined below, it is important for Program Leaders to acknowledge that they are subject to all university policies as employees while leading a study abroad/away program. Below is a list of some commonly referenced policies in relation to leading study abroad/away programs. A full list of college policies can be found here:

<https://www.geneseo.edu/president/college-policies>. A full list of SUNY-wide policies can be found here: <https://www.suny.edu/sunypp/>.

Useful Policy Links

[Agency Account Guidelines](#)

[Accident Reporting Policy](#)

[SUNY Geneseo Alcohol and Substance Abuse in the Workplace Policy](#)

[SUNY Credit Contact Hour Policy](#)

[SUNY Geneseo Sexual Violence Response Policy](#)

[SUNY International Travel with Students Policy](#)

[SUNY Passenger Van Policy](#)

[Title IX Grievance Policy](#)

[Workplace Violence Prevention Policy](#)

Requirements of the Study Abroad Office

Failure to comply with the “Requirements of the Study Abroad Office” could prevent a Program Leader from leading a study abroad program in the future.

Requirement on Student Sleeping Arrangements during Study Abroad and Study Away

- **Scope:**
This requirement governs the staff of the Study Abroad Office, Program Leaders, students participating in Faculty-Led Study Abroad or Faculty-Led Study Away Programs. This requirement also extends to acquaintances, friends, and family members of the persons above listed, as well as local persons from the location in which the program is delivered.
- **Requirement Statement:**
The purpose of this requirement is to promote the safety, health, and well-being of students who participate on SUNY Geneseo administered study abroad/away programs and to protect their privacy while studying abroad within the program dates specified by the Study Abroad Office.
- **Definitions:**
Program Leaders:
Program Instructors, Administrators, and Assistants under contract to the Study Abroad Office.

Faculty-Led Study Abroad Programs:

Courses designed, approved, and managed through the SUNY Geneseo Study Abroad Office that involve a group of students registered through SUNY Geneseo, at least one Program Leader under contract with the Study Abroad Office to deliver that program, and an itinerary that necessitates travel *beyond* the national boundaries of the United States.

Faculty-Led Study Away Programs:

Courses designed, approved, and managed through the SUNY Geneseo Study Abroad Office that involve a group of students registered through SUNY Geneseo, at least one Program Leader under contract with the Study Abroad Office to deliver that program, and an itinerary that necessitates travel *within* the national boundaries of the United States.

- **Requirement:**

It is the requirement of the Study Abroad Office that no students will be required to share a bed while participating in a Study Abroad or Study Away Program.

It is also the requirement of the Study Abroad Office that no Program Leader, or any person responsible to SUNY Geneseo for delivering program services and logistics may enter the room of a student without the student's permission, except in moments of crisis or emergency.

Requirements of Program Leaders in Reporting Cash and Credit Card Expenditures for Faculty-led Study Abroad and Study Away Programs

- **Scope:**

This Requirement governs the staff of the Study Abroad Office and Program Leaders participating in Faculty-Led Study Abroad or Faculty-Led Study Away Programs.

- **Requirement Statement:**

The purpose of this requirement is to ensure timely compliance with regard to reporting for cash expenditures and credit card expenditures incurred in the execution of Faculty-Led Study Abroad and Faculty-Led Study Away Programs managed by the Study Abroad Office. The requirement instructs Program Leaders to complete reports for cash expenditures and credit card expenditures in a timely and professional manner so that the Study Abroad Office and Campus Auxiliary Services may complete their respective duties for oversight of these expenditures.

- **Definitions:**

Program Leaders:

Program Instructors, Administrators, and Assistants under contract to the Study Abroad Office.

Faculty-Led Study Abroad Programs:

Courses designed, approved, and managed through the SUNY Geneseo Study Abroad Office that involve a group of students registered through SUNY Geneseo, at least one Program Leader under contract with the Study Abroad Office to deliver that program, and an itinerary that necessitates travel *beyond* the national boundaries of the United States.

Faculty-Led Study Away Programs:

Courses designed, approved, and managed through the SUNY Geneseo Study Abroad Office that involve a group of students registered through SUNY Geneseo, at least one Program Leader under contract with the Study Abroad Office to deliver that program, and an itinerary that necessitates travel *within* the national boundaries of the United States.

Program End Date:

The date that a particular Faculty-Led Study Abroad or Faculty-Led Study Away Program has been designated by the Study Abroad Office as the last day of the program. This date is designated in the final approval process of the program as described in the *Program Leader's Handbook for Short-term Study Abroad and Study Away Courses*.

- **Requirement:**

It is a requirement of the Study Abroad Office that Program Leaders of Faculty-Led Study Abroad and Faculty-Led Study Away Programs must submit all receipts for cash expenditures and credit card expenditures incurred in the execution of Faculty-Led Study Abroad and Faculty-Led Study Away Programs within fifteen days of the officially defined *Program End Date* of the program described by the report. The receipts must be accompanied by a corresponding reporting of cash expenditures and credit card expenditures in the format required by the Study Abroad Office in the *Program Leader's Handbook for Short-term Study Abroad and Study Away Courses*. Program leaders of faculty-led programs should also be available for follow up with study abroad staff during the process of reconciling expenses at the conclusion of a program. Failure to comply with this requirement may result in the rejection of future program proposals made by the Program Leaders in question.

Requirement Regarding on Minors who Accompany Program Leaders during Study Abroad or Study Away Programs

- **Scope:**

This Requirement governs the staff of the Study Abroad Office and Program Leaders participating in Faculty-Led Study Abroad and Faculty-Led Study Away Programs. This requirement also extends to acquaintances, friends, and family members of the persons above listed, as well as local persons from the location in which the program is delivered.

- **Requirement Statement:**

The purpose of this requirement is ensure that a Program Leader is available to be attentive to all duties described in the *Program Leader's Handbook for Short-term Study Abroad and Study Away Courses* and therefore can promote a safe and successful experience for our students by avoiding the potential distraction from those duties by the expected or unexpected needs of a minor dependent who accompanies that Program Leader.

- **Definitions:**

Program Leaders:

Program Instructors, Administrators, and Assistants under contract to the Study Abroad Office.

Minor Dependent:

A person accompanying a study abroad Program Leader who is a legal dependent of the Program Leader under 18 years of age. For the purposes of this requirement, it also refers to anyone under the age of 18 who travels with the understanding that they are accompanying a Program Leader including, but not limited to, relatives and friends.

Faculty-Led Study Abroad Programs:

Courses designed, approved, and managed through the SUNY Geneseo Study Abroad Office that involve a group of students registered through SUNY Geneseo, at least one Program Leader under contract with the Study Abroad Office to deliver that program, and an itinerary that necessitates travel *beyond* the national boundaries of the United States.

Faculty-Led Study Away Programs:

Courses designed, approved, and managed through the SUNY Geneseo Study Abroad Office that involve a group of students registered through SUNY Geneseo, at least one Program Leader under contract with the Study Abroad Office to deliver that program, and an itinerary that necessitates travel *within* the national boundaries of the United States.

- **Requirement:**

It is a requirement of the Study Abroad Office that no Minor Dependent may accompany a Program Leader during the dates of the program as established by the Study Abroad Office without the presence of another person who is not a minor dependent who will agree in writing to take primary responsibility for the Minor Dependent for the duration of the program.

It is also a requirement of the Study Abroad Office that all persons not formally participating in the Faculty-Led Study Abroad or Faculty-Led Study Away Program as a student or a Program Leader who wish to travel with the Program Leader must be reported in advance to the Study Abroad Office using the process defined in the *Program Leader's Handbook for Short-term Study Abroad and Study Away Courses*. Such persons are not allowed to participate in classroom instruction without the prior written permission of the Director of Study Abroad. Such persons may participate in the supporting activities of the program, but any expenditure associated with such participation must be paid separately from program funds.

Requirement Regarding Contact with the Media during Emergencies for Program Leaders and Students on Study Abroad and Study Away Programs

- **Scope:**

This Requirement governs the staff of the Study Abroad Office, Program Leaders, and students participating in Study Abroad or Study Away Programs.

Requirement Statement:

The purpose of this requirement is to protect students, Program Leaders, SUNY Geneseo, and residents in the location of

Faculty-Led Study Abroad and Faculty-Led Study Away Programs from harm that could be caused by media reports during an emergency that occurs in the location of our program. While SUNY Geneseo and the Study Abroad Office are mindful of the First Amendment Rights of our program participants, information or misinformation given to media outlets can affect the safety and security of SUNY Geneseo students and Program Leaders abroad. Such reporting can also lead to negative consequences for local residents as well as damage to the reputation of SUNY Geneseo.

- **Definitions:**

Program Leaders:

Program Instructors, Administrators, and Assistants under contract to the Study Abroad Office.

Faculty-Led Study Abroad Programs:

Courses designed, approved, and managed through the SUNY Geneseo Study Abroad Office that involve a documented partnership with a host institution abroad and/or a group of students registered through SUNY Geneseo, at least one Program Leader under contract with the Study Abroad Office to deliver that program, and an itinerary that necessitates travel *beyond* the national boundaries of the United States.

Faculty-Led Study Away Programs:

Courses designed, approved, and managed through the SUNY Geneseo Study Abroad Office that involve a documented partnership with a domestic host institution a group of students registered through SUNY Geneseo, at least one Program Leader under contract with the Study Abroad Office to deliver that program, and an itinerary that necessitates travel *within* the national boundaries of the United States.

- **Requirement:**

It is a requirement of the Study Abroad Office that staff persons and Program Leaders decline all opportunities and offers to speak or otherwise communicate to media outlets of any kind should they find themselves in the location of an emergency, natural disaster, act of terrorism, act of war, epidemic, or any other event that commands media attention. All media requests must be referred to the SUNY Geneseo Office of College Communications and Marketing.

Requirement Regarding Faculty Engaging in Distance-learning Coursework and Directed Studies not related to their coursework during Study Abroad and Study Away Program during the time they are traveling.

- **Scope:**

This Requirement governs Program Leaders leading a Study Abroad or Study Away Programs during the time of the program.

- **Requirement Statement:**

The purpose of this requirement is to promote student success by encouraging Program Leaders participating in Faculty-Led Study Abroad or Faculty-Led Study Away Programs to critically reflect on whether it is appropriate or not to take on extraneous coursework during their program given the time constraints and robust demands of teaching and learning while traveling.

Program Leaders are required to disclose any extraneous coursework commitments during the study abroad program dates to the Study Abroad Office before it is listed on the master schedule.

- **Definitions:**

Program Leaders: Program Instructors, Administrators, and Assistants under contract to the Study Abroad Office.

Faculty-Led Study Abroad Programs: Courses designed, approved, and managed through the SUNY Geneseo Study Abroad Office that involve a group of students registered through SUNY Geneseo, at least one Program Leader under contract with the Study Abroad Office to deliver that program, and an itinerary that necessitates travel *beyond* the national boundaries of the United States.

Faculty-Led Study Away Programs: Courses designed, approved, and managed through the SUNY Geneseo Study Abroad Office that involve a group of students registered through SUNY Geneseo, at least one Program Leader under contract with the Study Abroad Office to deliver that program, and an itinerary that necessitates travel *within* the national boundaries of the United States.

Extraneous Coursework: Credit-bearing coursework, such as distance-learning coursework or directed studies, pursued through any accredited university whose obligations must be accomplished between the Program Start Date and the Program End Date of

a Study Abroad or Study Away Program managed by the Study Abroad Office at SUNY Geneseo.

Program Start Date: The date of departure from the hub airport in the U.S., not the date of arrival in the program country.

Program End Date: The date of departure from the country *in situ* when the students depart from the last airport with a direct flight to the hub airport selected for the program in the United States.

- **Requirement :**

It is the requirement of the Study Abroad Office that Program Leaders leading a Study Abroad or Study Away Programs must disclose any extraneous coursework commitments during the study abroad program dates to the Study Abroad Office before it is listed on the master schedule.

Failure to comply with this requirement by a Program Leader may result in the rejection of future program proposals made by the Program Leader in question.

APPENDIX C: HELPFUL RESOURCES

Useful Links:

Study Abroad Office Links

[CAS Program Reconciliation Form](#)

[Distributing Funds to Program Participants Form](#)

[Faculty-Led Program Development Site Visit Guidelines](#)

[Faculty-Led Program Development Site Visit Request](#)

[SUNY Geneseo Internationalization Report 2013](#)

[SUNY Geneseo Faculty-Led Proposal Rubric](#)

SUNY Geneseo Links

[Geneseo Title IX Quick Facts, Resources, and Reporting Options](#)

[Accident Report Form](#)

[SUNY Geneseo Conduct & Community Standards Incident Report Forms](#)

[SUNY Geneseo Experimental Course Proposal](#)

[SUNY Geneseo Curriculum Proposal Form](#)

[SUNY Geneseo Credit/Contact Hour Policy](#)

APPENDIX D FORMS

Waivers and Acknowledgments

[Release and Waiver for Accompanying Family Member](#)

Messaging Regarding Driving Students Out-of-State

Dear Dr. _____

You have proposed a study away program that requires program leaders to drive a vehicle with students onboard while out-of-state.

Driving students is considered one of, if not the most, dangerous activity done on a study away program. Therefore, the State University of New York (SUNY) Office of Global Affairs, SUNY Office of General Counsel, and the SUNY Geneseo Study Abroad Office strongly discourage any program leader from driving students on a study away program. Preferred alternatives to driving are:

- Hiring a local, professional, insured driver
- Utilizing public transportation
- Re-engineering the program to travel less frequently thereby eliminating the need to drive

The New York State Attorney General's office will not opine ahead of time whether an individual will be covered in the event of an incident. Accordingly there is no guarantee that out-of-state travel will be covered even in campus-owned vehicles.

In theory if the driver is a SUNY employee traveling out-of-state, on campus business in the scope of his/her employment, they should be covered, but coverage could not be guaranteed. According to representatives within the Attorney General's Office, the AG is more likely to deny coverage when the trip is out-of-state.

SUNY Geneseo has continued to allow employees to drive students out-of-state if there is an academically justifiable rationale as there is no prohibition, but it is at the personal risk of the person driving the vehicle.

All program leaders planning to drive students out-of-state are invited to speak with a representative of the SUNY Geneseo Study Abroad Office to further discuss program risks and prepare an academic justification that explains why it would be most strategic for a program leader to drive students. The Study Abroad Office will take the request, on a case by case basis, upward to the Provost Office. This may also involve coordination with the Division of Finance and Administration.

Approval from the Provost Office is contingent on a License Event Notification Service (LENS) review. In addition, the program leaders planning to drive must adhere to all SUNY policies including the SUNY-wide [Passenger Van policy](#), if applicable.

In most instances, additional supplemental insurance will be purchased through the vehicle rental agency to enhance protection for passengers, drivers, and the college. The specific insurance package will depend on the rental agency and if SUNY has an existing state contract.

If you have questions or would like to discuss alternatives to driving out-of-state, please let me know.

APPENDIX E WIRE TRANSFERS

For the Study Abroad Office to send a wire transfer for the purpose of paying a budgeted expenditure for a study abroad or study away program, the following information is necessary. The information must be accurate.

- The recipient's legal name.
- The recipient's bank name and address.
- The recipient's bank's American Bankers Association number, commonly called a routing number for transfers within the U.S.. International bank transfers will require Bank Identifier Code (BIC), an International Bank Account *Number* (*IBAN*) and/ or a Society for Worldwide Interbank Financial Telecommunication (SWIFT) code.
- The recipient's bank account number.
- Any other information required by the bank or money transfer provider or the recipient's bank. For international wire transfers, it is sometimes necessary to have the local address of the receiving bank abroad.

APPENDIX F DEFINITIONS

Requirements of the Study Abroad Office: This refers to declarations at the departmental level regarding the conduct of Program Leaders participating in Study Abroad or Study Away Programs. Failure to comply with the “Requirements of the Study Abroad Office” could prevent a Program Leader from leading a study abroad program in the future.

Best Practice: This refers to the preferred methods by which the [Mission of the Study Abroad Office](#) is accomplished in accordance with *The Program Leader’s Handbook for Short-term Study Abroad and Study Away Courses* and the Study Abroad Office. We strongly recommend Best Practice, as it emerges from dialogue among other universities and stakeholders throughout the world and the lived experience, both pleasant and unpleasant, gathered from four decades of Study Abroad and Study Away programs led by SUNY Geneseo.

Position of the Study Abroad Office: This refers to declarations regarding the the conduct of officers and employees of SUNY Geneseo that have not been codified into policy, but bear a level of seriousness that should be taken to heart by all staff persons, Program Leaders, and students participating in Study Abroad or Study Away Programs in order that our programs may be completed in a manner that is safe, ethical, and collaborative.

Faculty-Led Study Abroad Programs:

Courses designed, approved, and managed through the SUNY Geneseo Study Abroad Office that involve a group of students registered through SUNY Geneseo, at least one Program Leader under contract with the Study Abroad Office to deliver that program, and an itinerary that necessitates travel *beyond* the national boundaries of the United States.

Faculty-Led Study Away Programs:

Courses designed, approved, and managed through the SUNY Geneseo Study Abroad Office that involve a group of students registered through SUNY Geneseo, at least one Program Leader under contract with the Study Abroad Office to deliver that program, and an itinerary that necessitates travel *within* the national boundaries of the United States.

Program Start Date: The date of departure from the hub airport in the U.S., not the date of arrival in the program country.

Program End Date: The date of departure from the country *in situ* when the students depart from the last airport with a direct flight to the hub airport selected for the program in the United States.

Program Leaders: Program Instructors, Administrators, and Assistants under contract to the Study Abroad Office/SUNY Geneseo.

In situ: Refers to all locations identified and utilized in the program itinerary.

Third-Party Program Providers: All incorporated entities providing pedagogical or logistical services to a study abroad or study away program through a contract with the Study Abroad Office, excluding universities.

CAS International Programs Account: An agency account of Campus Auxiliary Services that provides for the collection and distribution of funds to be used in the delivery of the logistical elements of the

program such as (but not limited to) travel, accommodations, food, museum entries, insurance, etc. This agency account is not used to collect tuition or pay salaries of Program Leaders.