



# Handbook for Faculty-Led Study Abroad Programs

## Establishment of Departmental Faculty-led Study Abroad Programs

All faculty-led programs must meet Texas Higher Education Coordinating standards. Faculty proposing new programs should select a site that enhances the teaching of the course and one with which they are familiar. Faculty with no previous experience in the program location must use a third-party provider. The Faculty-Led Program Administrator will connect faculty leaders with approved third-party providers.

### **Before Proposing a Program**

#### **Things to Consider**

Offering a faculty-led study abroad program can be an enriching experience for both the faculty leader and the student participants. However, the decision to offer a faculty-led program should not be taken lightly. Before proposing a faculty-led study abroad program, faculty leaders should consider:

#### **Is the sponsoring Department/College supportive of the faculty leader being away from campus in order to lead the program?**

- The faculty-led program may be several weeks in length.
- Also, the sponsoring Department/College will pay the faculty leader salary for the course(s) taught on the program.

#### **How will the intended program location reinforce the curricular content and make the site a learning laboratory?**

- It doesn't make much sense to take a course taught on campus and simply offer it in an international location without any consideration of the surroundings! The faculty-led program will be more impactful for students if faculty leaders incorporate components of the international location. Faculty leaders should take this opportunity to get creative in their teaching and curricular design!

#### **Is this a viable program?**

- Faculty leaders should ask:
  - Is the course content relevant and interesting to a broad number of students?
  - Does this program offer a core course that is suitable for all students, or a course that is only pertinent to majors/minors within the sponsoring Department/College? How does this impact the potential pool of interested students?

- What competition will the program face? Are there other faculty-led study abroad programs approved by the sponsoring Department that will be recruiting from the same pool of interested students?
- How many students are in the sponsoring Department/College? How many majors/minors does the Department have? Do students from the Department generally study abroad? Review the [Study Abroad Participation Statistics](#) to learn more about the number of students studying abroad from the sponsoring Department/College.
- Has this program run before? If yes, has it always met minimum enrollment? Courses taught on faculty-led study abroad programs are subject to enrollment minimums, just like courses taught on campus.
- In what international location will the program be hosted? The Study Abroad Office encourages faculty leaders to push students to consider study abroad locations off the beaten path but faculty leaders may need to adjust the program's marketing plan if students are not familiar with the program location. Review the [Study Abroad Location Statistics](#) to learn more about where Texas Tech students are studying abroad.

**Do the faculty leader(s) have the necessary time to develop the program?**

- Previous faculty leaders have stated it takes up to 150 hours to develop and market a faculty-led program. Faculty leaders should consider whether they can manage this work load in addition to other commitments.
- Faculty leaders should review the [roles of the faculty leader, Faculty-Led Program Administrator, and the Study Abroad Office](#) to ensure understanding of the responsibilities.

**Is leading a study abroad program right for the faculty leader?**

- Study abroad program leadership requires that faculty go beyond the role of “professor” or “instructor.” Previous faculty leaders have stated they’ve found themselves serving in a number of roles for the program and for student participants including bookkeeper, recruiter, program designer, intercultural agent, parent, mentor, translator, emergency contact, peacekeeper, travel agent, and more. Faculty leaders are responsible for the welfare of student participants 24/7.
- Faculty leaders should ask themselves:
  - Do I enjoy spending time with students in non-academic settings and helping with non-academic matters?
  - Am I adventurous, flexible, and adaptable?
  - Do I have a sense of humor?
  - Am I an organized person?
  - Am I creative?
  - Am I committed to student and intercultural development?
- Faculty leaders who have these skills tend to be successful leading students abroad.

**Program Development**

When proposing a new program, faculty should consider such factors as:

**Transportation**

- Where travel to the program will originate
- How the group will travel from the point of departure to the destination
- How the group will travel within the country

#### **Student Housing and Meals**

- Where the group will stay
  - If using host families, they must be screened by a TTU employee or a contracted provider prior to being accepted to host students
- Which meals, if any, are provided as part of the cost of the accommodations? If meals are not provided, estimate how much they will cost
- If there will be group meals
- If students requiring special diets (vegetarian, vegan, etc.) can be accommodated

#### **Classroom and Office Space**

- When classrooms will be needed
- Charge for renting a classroom
- Office space and equipment needed
- Computer/internet access needed

#### **Faculty Housing & Meals**

- The cost and availability of housing and meals for faculty leaders

#### **Excursions**

- The relevant academic, professional, and/or cultural site visits, tours, and lectures that might be planned so that the location of the program enhances the course content

#### **Visas**

- Will visas be needed and if so, what is the cost

#### **Health and Safety**

- Potential health factors at the site that might negatively impact students
- Potential political disturbances or areas of instability in the country/ies the program intends to visit that should be considered
  - Travel to countries where there is a State Department Travel Warning must be approved by the TTU President's Office in coordination with the Vice Provost of International Affairs (VPIA). Review the State Department Consular Information Sheet for every country to which you will take students

#### **Location**

- If partnering with a reciprocal exchange program, adding a new program could create balance issues with reciprocal programs at the same site. In a reciprocal exchange program, an equal number of students must be exchanged. If a new program is established at a location where a reciprocal exchange program already exists, there may not be enough participants to sustain both.
- Review the [partnership database](#) to find a list of the current reciprocal exchange partners.

#### **Students**

- The number of students available to be recruited for the program

### **Salary**

- If the Department has money to pay faculty salary. Faculty may negotiate with the Department to receive reduced salary.

### **Credit Hours**

- Determine the credit hours that will be earned for the course.
- Students must take 6 TTU credit hours in the summer to be eligible for financial aid and scholarships.
- There must be a minimum of 15 contact hours for every credit hour earned.

## **The Proposal Process**

After considering the viability of the faculty-led program and program development matters, the faculty leader(s) should meet with the appropriate office to learn more about the proposal process. Faculty in the Rawls College of Business should meet with the appropriate person in the Center for Global Engagement. Faculty in the Whitacre College of Engineering should meet with the appropriate person in the International Engineering Program Office. All other faculty leaders should meet with the Faculty-Led Program Administrator in the Study Abroad Office after ascertaining the internal process, if any, in their respective College(s).

In this meeting, the faculty leader(s) and either the Faculty-Led Program Administrator or the appropriate person within Rawls College of Business or the Whitacre College of Engineering will discuss the:

- Procedures and guidelines for establishing a faculty-led program including the timeline for preparing to go abroad
- Program proposal including suitability of location, pool of interested students, salary, and faculty experience in host country
- Process of establishing a budget and collection of fees including Departmental responsibility for cost overruns
- Texas Higher Education Coordinating Board standards
- Program's academic content
- Insurance for the faculty and student participants
- Use of TerraDotta, the application software, to review student applications and complete the online registration process

In addition to meeting with the appropriate person in the Rawls College of Business, the Whitacre College of Engineering, or with the Faculty-Led Program Administrator in the Study Abroad Office, a faculty leader must officially register their study abroad program by completing the program approval form and the online registration process.

The proposal must be approved by the Chair of the sponsoring Department and the Dean of the College. Issues such as academic merit, faculty salary, and Departmental responsibility for cost overruns should be discussed with the Chair. Approval by the Chair and Dean implies that the proposed program meets Texas Higher Education Coordinating Board standards. Proposals must

designate a faculty member/GPTI who would, in the event of an emergency, be qualified to continue the program.

**Deadline to Complete the Program Approval Process**

Faculty must meet with the appropriate person dependent on their College and submit both the program approval form and the online registration process by the enclosed deadlines:

**New Program Proposals**

New program proposals are defined as faculty-led program on offer for the first time. Additionally, if a faculty-led program has been previously offered but is moved to a new location, offering different course(s), or will be led by different faculty leader(s) the new program proposal timeline and policies should be followed.

| Program Time Frame                  | Meeting Deadline |
|-------------------------------------|------------------|
| Fall Break<br>Intersession          | April 15         |
| Spring Break<br>Maymester<br>Summer | May 1            |

For example, if a faculty leader intends to propose a new program for Fall Break 2019 the faculty leader should meet with the appropriate person dependent on their College and submit the required proposal materials to the Faculty-Led Program Administrator by April 15, 2019.

**Continuing Program Proposals**

Continuing program proposals include programs which are repeating with no changes and have been previously approved by the Study Abroad Office and the sponsoring Department/College. Faculty leaders proposing continuing programs should meet with the appropriate person dependent on their College each year before offering the program.

| Program Time Frame                  | Meeting Deadline |
|-------------------------------------|------------------|
| Fall Break<br>Intersession          | April 15         |
| Spring Break<br>Maymester<br>Summer | September 15     |

For example, if a faculty leader intends to propose a continuing program for Spring Break 2019 the faculty leader should meet with the appropriate person dependent on their College and submit the required proposal materials to the Faculty-Led Program Administrator by September 15, 2018.

Like with new program proposals, continuing programs that have gone in previous years should be confirmed for the current year by the faculty member, along with the Department Chair and College Dean. Approval by the Chair and Dean implies that the program meets Texas Higher Education Coordinating Board standards.

Program proposals for both new and continuing programs are submitted online and faculty leaders should review the [paperwork for faculty-led programs webpage](#) on the Study Abroad website for further detail.

## From Proposal to Departure

### Faculty Leader Responsibilities

Faculty leader responsibilities prior to departure include:

- Work with the Office of International Affairs (OIA) to establish the budget including the per-student program fee. Consider measures to keep the program affordable for students.
- Submit a travel application through the OIA.
  - All out-of-country travel requires the signature of the VPIA. These requests must be approved at least 30 days prior to travel.
- Provide information required by the Texas Higher Education Coordinating Board to the OIA.
- Attend all Faculty Workshops conducted by the OIA.
  - All faculty leaders are required to attend an [Emergency Preparedness Workshop](#) each academic year prior to leading students abroad.
  - The OIA may offer additional Faculty Workshops and will inform faculty leaders if these Workshops are mandatory or simply encouraged. Additional Workshops may include topics such as intercultural development.
- Recruit students and publicize the program. Review the [marketing faculty-led programs webpage](#) for recruitment and marketing strategies. Provide students with:
  - Site-specific information at program meetings including information on safety and security, health issues and cultural information to help students understand the culture they will encounter at the program site.
  - Information on visa requirements for the program location (if applicable).
  - A realistic program budget outlining **all** costs to include Texas Tech tuition and fees, housing and meals, airfare, excursions, entrance fees, transportation (to/from site, and local) and personal spending money. Only advertising the program fee to students does not meet this expectation.
- Devise an Emergency Action Plan for the site and provide it to the OIA. Emergency procedures are discussed later in the Handbook in the During the Program section on page 7.
- Arrange for use of a cell phone from the time of departure until the end of the program, where local infrastructure allows.
  - Provide emergency contact information to the OIA. This information must include name, address, and phone number at the on-site location and cell phone number.
- Ensure that one faculty member, TA, GPTI or other TTU employee will accompany every 10 students.
- Secure safe and adequate housing for program participants
  - If not using a provider, housing options must be vetted by the OIA.
  - In the case of host family stays, all families must be screened by a Texas Tech employee or third-party provider.

## The OIA Responsibilities

OIA responsibilities prior to departure include:

### Responsibilities to Faculty Leaders

- Work with faculty to establish a program budget including the per-student program fee.
- Manage funds (FOP) for each program.
- Assist with program marketing by developing a [program-specific webpage](#) and offering the opportunity to exhibit at the Study Abroad Fair.
- Facilitate the application process via the TerraDotta application system.
- Facilitate negotiations with third-party providers and send final contracts to the Texas Tech Purchasing and Contracting Office.
- Comply with the [Texas Tech Study Abroad withdrawal and refund policy](#) which protects the program and Department from financial deficits. Students will be responsible for all non-refundable expenses incurred on their behalf.
- Register faculty-led participants including faculty leaders in the U.S. Department of State Smart Traveler Enrollment Program.
- Enroll faculty leaders in the appropriate insurance program (insurance information described in more detail later in the Handbook in the Insurance section on page 12).
- Provide [Faculty Workshops](#) including the Emergency Preparedness Workshop. Workshops are designed to provide information on emergency response procedures and to keep faculty aware of current topics in international education.

### Responsibilities to Students

- Provide all students with standardized information on emergency and liability issues, insurance information, and standard forms required by TTU of all students who participate in TTU Study Abroad programs.
- Bill students for deposits and program fees. Texas Tech students will make payments to Student Business Services. Non-TTU students will make payments to the OIA. Faculty members may not accept payments for programs.
- For programs at the TTU Center in Sevilla, arrange student housing.
- Provide a mandatory pre-departure orientation on issues of personal safety, security awareness, health, cultural adjustment, and practical issues related to travel, packing, obtaining money, and communicating with family and loved ones.
- Provide financial aid verification to the Financial Aid Office so that students' financial needs can be accurately assessed.
- Inform students about scholarship opportunities for study abroad and advise them to speak with the Financial Aid Office if financial aid assistance is needed to go abroad.
- Notify the Dean of Students Office and Office of Student Conduct of students participating.
- Enroll students in the appropriate insurance program (insurance information described in more detail later in the Handbook in the Insurance section on page 12).

## During the Program

### Faculty Leader Responsibilities

#### Presence at the Program

All faculty will arrive with students, or be on location in advance of their arrival. In no case may faculty arrive at the site after students arrive.

Faculty must be on location for the duration of the program. During periods of free time, students must know how to reach faculty at all times.

#### **Faculty Behavior**

All faculty will behave in a manner that conforms to TTU policies as outlined in OP 32.04 and is consistent with local law and custom.

#### **Use of Vehicles**

Where other options are available, TTU faculty, staff, or other employees will not drive students in any vehicle during the program. As necessary, vehicles may be rented with a driver.

In emergency situations where it is necessary for faculty, staff or other employees to transport students, the OIA strongly recommends they purchase personal liability insurance.

Students may not drive other students for any part of the program transportation.

#### **Cell Phones**

All TTU faculty taking students abroad must have a cell phone on which they can be reached by the OIA and by which they can communicate with the OIA during the program. Faculty leaders must have an alternate method of communication where cell phone coverage is not available.

#### **Pastoral Care**

While leading the program, faculty leaders must realize that they will spend time with students in non-academic settings and assist with non-academic matters. Faculty leaders may have to assist students on their program with homesickness, lost passports, conduct issues, family emergencies, roommate or host family concerns, and more. Faculty leaders are responsible for the welfare of student participants 24/7. It is important that faculty leaders recognize that their responsibilities extend outside the classroom and be prepared to assist students with all matters related to the study abroad program.

#### **Emergency Procedures While Abroad**

The OIA is the point of initial contact for any emergency that occurs during a study abroad program.

#### **Faculty Responsibilities in Emergencies**

- Complete and submit an Emergency Action Plan to the OIA.
- Prepare for an emergency. Immediately upon arrival, if not before:
  - Share faculty cell phone numbers with students.
  - Give students the local emergency number.
  - Get students' cell phone numbers.
  - Create a communications tree to be able to contact everyone quickly. Consider using phone apps to communicate. Determine which will work best for your group and



ensure all program participants including all faculty leader(s) have access to the preferred means of communication.

- Implement the “Buddy System.”
- Advise students never to leave their residence without ID, some money, and emergency contact information.
- Stay in contact with the OIA.
- Stay calm. Students look to faculty leader(s) in an emergency for information and advice on how to proceed. Although it may be challenging to maintain composure during the emergency, a relaxed and confident faculty leader can lead to effective emergency response for all involved.

### **In a General Emergency**

In a general emergency, faculty leaders should:

- Activate the program’s Emergency Action Plan.
- If the emergency constitutes an immediate threat to the safety/security of the group, take all steps necessary to remove the group from danger as quickly as possible and advise TTU officials when feasible.
- Use local resources, including the U.S. Embassy in the host country, to assess the situation and make a recommendation to the OIA regarding the continuation of the program at the site.
- Contact or respond to local authorities.
- Notify the OIA of your location and status using the 24-hour Emergency Assistance Line if necessary.
- Wait for instructions from the OIA who will coordinate with TTU officials.
- Communicate TTU instructions/information to the students.
- Maintain communications with the OIA until the situation is resolved.

### **Medical and Mental Health Emergency**

In a medical and/or mental health emergency, faculty leaders should:

- Seek appropriate care.
- Notify the OIA of your location and status using the 24-hour Emergency Assistance Line if necessary.
- Work with the OIA to maintain contact with the appropriate insurance provider and the local treatment facility. The OIA will coordinate with TTU officials and the student’s emergency contact, if appropriate.
- Protect the student’s right to privacy. Share only necessary details on a need-to-know basis.
- Document the event providing as many details as possible using the Emergency Report Form (attachment 3). This document should be submitted to the OIA.

### **Faculty Responsibilities Regarding Student Discipline**

Faculty leaders may be faced with student disciplinary concerns. To respond to these concerns, faculty leaders should:

- Establish acceptable behavior norms consistent with the TTU Code of Student Conduct and local law and custom.

- In the case of discipline problems, faculty must keep the OIA informed and be consistent in their response. Egregious violations allow for immediate dismissal from the program.
- Other violations
  - 1<sup>st</sup> offense: verbal warning (advise the OIA that a verbal warning was given)
  - 2<sup>nd</sup> offense: written warning (copy the OIA on the written warning sent to the student)
  - 3<sup>rd</sup> offense: dismissal from program. The Student Dismissal Form must be completed when dismissing a student.

#### *Student Dismissal*

To dismiss a student from the program, the faculty leader(s) must submit the Student Dismissal Form (attachment 2) to the OIA. This form should be reviewed with the student to be dismissed to ensure the student understands the ramifications of dismissal from the program. Dismissal from the program means the student will:

- Not receive academic credit for the course(s) associated with the faculty-led program
- Be responsible for all program fees
- Must not be involved in any program activities or amenities following dismissal. This includes accommodations as provided by the program.

The dismissal form should be signed by the student being dismissed. If the student refuses to sign the form, a witness should sign on the student's behalf.

At their discretion, faculty leaders may choose to keep their Department Chair informed of student disciplinary issues experienced on the program.

#### **Faculty Responsibilities Regarding Program Monies**

- Faculty must monitor expenditures to adhere to the program budget.
- Expenditures during the program must follow TTU policy.
- Faculty must retain receipts for submission following the conclusion of the program.
- Durable goods expenses such as printers, cameras, or other equipment should be purchased by the Department for use in the program.

#### **The OIA Responsibilities**

During the program, the OIA will support the faculty leader(s) and students with non-emergency situations as needed. In an emergency, the Study Abroad Office priorities include:

- Accounting for all students, faculty, and staff
- Responding to concerned callers
- Providing TTU officials with regular updates
- Assessing the safety of the location for a continued program presence
- Communicating assessment to faculty and student participants

#### **Upon Return**

#### **Faculty Leader Responsibilities**

Following completion of the program, faculty leaders are responsible to:

**Reconcile their account in the OIA in accordance with OP 79.07**

Per the OIA policy, expenses must be submitted within 5 days of the completion of the program. A completed travel voucher form requires the signatures of claimant and claimant's supervisor.

Faculty claiming per diem do not need to submit original receipts for meals. Original receipts are required for airfare, lodging, and other program-related expenses. If the lodging receipt reflects double occupancy, the employee is entitled to reimbursement of the single rate or one-half of the rate if the room is shared with another employee. All required receipts must indicate that the charges have been paid in full.

Each receipt must be clearly labeled and submitted to the OIA Accounting and Finance Coordinator. If the faculty leader will not return to the U.S. within 5 days following the program conclusion, the original receipts must be mailed or emailed to the OIA Accounting and Finance Coordinator.

**Meet with the Faculty-Led Program Administrator or Appropriate College Representative**

During this meeting, the faculty leader will discuss the successes of the program and look for areas of improvement.

**Turn in a report on any incidents which occurred during the program**

This could include incidents which need to be reported for the Clery Act but also any emergencies or student disciplinary concerns which have not yet been reported to the OIA. Faculty leaders can use the Emergency Report Form (attachment 3) to ensure all details related to the incident are reported appropriately.

**The OIA Responsibilities**

Following completion of the faculty-led program, the OIA is responsible for:

- Managing the fund for the program
- Working with faculty to process the travel voucher
- Providing an evaluation form for faculty to complete
- Compiling a report of Clery incidents

**Program Funds**

If excess funds accumulate in the program account, the excess will be returned to the student participants dependent on the amount of funds available after the accounts have been reconciled annually. If the excess is \$50 per student or higher, the monies will returned to students. Any amount below \$50 per student will be retained by the OIA for use and support of faculty-led program administration. Faculty leaders should strive to create a program budget which is reflective of anticipated expenses while keeping affordability in mind.

**Faculty Accompanied by Spouse/Family/Guest**

Faculty are responsible for all expenses incurred for spouse/family who accompany them on a faculty-led program. In no case should monies collected from student participants be used to fund

spouse/family/guest participation in program activities. All spouses/family/guests accompanying faculty on a faculty-led program must sign a release form (attachment 6).

The OIA recommends that spouses/family be covered by health/accident and emergency medical evacuation and repatriation of remains insurance, to be purchased at their own expense.

Faculty accompanied by minor children must also be accompanied by a non-program related adult who will be responsible for the children so that the faculty leader can devote themselves to the program and the student participants.

### **Visitors to Faculty-Led Programs**

Due to the intensive nature of a faculty-led program, faculty and students should not have visitors. Exceptions to this policy would be Texas Tech University administration (Chair, Dean, Provost, etc.) who may wish to observe the program. Other visitors should not expect to be accommodated during the program.

### **Insurance**

All faculty are covered by health and accident insurance while leading TTU students on a faculty-led program. Additionally, faculty at the TTU Center in Sevilla are required to purchase the International Teacher ID Card (ITIC) for the emergency evacuation insurance it provides.

All student participants will have health and accident and emergency evacuation and repatriation insurance coverage while abroad. Study Abroad staff will enroll the students and bill the student's account for the charge. This coverage will be for the duration of the faculty-led program. Additionally, students at the TTU Center in Sevilla are required to purchase the International Student ID Card (ISIC).

### **Alcohol**

In accordance with Texas Tech policy, TTU funds may not be used to purchase alcohol. Faculty and students of legal age in the study abroad location may purchase and consume alcohol with their own funds. Faculty may not purchase alcohol for students.

### **Per Diem**

Per diem for meals and incidental expenses for faculty leading students abroad is based on the U.S. Department of State Meals and Incidental Expenses (M&IE) Allowance.

Faculty may claim 50 percent of the State Department M&IE allowance for meals and incidental expenses. In mitigating circumstances, the Department Chair and College Dean may approve a higher rate up to 100 percent. Faculty requesting a rate higher than 50 percent should complete the Request for Additional Per Diem Form (attachment 1) and submit it to the OIA when establishing the program budget.

## **Safety and Security**

See OP 34.20.

## **Evaluations**

To better serve Texas Tech students, each program should provide an opportunity for students to evaluate the program in terms of content, location, excursions, value for money spent, etc.

The Study Abroad Office will provide a voluntary evaluation within the TerraDotta application system. The results of the voluntary student evaluation will be shared with the faculty leader(s) following the completion of the program. Despite the Study Abroad Office's inclusion of an evaluation, the faculty leader(s) should also consider implementing an evaluation process to gather feedback which should be used to inform future programmatic decisions. Attachment 5 includes the evaluation form used by the Study Abroad Office.

Faculty will be given the opportunity to evaluate the support provided by the OIA and the Faculty-Led Program Administrator, third-party providers or the TTU Center in Sevilla, the program itself, and offer suggestions for future changes. Attachment 4 includes a sample program evaluation form which faculty leaders can complete and submit to the Faculty-Led Program Administrator. Additionally, a faculty leader can set up an appointment with the Faculty-Led Program Administrator or the appropriate person with their respective College to debrief the program and provide feedback verbally.

## **Attachments**

1. Request for Additional Per Diem Form
2. Student Dismissal Form
3. Emergency Report Form
4. Program Evaluation Form for Faculty
5. Program Evaluation Form for Students
6. Release and Hold Harmless for Spouses, Partners, and Guests of Faculty Leaders



### Request for Additional Per Diem Form

Faculty name: \_\_\_\_\_

Program name: \_\_\_\_\_

Program Location: \_\_\_\_\_

According to OP 34.26, faculty are authorized to receive 50% of the U.S. Department of State Meals & Incidentals rate for the location where they will be abroad.

I am requesting to receive additional per diem for the duration of the study abroad program I will be leading.

Original amount: \_\_\_\_\_ per day for \_\_\_\_\_ days.

Amount requested: \_\_\_\_\_ per day for \_\_\_\_\_ days.

Total difference this will add to the program costs for students: \_\_\_\_\_

Reason for request:

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Chair of Department: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of College: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Study Abroad Office on: \_\_\_\_\_



### Student Dismissal Form

This form is to be used by TTU faculty or staff when it becomes necessary to dismiss a student from a study abroad program currently in progress. The form should be submitted to the Study Abroad office as soon as possible after the dismissal.

Student name: \_\_\_\_\_

Program name: \_\_\_\_\_

Faculty/staff name: \_\_\_\_\_

This student has been dismissed from his/her study abroad program due to the following reasons:

Effective \_\_\_\_\_ (dd/mm/yyyy) the relationship between Texas Tech University and the student is terminated for the duration of the study abroad program. Texas Tech University is released from all liability regarding this student as of this date.

The student has been advised that:

- no funds will be returned for the cost of the program not completed
- any housing that may be part of the program is no longer available to the student
- insurance coverage will remain in effect until the original end date of the program
- credit for the course may be affected
- any additional costs to return to the U.S. are the student's responsibility
- there may be disciplinary consequences when the student returns to Texas Tech University
- it is his/her responsibility to notify a parent/guardian of the dismissal

Please complete the relevant section below:

**The student IS returning to the U.S. immediately.** Please provide documentation that the student has changed his/her flight to the U.S. and will leave the study abroad location immediately.

OR

**The student has elected to return to the U.S. on the original return flight.** By signing below, the student acknowledges that he/she will be remaining in the host country (or traveling to a different location) and returning to the U.S. on the original return flight.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the student refuses to sign, you must have two witnesses to your signature of this form verifying the student's refusal.

I verify that the above named student has refused to sign this form.

Witness signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Emergency Report Form

This form is to be used by TTU faculty or staff when an emergency involving a student occurs on a TTU faculty-led program. The form should be submitted to the Study Abroad Office as soon as possible after the incident.

Student name: \_\_\_\_\_

Program name: \_\_\_\_\_

Faculty/staff name: \_\_\_\_\_

This student has been involved in the following emergency incident:

The following action was taken as a result of this event:

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_





7. Did your program take place at the TTU Center in Sevilla?

8. If you answered "Yes" to the previous question, were you satisfied with the service you received?

9. Were you generally satisfied with your program this year?

10. What could be done to improve your program in future years?

11. Please make any other comments you feel are important:

## Program Evaluation Form for Students

The questions in this evaluation are included as part of the student application in TerraDotta.

### 1. Pre-Departure Orientation - Study Abroad Staff

How effective was the pre-departure orientation provided by the Texas Tech Study Abroad Staff in preparing you for your experience abroad? What information shared during the pre-departure orientation did you find most helpful?

### 2. Pre-Departure Orientation - Faculty

Did your faculty leader and/or resident director provide a pre-departure orientation/meeting? If so, how effective was this orientation in preparing you for your experience abroad? What information shared during this orientation/meeting was most helpful to your time abroad?

### 3. Faculty Availability - Before Program

Prior to your program's departure, was your faculty leader available to assist with your questions and concerns? If not, please describe your challenges in reaching your faculty leader.

### 4. Program Organization

How well organized and structured was your program? Please give specific examples of things that worked well, and areas needing improvement.

## **5. Comment on Academics**

How would you describe the academics of your program? Please comment on your instructors, class environment, course design, and difficulty of coursework.

## **6. Comment on Accommodations**

How would you describe the accommodations used during your program? Did your accommodations enhance your overall study abroad experience and if so, how?

## **7. Comment on Transportation**


What type of transportation did you use most often at your study abroad location? Did your accommodations allow easy access to public transportation? Was public transportation affordable?

## **8. Safety and Security**

How would you describe the safety and security at your program site? Was the faculty leader/resident staff available for any problems you may have had?

## **9. Faculty Availability - During Program**

When you were abroad, did you have trouble reaching your faculty leader(s) with questions and concerns? If yes, please describe the challenges you faced.

## **10. Recommend Program**

Would you recommend this program to other students? Why or why not? What were the main strengths and weaknesses of the program?

## **11. Meet Expectations**

Did your program meet your expectations for a positive and productive term abroad? Why or why not?

## **12. Suggest changes**

What changes would you suggest to improve this program in the future?



# Texas Tech University Release and Hold Harmless Agreement

## For Spouses/Partners, Children, and Guests of Faculty Leaders

I, \_\_\_\_\_, (hereinafter "Guest") am independently accompanying \_\_\_\_\_ (insert faculty leader name), the faculty leader on the \_\_\_\_\_ (hereinafter "Program") study abroad program in \_\_\_\_\_ (enter location) on \_\_\_\_\_ (enter dates of travel). I understand that my participation in any Program activities is discouraged and any such participation is strictly voluntary.

### Definitions

- Spouse/Partner: Either the spouse or domestic partner of a program leader, including the domestic partners of unmarried leaders irrespective of sexual orientation.
- Child/Children: The program leader's children or legal dependents under the age of 18.
- Guest: Any person accompanying the faculty leader who is not considered a "spouse/partner" or a "child." Examples include extended family members and non-relative friends.

### Expenses and Insurance

I understand that as a guest, I am responsible for any and all costs associated with accompanying the program. I understand that I am responsible for my own health, accident, emergency medical evacuation, repatriation of remains, travel, baggage, missed flight, and life insurance coverage. I also understand that I am responsible for all debts and expenses I incur abroad.

### Safety

I understand that I will be traveling during the program by plane, train, hired bus, and other modes of transportation that may or may not be owned by or under the control of Texas Tech University. As a Guest, I voluntarily choose to travel by these conveyances. I am aware of the dangers associated with such travel, including the possibility of injury and even death. I understand that my choice of transportation is voluntary on my part, and I affirm my desire to travel as outlined above.

I recognize and understand that the possibility of political unrest exists on any occasion in which there is travel to or from a location outside of the United States. I am aware of the dangers of such political unrest, and understand that my choice to travel abroad is voluntary on my part, and I affirm my desire to do so.

I agree to assume full responsibility for my safety and the safety of my property at all times,

including the time that I am in transit to and from the program location. I understand that I may sometimes be traveling in areas which have higher than average rates for crime, especially theft of property. I further agree to assume full responsibility for my own safety and the safety of my property at all times while participating in this activity.

**Obligations**

I understand that as a Guest, I will not have any leadership responsibilities or obligations to the faculty leader or program participants while accompanying the Program.

**Minor Children**

Faculty accompanied by minor children must also be accompanied by a non-program related adult who will be responsible for the children so that the faculty leader can devote themselves to the program and the student participants. Please complete the following if minor children will accompany the faculty leader:

1. Name of minor child/children: \_\_\_\_\_  
\_\_\_\_\_
2. Name of non-program related adult who will be responsible for the child/children: \_\_\_\_\_  
\_\_\_\_\_

**Standards of Conduct**

I understand that each foreign country has its own laws and regulations and has standards of acceptable conduct in the areas of dress, manners, morals, politics, alcohol use, drug use, and behavior. I recognize that as a Guest, my behavior or conduct that violates those laws or standards could harm the program's effectiveness and Texas Tech's relations with those countries in which the Program is located. I also understand that my behavior or conduct as a Guest that violates those laws or standards could harm my own health and safety as well as the health and safety of the participants in the Program. I take full responsibility for my behavior and conduct and agree that the University and its agents will be released and indemnified for any claim, loss, injury, or liability that may be caused by my behavior or conduct.

I agree that the University has the right to enforce all of the standards of conduct, rules, and regulations described above and that, in its sole judgment, the University will impose sanctions, including without limitation my immediate exclusion from accompanying the Program, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the University, the Program, or program participants. If I am excluded from accompanying the Program, I consent to being sent home at my own expense.

In consideration of being allowed to be a Guest of the program and the above mentioned activities, I, the undersigned, do hereby release, indemnify, and hold harmless the Texas Tech University System, its Board of Regents, all system officers, agents, and employees, the Office of International Affairs, from any and all liability claims, demands, and actions whatsoever arising out of or related to any loss, damage, or injury, including death, which may be sustained by me or to any property

belonging to me. The terms hereof shall also serve as a release and an assumption of risk for my heirs, executor and administrator, and for all members of my family, and may be pleaded as a bar to litigation. Jurisdiction and venue over all matters related to the program and/or this release shall lie exclusively in Lubbock, Lubbock County, Texas.

I am above the age of 18 years and have read this Release and Hold Harmless Agreement and understand and voluntarily accept the terms.

---

Printed Name of Guest

---

Signature of Guest

---

Date