Summer 2008 Study Abroad

Guidelines for Summer Program Faculty

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Dear Study Abroad Program Faculty:

The responsibilities of summer program faculty extend well beyond the classroom. Instructor, academic advisor, event and excursion coordinator, liaison with local contacts, substitute parent, budget manager, disciplinarian, and troubleshooter—these are all roles that program directors will assume at some point during their time abroad with students. The guidelines in this handbook are designed to help first-time and veteran summer program faculty alike manage day-to-day responsibilities, on-site orientations, inappropriate student conduct, voluntary withdrawals, health issues, and emergency situations.

The success of our summer study abroad programs reflects the initiative, hard work, and experience of our faculty program directors. Most of the guidelines and suggested practices that we include in this handbook respond to issues or specific cases that have arisen in Temple summer programs in recent years. While we acknowledge that there are countless other scenarios not addressed here, we hope that this handbook provides faculty members with suggestions and information to consider when resolving any situation that may arise during the study abroad program.

We wish you a safe and rewarding experience abroad with your students.

International Programs
I PRE-DEPARTURE RESPONSIBILITIES OF SUMMER PROGRAM FACULTY

A Note about Division of Responsibilities. When there are two Temple faculty members teaching on the same Temple summer program abroad, one typically assumes the role of faculty director (also referred to as Program Director), and as such, coordinates most of the pre-departure preparations, handles most financial aspects of the program, and serves as our primary contact on site. However, both faculty members are responsible for the health and welfare of the student participants outside of the classroom. This involves being available to the group as needed, providing support and assistance to the faculty director, participating in program-organized orientations (pre-departure and on-site) and extracurricular events, and being prepared to act in the event of an emergency. In instances where there are two program faculty, it is recommended that they coordinate evenings and weekends to ensure that there is always someone ready and available in case of emergency.

The program director and/or program instructor should fulfill the following duties prior to departure:

• Application Process. Students are considered for acceptance into a program only after their application is complete. At that point, International Programs conducts an initial review to make sure that the applicants meet minimum eligibility requirements. International Programs sends a copy of the application to the Program Director, and will bring to your attention borderline students, or students whose academic background seems inappropriate for the specific program. It is the responsibility of the Program Director to review all applications in a timely fashion. Tell Pauline Pao in writing (e-mail is fine, ppao@temple.edu) the names of the approved students. If you have concerns about a student, contact the Associate Director, Emily Moerer (emoerer@temple.edu). Because both International Programs and the Program Director must review a file before admitting a student, and the acceptance must be in writing, please do not give verbal promises to students that they have been accepted.

After International Programs notifies the students in writing, they have 14 days to accept their admission into the program and to submit their non-refundable $200 program deposit. Students are not considered part of the group until they have paid their deposit, which represents a financial commitment on their part.

Late Applications. When program enrollment is low, it is always tempting to encourage students to apply after the February 15 deadline has passed. On occasion, International Programs, in consultation with the Program Director, will extend the deadline for specific programs. However, Program Directors should not extend the deadline or encourage students to apply after February 15 without discussing the matter with International Programs first. In general, late applications cause problems. Students may not have planned sufficiently in advance to meet their financial obligations. There may be insufficient time to process the application, find housing for the student, and make other necessary programmatic adjustments. A late application may reflect a lack of serious interest in the program; traditionally, far more late applicants than early ones fail to complete the application process.

• Confirmation of Program Dates. During the fall semester, International Programs will ask you to confirm the following: official arrival date, on-site orientation dates, the day that classes begin, the day that classes end, the last night in housing, and the official program end date. We include the arrival and program end date in the acceptance letters and on our web site, so it is vital that the dates you confirm are accurate.

• Pre-departure Planning Meeting. Late in the fall semester or early in the spring semester, Pauline Pao contacts Program Directors to set up a planning meeting. You should come to the meeting with the following details about your program: preferred pre-departure orientation date and location, flight
arrangements, course numbers, required textbooks including if earlier editions are acceptable and how students should purchase them, visa procedures (if required), and other timely program-specific information. You will receive last year’s Pre-departure Manual to revise and update (new program directors will receive a generic template for a manual and a sample manual from another program). Program instructors are also encouraged to attend this meeting.

- **Emergency Planning.** Provide International Programs with information on how we and parents can contact you overseas in the event of an emergency. Be certain that you regularly check (≥2 times/day) this mode of communication. Provide International Programs with the names and phone numbers of local health care providers (health clinic, psychologist) in case students have problems. Fill out the Emergency Contact and Health Information form given to you at the planning meeting.

- **Pre-departure Web Sites:** International Programs creates a pre-departure web site for each summer program. As soon as all the pre-departure information and forms are posted to the web site, we notify students via email, and copy the Program Director. This is the same information that we used to send to students by mail. With very few exceptions, we no longer send mailings to students—everything is posted to the pre-departure web site. It is your responsibility to be familiar with the materials on the pre-departure web site, and to direct students there when necessary. Please note that even though these sites are posted on the International Programs web site, you may only access your program-specific pre-departure web site via the designated URL.

- **Group Email.** Maintain a group email list (you can find the students’ email addresses on their program application). It is recommended that you send an email message to the group after the pre-departure is posted to your program’s pre-departure web site (International Programs will let you know when this happens). In your email message, introduce yourself, remind them of the forms they need to fill out and the deadline for return to International Programs, and let them know about any timely program-specific information. We have found that program directors who keep in contact with their students prior to departure have better retention rates and more timely returns of student paperwork. A sample email is included in the back of the handbook.

- **Course Evaluations.** If you are teaching, pick up CATE (course evaluation) packets from International Programs. Take these with you for students to fill out abroad. Contact Chris Dennis (dennisc@temple.edu) in the Vice Provost’s office with questions. International Programs sends program evaluations to all students at the end of the program, but it is still your responsibility to complete the course evaluations, per Temple University policy. Return the forms in sealed envelopes (signed across the seal by the student administering the evaluation) to International Programs upon return to Philadelphia.

- **Syllabus.** If you are teaching, please submit a copy of your syllabus (as an email attachment) to International Programs by February 1.

## II ON-SITE RESPONSIBILITIES OF SUMMER PROGRAM FACULTY

The responsibilities of a program director extend well beyond the classroom. Instructor, academic advisor, event and excursion coordinator, liaison with local contacts, substitute parent, budget manager, disciplinarian, and troubleshooter—these are all roles that summer program faculty will assume at some point during their time abroad with students. If a student wakes up in the middle of the night with what appears to be appendicitis, it is the summer program director who will accompany the student to the emergency room. If a student loses his/her passport, it is the summer program director who must help the student obtain a new one. Program directors and summer program faculty must be comfortable with this
role and accept that they will have significantly more day-to-day contact and responsibilities with their students while overseas than here on campus.

Program directors must handle problems as they arise, and must inform International Programs about them immediately. Program directors are given staff members’ office and home phone numbers (see section III F) for this purpose. It should never be the case that the office is the last to know about problems, with the student having phoned home first and then the family calling International Programs.

The faculty program director (and other Temple program instructors) should fulfill the following duties on-site:

- **Academic Integrity.** Ensure the academic integrity of the program. If students on your program are taking classes taught by someone else (at a language institute, for example), the program director should sit in on the classes regularly and discuss the progress of the students with the instructor(s).

- **Arrival.** Contact International Programs within 24 hours of official arrival date to confirm that all students have arrived.

- **Budget.** Maintain fiscal records, itemize any usage of contingency funds, and collect receipts. A complete budget report is required from the director at the end of the program. See Section IV for more information on the budget.

- **Academic Advising.** Provide academic advising to students.

- **Course Registration Verification.** International Programs will give you class lists prior to departure. Within one week of arrival, program directors must confirm student registration with International Programs. If students have changed courses, it is vital for you to let International Programs know right away. Current TU policies make it very difficult to change course registration for students after the add/drop period.

- **Email to Colleagues.** It is helpful for future program promotion to send one or two email messages from overseas to colleagues (both TU and non-TU) and students highlighting what the group has been doing.

- **Emergency Response.** Respond to any emergency situation that arises, including participant behavior problems. The director's first responsibility is to attend to the safety of the participants. The director must then notify International Programs. The director should maintain a written log of the details of the emergency. See Section III F for more information on Crisis Management.

- **Final Report.** All Program Directors must submit a final report to International Programs. See the Report Form in the Appendix. The report should describe the program, assess its successful features, and provide suggestions for changes to be made next year as a result of any problem that arose. Any difficulties encountered by you as Program Director and / or the students need to be documented in the report, along with details of how they were resolved.

- **Group Photos.** International Programs appreciates photos of students overseas (note that photos of small groups of four-five students are best for publications and web sites, but photos of the entire group in front of a monument or other local site are also useful). Please do not count on students submitting photos to us or to you after the program, regardless of what they promise when they are overseas!
• **Grade Submission.** Submit grades in a timely fashion. If you are not returning to Philadelphia at the end of your program, you must make arrangements in advance for submission of final grades.

• **Language Placement.** For programs with a language component, students should not be automatically placed in a course based on the on-site language evaluation. When necessary, the program director should intervene to ensure that students are in the appropriate course. When in doubt about the appropriate course level, contact International Programs.

• **Local Resources.** Serve as liaison between program participants and local agencies. The director acts as a resource to participants who need assistance with personal, academic, emotional, and health problems that may arise during the program. The director should help participants find the appropriate local agencies or individuals who can provide further assistance.

• **On-site Orientation.** Provide an on-site orientation to introduce students to host culture, daily life, local safety and security issues, and program expectations. Let students know how to reach you at all times in the event of an emergency. See Section III B for more information on the on-site orientation.

• **Roles.** Define the limits of your academic and disciplinary roles and communicate these limits clearly to participants.

• **Student Meetings.** Meet with students regularly to discuss non-academic issues. Topics of discussion might include cross-cultural observations, inappropriate behavior, free-time activities, frustrations, etc.

• **Evening and Weekend Availability.** Program directors must be available to the students on evenings and weekends in the event of an emergency. If there are two Temple faculty teaching on a summer program, at least one must be available on any given evening or weekend.

• **Withdrawals.** Notify International Programs if a student withdraws from the program.

### III GUIDELINES FOR PROGRAM DIRECTORS

A. **Documents to Take with You**
Program directors should take copies of their students’ academic records, the *Health Information and Emergency Contact* form, and class lists. International Programs will provide you with these copies. At the back of this handbook, you will find copies of other important documents that your students have already received (*Assumption of Risk and Release* form, *Summer Programs Fee Payment and Refund Policies*, and *Insurance Benefits and Exclusions of the International Student Identity Card*).

B. **On-site Orientation**
Upon arrival, all program directors should conduct an on-site orientation. In most summer programs, the orientations are at least two days in length, and begin the morning after the students’ arrival in the host country. During these first couple of days, it is important that the Program Director provides a mixture of structured and unstructured activities. Students arriving in a new country need structure and guidance, but they also need some short periods of downtime to allow them to rest. The first full day in the country should always include some sort of scheduled activity required for the entire group.

By the time they arrive, students have already received the Pre-departure Manual and many (but not all) of the students have attended the Pre-departure Orientation on Temple’s Main Campus. The Program
Director should be familiar with the material in the Pre-departure Manual, and should repeat the key
elements of the Pre-departure Orientation, for the benefit of the students who could not attend the one on
campus.

On-site orientations should combine discussion meetings with hands-on practical experiences. If you
would like more information or suggestions for any of the topics listed below, please contact International
Programs.

The following are the essential elements of the On-site Orientation:

- **Academic orientation.** Review such issues as students’ class schedules, where classes meet,
  attendance policy, placement tests (for certain programs), academic advising, etc.
- **Role of Program Director.** Define the limits of your academic and disciplinary roles and
  communicate these limits clearly to participants. Make sure they know how to reach you in the
  event of an emergency, and provide the number of at least one other local contact whom students
  can reach in emergencies.
- **Group dynamics.** Group dynamics can make or break the overall study abroad experience, for
  the students and Program Director alike. Since short-term programs are intense experiences
  where students and the Program Director spend a lot of time together, group cohesiveness is vital.
  Early on the Program Director and the students should talk openly about the challenges of group
  travel. Discuss how at times the good of the group must take priority over individual wishes.
- **Money.** Show them the local currency. Explain where they can exchange traveler’s checks and
  where the closest ATMs are. Discuss local tipping practices. Stress the importance of budgeting
  wisely (for example, waiting until the last week to buy souvenirs so they know exactly how much
  they have left to spend).
- **Health and Safety.** Provide students in writing the names, locations, and phone numbers of local
  doctors they can contact if they become ill. When possible, these doctors should speak English
  and should be aware that you have given their names to the group. Let them know where to find a
  pharmacist, and if possible, a 24-hour health clinic. Stress the importance of letting you know of
  any change in their physical or mental health. Explain to them the approximate cost of office
  visits, and how they would be expected to pay. Remind them about the ISIC benefits and
  emergency number (see Section E). Discuss local safety issues, including neighborhoods or other
  locations they should avoid. If students will be traveling independently, inform them of regions of
  the country or neighboring countries that might be dangerous. Remind them that if they feel their
  safety is in doubt at any point, they should contact you immediately. Let them know how you will
  reach them in the event of an emergency. Discuss cultural norms for drinking. Explain to them
  what would happen if they were caught carrying, purchasing, selling, or using drugs.
- **Communication.** Let students know how to use public telephones, how to purchase phone cards,
  and how to rent cell phones (if applicable). Show them where they can access email, and where
  the post office is.
- **Transportation.** Explain the local public transportation system to the students, and how they can
  purchase a bus or metro pass (if available). You might want to include an activity during
  orientation where students take public transportation with you. If students will be taking taxis,
  discuss rates and general etiquette (hailing, tipping, etc).
- **Walking tour.** During orientation, it can be very useful to include a walking tour of the
  neighborhood(-s) where students will be living and studying. This can be an easy and more
  productive way to incorporate many of the issues listed above. A few sites to point out include:
  public transportation stops, ATMs, post office, market(s), pharmacy, police station, good cheap
  restaurants, historical sites, internet cafes, etc. This can also be an effective time to give safety
  tips.

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C. Inappropriate or Illegal Student Conduct

There are cases in which student behavior—although perhaps not illegal—is highly inappropriate or disruptive to the successful running of the program. All students who participate on a Temple study abroad program must sign an Assumption of Risk and Release form, which you can find in the back of this handbook. The first section of the form focuses on student conduct:

“I expressly acknowledge the right of Temple University to require the immediate withdrawal at any time of my participation in programs abroad sponsored by Temple University if I fail to meet the University’s standard of scholarship and character and/or my actions or general behavior, in the sole discretion of the University, are determined to interfere with or disrupt the conduct of classes or any other activity of the program.”

As Program Director, you have several options, depending on the nature of the circumstances. In most cases, “Immediate withdrawal” should not be seen as the first solution:

1. In an isolated case of inappropriate behavior, discuss the situation with the student(s) involved as soon as possible, as well as the student(s) who might have been affected by the inappropriate behavior. The Program Director should remind the student(s) of the Assumption of Risk and Release form that they signed. Do damage control with external parties, as necessary.
2. If a student continues to cause problems, you can consider writing a Behavior Contract, documenting the student’s inappropriate actions and detailing the ramifications of continued infractions (such as being sent home at their expense). The Program Director must consult with International Programs before finalizing any Behavior Contract. The Program Director then meets with the student and requires him/her to sign the contract.
3. If a student violates the conditions of the Behavior Contract, or if you believe a student’s first violation (such as drug use) warrants immediate expulsion, you should call Temple University International Programs. International Programs will consult with Legal Counsel, and in the case of non-Temple students, with the student’s home institution. Most likely, you will be also advised to maintain a written log of the details of the incident.

D. Student Voluntary Withdrawal and Refund Policy

Most students who suffer culture shock or home sickness are able to adjust and adapt. However, on occasion students decide to withdraw from the program after they have arrived in the host country, despite your efforts to convince them to stay. It is essential that the Program Director reminds the students to submit written notification of their withdrawal to International Programs immediately. If the student does not have access to e-mail while abroad, the student can hand write a letter, which the Program Director should fax to International Programs without delay. At the end of the handbook, we reproduce the Fee Payment and Refund Policies sheet, which is sent to all students in a pre-departure mailing.

E. Health Insurance and the International Student Identity Card

All students participating in a Temple University study abroad program are required to have health insurance with international coverage, which must be purchased in the United States. This insurance must be valid for the duration of the student’s studies abroad. For this reason, all Temple study abroad participants are required to purchase the International Student Identity Card (ISIC), which entitles the bearer to basic sickness/accident insurance coverage and student discounts, and constitutes the most effective international proof of student status. Students are encouraged to have additional insurance.
The benefits of this policy include:

- Sickness medical expense coverage of $165 a day to a maximum of 61 days
- $25,000 Accident medical expense
- $300,000 Emergency medical evacuation (mental health problems are excluded)
- $5,000 Accidental death and dismemberment--air
- $1,000 Accidental death and dismemberment--other
- $500 Travel document protection
- $100 Baggage delay

There are some exclusions in the above ISIC coverage (alcohol-related injuries, for example). A copy of the benefits and exclusions is included in the back of this handbook. Students must submit a copy of their ISIC to International Programs prior to departure, so if students lose their card, they or the Program Director can contact International Programs for their ISIC identification number. For coverage questions or to request a claim form, the Program Director should tell students to contact the insurance provider (Travel Guard) directly at 877-370-4742.

On the back of the ISIC is an emergency care number (1-715-342-4104) that students can call collect from anywhere in the world. Program Directors should remind students about this number and should urge students to keep the ISIC with them at all times.

Program Directors should be aware that most insurance companies (and hospitals and physicians overseas) will require students to pay medical expenses out of pocket, submit claim forms and receipts, and then be reimbursed. This may not pose problems for doctors' visits, but if a student needs to be hospitalized for any reason, many hospitals overseas require payment before the student can be admitted. This can amount to several hundred dollars in some countries, and students are asked to plan accordingly. In emergency cases, the Program Director must exercise her/his judgment and act in the best interest of the health and safety of the students. For more information on how situations like this can be handled, please see the following section on Emergency Services and International SOS.

F. Crisis Management and International SOS

While all program directors hope that they never have to deal with a crisis, you must be prepared to react nonetheless. Ideally, your job is to prevent a crisis, but in many cases, emergency situations arise regardless of your amount of preparation. The following are examples of situations that require immediate action by the program director:

- Serious illness, injury, or death
- Emotional or psychological problems that require intervention
- A participant is the victim of a crime or is accused of committing a crime
- An in-country situation arises that causes concern (e.g., a political uprising or a natural disaster)
- Student conduct that disrupts the running of the program
- International events that warrant concern
- Faculty member falls ill or is injured

What should you do in an emergency?

1. First and foremost, ensure the well-being of the student(s) and take necessary steps to stabilize the situation. Depending on the nature of the emergency, this might entail obtaining emergency medical care, seeking help from local police or U.S. embassy officials, and providing victim support.
2. **Notify International Programs.** As soon as you have stabilized the situation, contact International Programs. International Programs will consult the necessary parties on campus (Legal Counsel, Risk Management, Counseling Services, etc).

Whenever possible, you should call International Programs rather than communicate by email or fax since there are issues we will want to discuss with you. Try calling in the following order:

- **Emily Moerer**  
  Associate Director, International Programs  
  (office) 215-204-0720  
  (home) 484-270-8035  
  (cell) 760-815-8999

- **Denise Connerty**  
  Director, International Programs  
  (office) 215-204-0720  
  (home) 215-247-5006  
  (cell) 215-287-6157

If you are unable to reach the Associate Director or Director of International Programs in the event of an extreme emergency (when time is critical), you should contact:

- **Adelaide Ferguson**  
  Assistant Vice President, International Programs  
  (office) 215-204-7422  
  (home) 215-545-0759  
  (cell) 610-299-7583

- **Bob Reinstein**  
  Vice President, International Programs  
  (office) 215-204-7863  
  (home) 215-247-2560

International Programs will discuss with you the appropriate course of action for you and your students.

In the event of a local or regional emergency (i.e., the Madrid train bombings), the program director must account for all students as soon as possible and should report back to International Programs. We will be receiving calls from the students’ family members and must be able to let them know that the students are safe.

The Program Director or International Programs will call the emergency contacts of the student(s) involved in the crisis to keep them apprised of the situation. Note that students have already granted permission for the Program Director or International Programs to communicate with the students’ indicated contacts in emergency situations. Refer to your copies of the *Health Information and Emergency Contact* forms. You should also encourage students to call home as soon as possible. It also may be necessary to provide counseling or debriefing for possible impact of an emergency situation on other program participants.

3. **Keep Detailed Records.** Maintain an on-going written log of the emergency. Document dates, times, location of event, names of individuals involved, conversations, and actions taken to resolve the emergency. If the police intervened, try to obtain a copy of the police report. If you were not at the scene of the incident, it is essential for you to speak to as many witnesses as possible to have a clear sense of what happened. International Programs will ask you to submit an incident report. In some cases, International Programs will request that other parties involved submit incident reports as well.

4. **General Advice in Dealing with Emergencies**

Stay calm and focused. In an emergency situation, the students are counting on you as their main source of information and help; dealing with the crisis must take priority over your other duties. Never say more than is necessary to external parties; try not to speculate. Confidentiality must be respected, but in a crisis
situation, you should act in good faith and use your best judgment. Do not attempt to handle all aspects of
the emergency. International Programs can provide advice and support, and counts on an extended
network of resources on and off campus to help deal with crises.

5. Emergency Services and International SOS

Temple University contracts with a company called International SOS for 24-hour/day travel assistance
and emergency services. These services include security advice and evacuation assistance, medically-
supervised repatriation, emergency and routine medical advice, evacuation to an adequate medical facility
when in an area without such services, and a companion ticket. In the event of an emergency when you
are unable to contact an International Programs staff member, you should call collect the International
SOS Alarm Center listed below. International SOS will contact a designated Temple University
administrator to get authorization to provide support. It is important to understand that even though
International SOS provides medical, personal and travel security assistance, they are not an insurance
company. However, if a student is in a medical emergency, ISOS assistance may include initially paying
the cost of medical treatment so that care is not delayed. Ultimately, the student will be responsible for the
medical bills, which can be submitted to his/her medical insurance plan for reimbursement. You and the
students are covered ONLY for the official program dates, although if an emergency occurs right before
or right after the official dates, you should communicate with International Programs to see if coverage is
available.

Please see Appendix F for a copy of the ISOS Group Membership Card. Important information for
Temple University employees and students is also listed below:

ISOS Temple University Group Membership Number: 11BSGC000017
24-Hour Alarm Center: +215-942-8226 (call collect where available)
ISOS web site: www.internationalsos.com

IV FINANCIAL PROCEDURES FOR SUMMER PROGRAM DIRECTORS

The following is a summary of financial procedures related to the summer programs. Please note that
International Programs has budgetary responsibility and authority for your program, so any expenses
related to the operation of your summer program must be approved by International Programs, and not by
departmental chairs or school deans. Prior to your departure, we will meet to discuss the following
procedures. If you have any questions in the meantime, please contact Denise Connerty at 1-0727.

A. Budget Policies

After the program application deadline has passed, and we can estimate reasonably what your actual
enrollment and revenue will be, we will work together to finalize your budget. In the meantime, you
should be aware that:

- Summer budgets may not be used to purchase equipment of any kind.
- Under no circumstances can cash be given to students.
- Original receipts (Travel and Reimbursement will not accept copies) are required for all
  expenditures, except for the allotted per diem (see below).
- In some cases, budget permitting, International Programs will authorize a contingency amount
  that is meant to be used in emergencies only. It is for unforeseen expenses which cannot be
  avoided, and should only be spent under these circumstances. Otherwise, it should be returned at
  the conclusion of the program.
- We cannot authorize reimbursement for any expenses which were made that were not in the
  original budget or pre-approved.
B. Per Diem
For your living expenses, you are entitled to a per diem. The amount of the per diem varies depending on individual program arrangements, and is in any case, subject to your budget. The amount will be confirmed during final budget discussions with the Director of International Programs. Please note that you are not required to submit receipts for the per diem, but you do have to claim your per diem on a Travel and Expense Form when you settle the budget at the conclusion of the program.

C. Travel Advances
Whether you are entitled to per diem, or will need money to make payments overseas on behalf of the program, we will arrange for you to have a travel advance, which will be deposited directly into your bank account. You must complete a form, which we will approve. This form must then be taken to Travel and Reimbursement (10th fl Wachman). We normally prepare the paperwork approximately two weeks before the program is scheduled to depart. If you will need the advance sooner than that, please let us know.

D. Travel
We will reimburse for the most economical roundtrip airfare from Philadelphia to the program site. You are permitted to use your own travel agent, the internet, or work directly with an airline if they offer a cheaper fare, but University policy stipulates that you obtain a written bid from one of the five university-approved travel agents, for the same flight that you would like to book through your travel agent or on the internet. Per the policy, you should request the bid on the same day and with the same route and airline, as the one you are securing over the internet or with a non-approved agency. Please go to http://www.temple.edu/controller/travel/reimburs.htm for the full university travel policy and the names and contact information of the five university-sanctioned travel agencies. Please read the policy for all of the details. Note that the summer program budgets cover roundtrip airfare only; not ground transportation.

Payment: If you use a university approved travel agency, you can pay for your ticket in one of two ways: 1) through a travel authorization form, or 2) by using your own credit card and getting reimbursed. Some prefer to use their credit cards that earn mileage points; others prefer to have the university pay directly. If you would like to use a travel authorization form, please download the form from the web: http://webserv.adminsvc.temple.edu/employeeforms/Travel.htm, complete the form and fax to the attention of Denise Connerty (215-204-0729) with the name and fax # of the travel agency, so that we can fill in the cost center number and approve.

If you decide to pay by credit card, which you will have to do if you do not use a university agency, and may do, if you use a university agency, please submit to Pauline Pao in International Programs a travel and expense reimbursement form (downloadable from the same website), a ticket receipt, and proof of purchase (i.e. original credit card statement). We will process the reimbursement for you. If you have any questions about what is acceptable to the Temple Travel and Reimbursement department as a receipt, please contact Pauline at 1-0723.

E. Ground Transportation
We cover roundtrip transatlantic airfare only, from Philadelphia to the program site, and any travel costs directly related to the running of the program (for example, train tickets for program field trips). The costs of getting to and from airports are not covered.

F. Salary Payments
We will process the paperwork for your summer teaching salary. For Summer I programs, your summer pay will be in your June 30 paycheck. For Summer II programs, your summer pay will be in your July
31st paycheck. Please be sure to let Pauline Pao know if you are not a Philadelphia resident.

G. Settling Advances
You are required by the Temple Travel and Reimbursement department to settle your travel advance within two weeks of your return. University policy states that advances not settled within two weeks of your return date to Philadelphia may, at the discretion of the Controller, be converted to payroll advances and deducted from payroll checks.

H. Travel and Expense Form
To settle your advance, you will need to complete a travel and expense form. Please bring the form and any non-personal receipts (educational program expenses) and a full accounting of the budget to Pauline Pao for her review. If you have money to return to Temple University, please do not bring cash in any currency to Pauline. After Pauline finalizes the reconciliation of your travel advance and budget, she will let you know how much money is owed to Temple University, and will ask you to submit a check made payable to Temple University.

I. Receipts
As mentioned above, we will need original receipts for any monies you spend for program expenses, for which you are due reimbursement. If these are in a foreign language/currency, please note legibly on the back of the receipt, in English, what the expense was for, the name of the establishment, the U.S. dollar cost, and exchange rate used for the conversion. Receipts must be originals. If you purchase supplies for a reception or party for students, please note the date and purpose of the event, and list the attendees. Please keep these purchases separate from any personal purchases.

J. Exchange Rates
When reconciling your expenses, we recommend that you use an average exchange rate for all of your expenses by calculating the average of the various exchange rates that you may have received when exchanging money. Please keep and submit with your travel and expense report the receipts you are given whenever you change dollars used for program expenses into the local currency.

K. Payments Overseas
In some cases, we will need to make advance payments overseas on behalf of the program. These can take the form of a check or wire transfer. To process payment, we will need a written invoice submitted on official letterhead. If the money is to be wired, the invoice should include complete wiring instructions. Please note that it can take Accounts Payable a few weeks to process requests for payment.

L. Honoraria
The university has specific procedures for paying honoraria.

1. For honoraria paid in advance, Accounts Payable will cut checks in dollars made out to the individual providing the service. The person being paid an honorarium must sign the Independent Contractors form (available from http://webserv.adminsvc.temple.edu/employeeforms/AccountsPayable.htm). In addition, U.S. citizens must complete and submit a W4 form and an I-9 form (both available from www.irs.gov). Non-US citizens must submit a signed statement indicating that they are “non-U.S. citizens residing outside of the United States, living in XX country, and providing services outside of the United States”.

2. For honoraria being paid in cash on site, please note that only non-US citizens may be paid in cash on site. U.S. citizens must be paid by check processed as above through Accounts Payable.
For non-US citizens receiving cash, each individual must sign a receipt, provided by International Programs, in which the recipient acknowledges receiving the honorarium, and certifies that he/she is a non-US citizen providing services outside of the U.S.
All students must pay tuition costs at the applicable rate and a one-time program deposit. In addition, certain programs have other mandatory charges for meals, housing, and other program fees. Please refer to the respective program information for details on other fees. Students using Temple-arranged housing must pay the housing charges and a housing deposit.

**PAYMENT IS DUE AS FOLLOWS:**

**Program Deposit:** A program deposit of $200 is payable upon acceptance for all summer programs. A due date for the deposit will appear on the student's acceptance letter. The $200 program deposit is credited to the student's account, and will appear on the student's bill as a credit. Please note that this deposit is non-refundable if the student withdraws from the program.

**Housing Deposit:** A housing deposit of $200 is payable if the student chooses Temple-arranged housing (for some programs, students must choose Temple-arranged housing). A due date for the housing deposit will appear on the student's pre-departure web postings. The $200 housing deposit is credited to the student's account, and will appear on the student's bill as a credit. Please note that this deposit is non-refundable if the student withdraws from the program.

**Tuition, Housing and Other Program Fees (as applicable):** Tuition and all other fees are payable when billed according to Temple's standard billing practice. Typically, initial bills for the Summer Session I programs are issued in mid- to late April with due dates in early May. Initial bills for the Summer Session II programs are typically issued in late May with due dates in mid-June. More details about billing, due dates, and payment methods will appear in a pre-departure web posting.

At the time the program deposit is paid, students should notify Temple if any part of their fees will be paid by another institution or agency in the form of a grant, scholarship, loan, or other type of financial aid. Anticipated restrictions on the applicability of these funds should also be noted (e.g., funds which may be used toward tuition only). Students must supply the name and address of each financial source, the amount available and the date the money will be available. In the event that anticipated funds are not remitted, students will be responsible for the full financial commitment outlined above.

**REFUND POLICIES ARE AS FOLLOWS:**

In order to determine a student's eligibility for refunds of any fees, International Programs must first receive written notice of withdrawal from the student either by a signed letter or email. International Programs cannot accept notice of withdrawal by any other means, including phone calls or letters from parents. The only exception to this would be if the student were incapacitated. In this case the student's parents or guardians should contact International Programs.

**Program Deposit and Housing Deposit:** The $200 program deposit and $200 housing deposit are non-refundable should a student withdraw from the program. If a student is responsible for housing damages or missing items exceeding the balance of his/her deposit money, Temple University's Financial Services will bill the student for the outstanding amount.

**Housing Fees:** Please note that Temple makes a commitment to the Temple-arranged housing on behalf of students immediately after the due date of students' housing deposits. If a student withdraws before the start of the program, Temple will attempt to obtain a refund of the housing costs, but students need to know that a refund may not be possible and students may be liable for the full costs of housing and will be billed accordingly. By the time students arrive on-site, Temple has made irrevocable commitments on their behalf. Students leaving their Temple-arranged housing before the end of the program will receive no refund.

**Other Program Fees (where applicable):** Once charges are posted to student accounts and initial bills are generated, Temple makes commitments on behalf of students for various activities covered by program fees (if any) such as orientation events, meals, and excursions, if they are offered as part of your program (please refer to your pre-departure postings for details of any other program fees). If a student withdraws from the program before initial bills are issued (see above for approximate initial billing dates), other program fees (if any) are refundable. After bills are issued, Temple will attempt to obtain a refund, but students need to be aware that a refund of program fees after the initial billing date may not be possible.

**Tuition:** With some exceptions (see * below) students may receive a full refund of tuition and course fees (if applicable) up to the end of the tenth day of classes provided the proper drop/add form and written notice of withdrawal are completed. After this time, refunds are not possible, though there is provision in some cases for petitioning for a refund of tuition after the end of the tenth day of classes if there are extenuating circumstances. For Temple's full tuition refund policy please check the following web site: http://www.temple.edu/bulletin/Enrolling/financial_information/tuition_fees/fininfo_tuition_fees.shtm

* Temple’s summer programs in Brazil, France, Germany, Mexico, and Spain involve partnerships with schools abroad. For these programs Temple makes financial commitments on behalf of students to the partner institution; the amount of any tuition refund will depend upon what, if any, refund can be secured from the partner. If a student withdraws from the program before initial bills are issued, full tuition is refundable. If a student withdraws after bills are issued, Temple will attempt to obtain a refund, but students need to be aware that a refund of tuition after the initial billing date is subject to the policies of our partners abroad.

Temple reserves the right to amend prices to reflect changes in economic conditions.
Appendix B
Temple University
International Programs
HEALTH INFORMATION
This form is to be completed by the participant and returned by XXXX.

NAME _________________________________   BIRTH DATE ___/___/___ GENDER _____

PROGRAM_____________________________ SEMESTER _______________

The purpose of this form is to help International Programs to be of maximum assistance to you should the need arise during your study abroad experience. Mild physical or psychological disorders can become serious under the stresses of life while studying abroad. It is important that the program is made aware of any medical or emotional problems, past or current, that might affect you in a foreign study context. The information provided will remain confidential and will be shared with the program staff, faculty, or appropriate professionals only if pertinent to your own well being. This information does not affect your admission into the program.

MEDICAL HISTORY

Yes___ No___ 1. Do you have any medical conditions (including allergies), learning disabilities, or physical disabilities that would be helpful for the program to be aware of? (If yes, please explain.) If you anticipate needing accommodation for a physical or learning disability, please submit an official accommodation letter from your university with this form.

Yes___ No___ 2. Have you ever been treated or are you currently being treated for any physical, psychological or emotional problems that would be helpful for the program to be aware of? (If yes, please explain.)

Yes___ No___ 3. Are you taking any medications? (If yes, please list. Give brand and generic names, if known.)

I certify that all responses made on this Health Information form are true and accurate, and I will notify the International Programs Office hereafter of any relevant changes in my health that occur prior to the start of the program.

Signature of Participant _________________________________ Date _______________

**Please turn over**
International Programs
EMERGENCY CONTACT INFORMATION
This form is to be completed by the participant and returned by XXXX.

The information requested below will be used only in the event of emergency and is limited to the duration of your participation in a Temple University-sponsored program. The information will be kept confidential.

YOUR NAME __________________________________________________________________________

PROGRAM ____________________ SEMESTER ____________________________

NAME OF PARENT OR LEGAL GUARDIAN _________________________________________________

ADDRESS ____________________________________________________________

__________________________________________________________

HOME PHONE (____)____________________ WORK PHONE (____)____________________

E-MAIL ADDRESS ____________________________________________________________

EMERGENCY CONTACT ONLY IF OTHER THAN PARENT OR GUARDIAN (do not fill out this section if we should contact the parent or legal guardian indicated above in the event of an emergency):

NAME __________________________________________________________________________

ADDRESS ____________________________________________________________

__________________________________________________________

HOME PHONE (____)____________________ WORK PHONE (____)____________________

E-MAIL ADDRESS ____________________________________________________________

RELATIONSHIP TO YOU _________________________________________________________

PHYSICIAN CONTACT:

NAME __________________________ PHONE (____)____________________

ADDRESS ____________________________________________________________

__________________________________________________________

If there are other physicians you feel we might need to contact, please supply their contact information on an additional sheet of paper.

I authorize Temple University to release education records and other information relating to me to my parent, legal guardian or emergency contact in any situation that involves health or safety issues.

Signature of Participant __________________________ Date _________________
Appendix C
TEMPLE UNIVERSITY
OF THE COMMONWEALTH SYSTEM OF HIGHER EDUCATION
STUDY ABROAD PROGRAM
ASSUMPTION OF RISK AND RELEASE FORM

Please return this form, completed and signed by XXXX to: Temple University, International Programs, 200 Tuttleman Learning Center, 1809 N. 13th St., Philadelphia, PA 19122.

Name of Applicant_________________________________________Age________Birthdate_________________(month/day/year)

If applicant is under 18 years of age, a parent or legal guardian must also read and sign this form.

Permanent Address_____________________________________________________________________________

__________________________________________________________________________________________Telephone___________________________

Study Abroad Program_________________________________________________________________________

I. Personal and Academic Conduct

I expressly acknowledge the right of Temple University to require the immediate withdrawal at any time of my participation in programs abroad sponsored by Temple University if I fail to meet the University’s standard of scholarship and character and/or my actions or general behavior, in the sole discretion of the University, are determined to interfere with or disrupt the conduct of classes or any other activity of the program.

II. Notification of Withdrawal

I agree to notify Temple University in writing should I choose to withdraw from the program. A student’s eligibility for refunds will be governed by the Fee Payment and Refund Policies (enclosed).

III. University’s Right to Change Program

I understand that although the University will attempt to maintain the Program as described in its publications and brochures, it reserves the right to change the Program, including the itinerary, travel arrangements, or accommodations, at any time and for any reason, with or without notice, and that neither the University, nor its trustees, employees, agents, subsidiaries or affiliates, shall be responsible or liable for any expenses or losses that I may sustain because of these changes.

IV. Acknowledgment

I understand and acknowledge that despite the most careful planning and supervision, serious injuries may occur during any travel and that during my travel I may sustain mortal or serious personal injuries, property damage or severe economic or other loss as a consequence of not only my own actions, inactions or negligence, but the actions, inactions or negligence of others. I am aware of the possible dangers and difficulties of travel including, but not limited to, those dangers and difficulties caused by inclement weather conditions, conditions of equipment used, sanitation, political unrest, and differences in international laws. Furthermore, I am aware of the possible risks in receiving medical care in a foreign country and that there may be other risks not known to me or not reasonably foreseeable at this time. I understand that I will receive from Temple University information about the country and/or region I am going to, including U.S. State Department consular information sheets issued to date which might contain information about inherent dangers and difficulties specific to the country or region I am going to, and I will familiarize myself with this information.
V. Acceptance of Risk and Release

I agree in consideration for being permitted to participate in the Program, on behalf of myself and my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my application to or participation in the Program. I hereby release and indemnify Temple University, its trustees, employees, agents, subsidiaries or affiliates from and against any present or future claim, loss of liability for injury to person or property which I may suffer (including death), or for which I may be liable to any other person, which may arise as a result of my application to or participation in the Program (including periods in transit to or from any country where the Program is being conducted and any field trips that occur in the Program).

VI. Health and Accident Insurance

I specifically agree and understand that Temple University does not provide any form of health, accident or liability insurance in connection with the study abroad program. I understand that I am required to have health insurance and that all such insurance is my sole responsibility. No costs for such insurance premiums will be reimbursed by Temple University. I recognize that the University is not obligated to satisfy any of my medical or medication needs, and I assume all risk and responsibility for such medical care. If I require medical treatment or hospital care in a foreign country or in the United States during the Program, Temple University, its trustees, employees, agents, subsidiaries or affiliates, will not be responsible for the cost or quality of such treatment or care.

VII. Other Legal Issues

I have carefully read this Assumption of Risk and Release Form before signing it. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This agreement represents my complete understanding with the University concerning the University’s responsibility and liability for my participation in the Program, supersedes any previous or contemporaneous understandings I may have had with the University on this subject, whether written or oral, and cannot be changed or amended in any way without my and the University’s written concurrence.

I represent that my agreement to the provisions herein is wholly voluntary and further understand that, prior to signing this agreement, I may consult with the advisor, counselor, or attorney of my choice.

I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all the remaining provisions of the agreement will remain in full force and effect.

I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law such adjudication will occur in the courts of, and will be determined by the laws of, the Commonwealth of Pennsylvania.

Name of Applicant

____________________________________________________________________________

Signature of Applicant ______________________________ Date

If you are under 18 years of age a parent or legal guardian must understand and sign the section below:

I (A) am the parent or legal guardian of the above Applicant, (B) have read the foregoing Assumption of Risk and Release Form, (C) am and will be legally responsible for the obligations and acts of the Applicant as described in this form, and (D) agree, for myself and for the Applicant, to be bound by its terms.

Name of Parent/Guardian

____________________________________________________________________________

Signature of Parent/Guardian ______________________________ Date
Appendix D
PROGRAM DIRECTOR STUDY ABROAD FINAL REPORT

The information that you provide to International Programs in this report is important for maintaining and improving program quality, as well as for advising students who inquire about the program. Faculty reports should be submitted no later than September 1 to the Director of International Programs.

For each of the topics listed below, please address:
- What you did this year
- What worked and what did not work
- Recommendations for next year

1. **Recruitment and publicity**: Information sessions and venues, class visits, info listservs, external contacts

2. **Program preparations**: Preparations conducted on-site, pre-departure orientation, student arrival and on-site orientation, any other details

3. **Academic program**: Course(s) offered, number of credits awarded, affiliation with host university. Describe format of classes (lecture, on-site, experiential, use of guest lecturers, class hours, when you met, where you met, etc.). Attach a copy of the final syllabus/syllabi. If you did not teach, evaluate the courses and instructors you observed at the host institution.

4. **Excursions and activities**: Describe excursions or extracurricular activities that enhanced the academic program. Indicate if they were required or optional, and who organized and lead them.

5. **Assessment of on-site logistics and support**: Level of cooperation, general assistance, any difficulties working with the administrative office of the host institution abroad. Student accommodations, classroom space and equipment, meals, local transportation, special events.

6. **Student issues**: Student problems and resolution, cultural adjustment, inappropriate behavior, group dynamics

7. **Health and safety issues**: Health-related issues (accidents, illness, emotional health crises), health-care facilities, crime, dangerous situations, political or natural disturbances, sexual harrassment

8. **Finances and Budget**: Do any adjustments need to be made to the program budget to improve the program and/or better reflect the realities of costs in the host country? See Section IV for more information on the budget.
Appendix E
International SOS Group Membership Card