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(Updated as of October 6, 2015)
International travel is often a valuable part of a Messiah College education. Students have many opportunities to travel internationally during their time at Messiah, not only through our established semester-long academic program partners, but also through the following avenues:

**EDUCATOR-LED OPPORTUNITIES**

<table>
<thead>
<tr>
<th>OPPORTUNITY</th>
<th>HOUSED IN…</th>
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<tbody>
<tr>
<td><strong>Curricular</strong></td>
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</tr>
<tr>
<td>Cross-Cultural Courses</td>
<td>Intercultural Office and General Education</td>
</tr>
<tr>
<td>Discipline-Based Courses (with international components)</td>
<td>Intercultural Office</td>
</tr>
<tr>
<td>Collaboratory site teams</td>
<td>School of Science, Engineering and Health</td>
</tr>
<tr>
<td><strong>Co-Curricular</strong></td>
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<tr>
<td>Collaboratory site teams</td>
<td>School of Science, Engineering and Health</td>
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<tr>
<td>Performing arts groups (i.e. Concert Choir)</td>
<td>School of the Arts</td>
</tr>
<tr>
<td>Service teams</td>
<td>Agape Center for Service and Learning</td>
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<td>Sports service teams</td>
<td>Athletics</td>
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**INDIVIDUAL STUDENT OPPORTUNITIES**

<table>
<thead>
<tr>
<th>OPPORTUNITY</th>
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<tbody>
<tr>
<td><strong>Curricular</strong></td>
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<tr>
<td>SERV231/232: Service-learning course 6-8-week service project requirement</td>
<td>Agape Center for Service and Learning</td>
</tr>
<tr>
<td>International Internships</td>
<td>Career and Professional Development Center</td>
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<td>Field experience requirement for cross-cultural ministries concentration</td>
<td>Department of Biblical and Religious Studies</td>
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<tr>
<td>Practicum in Peace and Conflict Studies</td>
<td>School of Humanities</td>
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<tr>
<td>Collaboratory</td>
<td>School of Science, Engineering and Health</td>
</tr>
<tr>
<td>TEP 439: Student Teaching: Domestic and International</td>
<td>Teacher Education Program</td>
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</tbody>
</table>

The following protocols, procedures, and policies provide guidelines for requesting, facilitating or participating in the above-mentioned international student travel opportunities through Messiah College. They have been implemented as best practice and are maintained by the International Risk Management Committee, chaired by the Director of the Intercultural Office and the Vice Provost/Dean of Students.

**NOTE:** This manual does not address semester-long international program opportunities (including the International Business Institute). For more information on those opportunities, please contact the Intercultural Office at 717.796.1800 x2131 or Intercultural@messiah.edu.

This manual is updated each semester. The most recent version along with all forms found in this manual can also be downloaded online at www.messiah.edu/intercultural. **Questions?** Contact Faith Minnich Kjesbo, Director of the Intercultural Office at FMinnich@messiah.edu or 717.796.1800 x7373.
Messiah College has designated an on-campus Program Coordinator for each international travel opportunity to work with educators and students for the duration of their involvement with that specific opportunity. Program Coordinators serve the following functions:

- Assist and advise educators and students through the entire international travel process;
- Serve as liaison between the traveling group/student and the Intercultural Office;
- Coordinate and oversee all health and safety considerations for group/student (see p. 6);
- Collect, submit, and distribute all required information prior to group/student departure (see Program Coordinator Checklist on p. 8);
- Serve as liaison between the College and approved partner organizations (see pp. 9-19).

The Program Coordinators for specific College-related international travel opportunities are as follows:

### EDUCA T OR-LED OPPORTUNITIES

<table>
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</tr>
<tr>
<td></td>
<td>Director of the Intercultural Office - Faith Minnich Kjesbo, <a href="mailto:FMinnich@messiah.edu">FMinnich@messiah.edu</a>, x7373</td>
</tr>
<tr>
<td>Discipline-based courses (with international components)</td>
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</tr>
<tr>
<td></td>
<td>Director of the Intercultural Office - Faith Minnich, <a href="mailto:FMinnich@messiah.edu">FMinnich@messiah.edu</a>, x7373</td>
</tr>
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<td>Collaboratory site teams</td>
<td>School of Science, Engineering and Health</td>
</tr>
<tr>
<td></td>
<td>Collaboratory Manager – Rodney Green, <a href="mailto:Rgreen@messiah.edu">Rgreen@messiah.edu</a>, x7226</td>
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<tr>
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<td>School of the Arts</td>
</tr>
<tr>
<td></td>
<td>Performing Arts Coordinator – Amanda Heim, <a href="mailto:AHeim@messiah.edu">AHeim@messiah.edu</a></td>
</tr>
<tr>
<td>Service teams</td>
<td>Agape Center</td>
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<tr>
<td></td>
<td>Director of the Agape Center – Ashley Sheaffer, <a href="mailto:asheaffer@messiah.edu">asheaffer@messiah.edu</a>, x7255</td>
</tr>
<tr>
<td>Sports service teams</td>
<td>Athletics</td>
</tr>
<tr>
<td></td>
<td>Athletics Recruitment Coordinator - Aaron Faro, <a href="mailto:AFaro@messiah.edu">AFaro@messiah.edu</a>, x2690</td>
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### INDIVIDUAL STUDENT OPPORTUNITIES

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</tr>
<tr>
<td>International Internships</td>
<td>Career and Professional Development Center</td>
</tr>
<tr>
<td></td>
<td>Career Coach / Internship Coordinator – Joy Fea, <a href="mailto:jfea@messiah.edu">jfea@messiah.edu</a>, x 2161</td>
</tr>
<tr>
<td>Field experience for cross-cultural ministries concentration</td>
<td>Department of Biblical and Religious Studies</td>
</tr>
<tr>
<td></td>
<td>Professor of Theology &amp; Mission - George Pickens, <a href="mailto:GPickens@messiah.edu">GPickens@messiah.edu</a>, x2802</td>
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<td></td>
<td>Director of the Teacher Education Program – Jenn Fisler, <a href="mailto:jfisler@messiah.edu">jfisler@messiah.edu</a>, x 6715</td>
</tr>
</tbody>
</table>
HEALTH AND SAFETY CONSIDERATIONS

**Risk Management.** Messiah College’s International Risk Management Committee reviews all international locations where students are traveling in a given year. This Committee has a Protocol for Program Cancellation or Student Evacuation that it follows in order to assure, to the best of its ability, student health and safety while traveling abroad and reserves the right to alter, delay, suspend, or cancel a program at any point when student health or safety is deemed, by the Committee, to be at risk. The following key criteria serve as “trip wires” for Messiah’s International Risk Management Committee to convene to discuss and/or plan for program cancellation/student evacuation: (Note: This list is not exhaustive and is not in rank order. It is ultimately within the International Risk Management Committee’s discretion to determine whether student health and safety is at risk in a given location.)

1. Declaration of war by the U.S. against the country or an adjacent neighbor
2. Declaration of war by a third country against the country of a program’s location
3. Significant terrorist or military activity in the program city
4. Protracted or indefinite closure of the overseas university where Messiah students are studying
5. Inability of on-site program staff to organize and carry out an academic program, including at potential relocations outside the university or program center
6. Disruption of public utilities and/or services
7. Wide-spread civil unrest, violence, and/or rioting
8. A declaration of martial law in the program city
9. Recommendation of suspension/cancellation by the program staff in-country
10. Upgraded travel warnings and/or specific directives by the U.S. State Department and/or U.S. Embassy
11. Evidence of increase in violent crime
12. Student complaints of insecurity
13. Pandemics and national epidemics
14. Widespread infection in the region where program is located

Program Coordinators should **pay particular attention to locations where there are current U.S. State Department travel warnings, travel alerts, or where Messiah is currently not sending students for safety reasons.** (See [http://travel.state.gov/content/passports/english/alertswarnings.html](http://travel.state.gov/content/passports/english/alertswarnings.html) for a list of current travel warnings and alerts.) When considering a high risk location, if Program Coordinators still feel that they wish to pursue approval, they must be prepared to identify safety risks outlined by the U.S. State Department as well as information provided by their partner organization. Additionally, the Program Coordinator should be prepared to address safety precautions and may be asked to present information to the International Risk Management Committee to ensure that students are in a safe learning environment.

**International Medical Insurance.** All educators and students traveling internationally through Messiah College are required to receive UnitedHealthcare Global international medical insurance with at least $100,000 of basic international medical expense coverage for students traveling abroad, including at least $20,000 for repatriation and $100,000 for medical evacuation. This insurance is coordinated through the Intercultural Office. If a partner organization requires groups or individuals use a different insurance carrier, requests for exemptions from Messiah’s UnitedHealthcare Global coverage can be sought by contacting Faith Minnich Kjesbo, Director of the Intercultural Office ([FMinnich@messiah.edu](mailto:FMinnich@messiah.edu) or x7373).

**First Aid Kits.** Faculty leaders are also responsible to help students or groups obtain first aid kits. A variety of first aid kit options are available for purchase through the Engle Health Center ([engle@messiah.edu](mailto:engle@messiah.edu) or x6035) at least one month prior to group or student departure. Every participant on an international trip should also be reminded to bring their own supply of cold, flu, or stomach medication to sustain their symptoms for 7 to 10 days.

**Vaccines.** Program Coordinators are also required to inform all educators or students that they are responsible for contacting the Engle Health Center, their primary care physician or local travel clinic to obtain any necessary vaccines prior to traveling internationally.

**Cell Phones.** Obtaining international cell phone coverage can be handled in two ways. A leader can upgrade their personal plan to include international coverage and be reimbursed for usage through the College. Most groups choose to purchase pay-per-use phones in-country, as often these provide greater in-country coverage at much less expensive costs. Program Coordinators or leaders can notify the travel agency they are working with to assist in obtaining a cell phone and
coverage at the arrival international airport or nearby facility. The College also has one satellite phone available for locations where regular cell coverage is unavailable. This can be obtained by contacting Dave Tanis (x2134) in Adventure Education.

Off-Campus Sexual Assault Protocol

Adapted from the University of Southern California’s Overseas Sexual Assault Protocol: https://studentaffairs.usc.edu/files/2012/04/Overseas-Sexual-Assault-Protocol-for-Coordinators.pdf

The following are general guidelines on how to respond to students who are victims of a sexual assault while on one of Messiah’s approved off-campus experiences. Leaders will be provided training on this protocol prior to the departure of their experience off-campus.

A variety of offices at Messiah College can provide information on appropriate and compassionate response to a victim of sexual assault, including:

- Human Resources and Compliance (Amanda Coffey) at 717.796.5300 or Acoffey@messiah.edu.
- Department of Safety (Cindy Burger) at 717.691.6005 or CBurger@messiah.edu.
- Division of Student Affairs (Kris Hansen-Kieffer/Doug Wood) at 717.796.5234 or KHansen@messiah.edu or DWood@messiah.edu.
- Or, if the student requires anonymous reporting, The Engle Health & Counseling Center (Eleanor Muir) at 717.766.2511 x6035 or Emuir@messiah.edu.

Any of these offices can assist in responding to an assault, moving the process forward, and overseeing the documentation process.

Victims of sexual assault may be men or women. Ninety-nine percent of perpetrators are male regardless of the victim’s gender. In this document the victim is referred to as “her,” with the acknowledgement that this is for the sake of clarity and continuity.

In the event a sexual assault occurs during your supervision of an off-campus trip, you may be called upon by the victim to provide assistance and referral for medical, emotional, and legal care. Following are some steps that administrators and trip leaders should take pre-assault and post-assault:

- **Pre-departure**
  - **Discuss the issues with students before departing.** Make sure at pre-departure orientation the issue of sexual assault is addressed. Emergency contact information and other materials should be given to students and there should be written verification that they received them. This is primarily done through Messiah’s online application system, Terra Dotta, coordinated and administered by the Intercultural Office.
  - **Keep a current file.** All information regarding what to do and who to contact should be kept in an easily accessible file and updated so that it is always current. This information can also be found on the Intercultural Office website at http://www.messiah.edu/info/20913/health_and_safety/1359/incident_reporting
  - **Discuss the importance of notification.** Let students know that reporting any type of gender based harm, including sexual assault, is considered courageous and will be met with empathy. The College will advocate on behalf of the victim as is deemed appropriate.

- **After Assault** – The first concern is always the immediate physical and emotional well being of the student, but there are many post assault related issues. There is no typical reaction to being sexually assaulted. Victims present with varying affect and concerns. Some victims cry, some appear blunted, and some express rage. Be empathetic and accepting and take the following steps:
Let the student make decisions. The victim may feel helpless and powerless. Allowing the victim to make decisions regarding her emotional and physical well-being helps to re-establish her feeling of self-determination. Ask her clear and focused questions and accept her choices, “Do you want to go to the police?” “Where would you like to stay tonight?” “Who do you want to stay with?” Honor her decisions even if they conflict with your beliefs.

Be supportive. Remember your first priority is to be supportive. Do not attempt to persuade the student to follow a certain course of action or try to force her to do something she doesn’t want to do. Maintain your role as advocate for the choices she makes. Provide an empathetic and compassionate listening ear. Be careful to avoid questions that may insinuate blame or guilt such as, “How could you go to a place like that?” or “Why would you go out with a man you barely know?” Remember, sexual assault is a crime of power and she is a victim of the crime. The victim may feel embarrassment, shame, anger, anxiety, fear, and helplessness. Accept her feelings by actively listening to her concerns and validating her decision to seek out help.

Make sure the student feels safe. Help to restore a sense of security for the student. If she does not feel safe in her room or with her host family, arrange for her to stay in a hotel with a friend. Allow the student to tell you what she thinks would make her feel safe. Explore suggested options with the student.

Activate your contact list. After you have spoken with the student using the above guidelines, make contact with other entities as appropriate and based on the student’s wishes.

- **Messiah College 24-hour Dispatch Office.** Dispatch has a call tree of on-campus administrators who will be notified, including:
  - Director of the Intercultural Office
  - Vice Provost/Dean of Students
  - VP of Operations
  - VP of Human Resources and Compliance
  - Director of Safety
  - Director of the Engle Health & Counseling Center
  - Other administrators as appropriate.

- **UnitedHealthcare Global.** As soon as possible after a report of a sexual assault, call UnitedHealthcare Global at the phone number listed on your identification card or call collect from anywhere in the world at (401) 453-6330. UnitedHealthcare Global will assist in all cases where a member has been sexually assaulted. All actions taken will be done to maintain the safety, respect, and dignity of the victim, and to guide her/him to medical, legal and counseling resources. UnitedHealthcare Global will assist with the following but are not limited to:
  - Helping the member locate the nearest embassy or consulate;
  - Contacting emergency services;
  - Filing a police report and legal recourse;
  - Encouraging the member to seek medical assistance;
  - Advising the member to preserve as much evidence as possible by placing clothing in a paper bag, not drinking, eating, showering, brushing teeth or rinsing mouth;
  - Assisting the member with seeking medical evaluation and treatment; and
  - Offer a referral for post-incident counseling.

- **Closest US Embassy or Consulate.** Consular officers are available around the clock to help the students obtain medical care, explain the local criminal justice process, and connect students to local and U.S.-based resources. Embassy or consulate staff can help the student understand whether police agencies may handle an investigation differently—slower (or not at all), less delicately, or otherwise—than police in the United States. Regardless, documentation of as much information as possible, as quickly as possible is very important. Note that consular officers cannot investigate crimes or provide legal advice.

- **Local police.** Many foreign law enforcement agencies will not begin to investigate unless a report has been filed. If possible, students should ask for a copy of the police report.

- **Suggest the student call her parents or guardians.**

- **Remind the student of resources available upon returning to campus.**
o **Provide accompaniment.** Someone of her choosing should accompany the student on assault related follow-up: to the hospital, to the police station, to her apartment, etc.

o **Maintain a level of confidentiality.** Let her know you are obligated to contact the College and report the incident. Advise the student who you’re calling and why. Allow her to choose whether or not to contact additional support and resources.

o **Document everything.** Take copious notes. Create a chronology of events. What you want to capture is the following:
  - A description of the assault: who, where, when, how. Include date and time.
  - Location of medical facility and date/time taken there. Record what was said between the medical staff, the student, and whoever else is present.
  - The time of each of your contacts and what transpired.
  - Document the conversations you have with the student. Identify who is present, what’s discussed, and what decisions the student makes.
  - Date and time the US Embassy/Consulate and local police are notified. Document what transpires between the student and the police.
  - Keep documenting until the designated College contact tells you to stop.

o **Support other students on trip.** Call the student group together to communicate a difficult situation has taken place that is protected by confidentiality. Students should be encouraged to not speculate on the incident, nor communicate back to family, friends, or the public in general (via Facebook, email or otherwise) about the facts or perceptions of the incident. Designate a secondary on-site leader or in-country partner to provide care and support to the student group while the primary on-site leader continues to support the impacted student(s).

o **Work with College administrators to determine next steps.** Keep an open line of communication with the College to determine how to appropriate determine next steps as the situation continues to develop and evolve.

This document is a condensed version of the U.S. Peace Corps “Rape Response Handbook” which can be found at the Center for Global Education website: [http://globaled.us/Peacecorps/Rape-Response-Handbook.Aspx](http://globaled.us/Peacecorps/Rape-Response-Handbook.Aspx)
The following steps are required to be completed by the Program Coordinator for each student or group on College-related international travel by the end of the spring semester for May-Term or summer groups and by the end of the fall semester for any J-Term or spring break groups:

☐ The following information should be submitted to the Intercultural Office (Suite 3050) once it has all been collected. (Please do not send information piecemeal.)
  o For entire group (or individual student if traveling independently):
    ▪ Proposed travel itinerary (dates, all locations, contact information for each location)
    ▪ In-country Emergency Contact Information form or spreadsheet with same information
    ▪ Flight itinerary & flight numbers
    ▪ Identify how the student or group might access healthcare while traveling – If possible, indicate the name, address, and phone numbers of in-country medical healthcare provider in each location where traveling

☐ Complete prior to departure:
  o Identify consistent means of student or group leader communication with main campus throughout duration of travel (e.g., cell phone? calling card?)
  o Assist student or group leader in obtaining a first aid kit from local pharmacy or the Engle Health Center
  o Register all participants with in-country U.S. Embassy:
    ▪ https://travelregistration.state.gov/ibrs/ui/
    ▪ If an international student, ask student to register with their home in-country embassy prior to departure

☐ Provide to student or leader for duration of travel:
  o Messiah College Protocols for International Travel
  o In-country healthcare provider information
  o In-country emergency contact information (i.e., closest U.S. Embassy, host contact information)
  o First aid kit
  o Insurance information (will be distributed to Program Coordinator prior to departure by the Intercultural Office)
  o Copies of all participant passports

Questions? Contact Faith Minnich Kjesbo, Director of the Intercultural Office at x7373 or FMinnich@messiah.edu, or the Intercultural Office at x2131 or Intercultural@messiah.edu.

Forms can be found online at www.messiah.edu/intercultural.
PARTNER ORGANIZATION APPROVAL FORM

Intercultural Office

All Messiah College students traveling individually or in groups without a Messiah College employee require an approved partner organization. The appropriate Messiah College Program Coordinator for an international opportunity must complete this Approval Form and following Partner Organization Vetting Process to obtain approval for student or group involvement in a new partner organization* (see p. 9 and p. 16 of International Student Travel Manual for deadlines):

Partner Organization ____________________________________________________________

Program Coordinator ____________________________________________________________
(See reverse for list)

Today’s Date ____________________________________________________________

Type of Organization ____________________________________________________________

Organization Contact ____________________________________________________________
(If applicable)

Organization Location(s) ____________________________________________________________
(List each city and country)

Signatures to be obtained by Program Coordinator:

 Academic Department Chair or Co-Curricular Unit Director ________________________ Date: _________

 School Dean or Dean of Students ________________________ Date: _________

After the above signatures are obtained, submit this form to the Intercultural Office, Larsen Student Union, Room 204 or via campus mail, Suite 3050, for the remaining signatures:

 Director of the Intercultural Office ________________________ Date: _________
On behalf of the International Risk Management Committee

 Must be reviewed by International Risk Management Committee?
  • Yes ________ No_______

Once approved by all of the above individuals, final copies of this form will be sent to all of the above individuals and Wendy Lippert, Assistant Director of Off-Campus Programs.

*Performing Arts groups and Cross-Cultural/Discipline-Based courses as well as students doing internships in their country of residence are exempt from this requirement.
PARTNER ORGANIZATION VETTING PROCESS
Intercultural Office

All Messiah College students or groups traveling internationally require an approved partner organization. The appropriate Messiah College Program Coordinator for an international opportunity must complete the following steps to obtain approval for student or group involvement in a new partner organization (hereafter “Partner Organization”):

☐ Vetting Process for New Partner Organizations
  o The Program Coordinator will begin a Partner Organization Approval Form.
  o The Program Coordinator will forward the list of Partner Organization Considerations and Criteria to the Partner Organization for completion and return to the Program Coordinator prior to student involvement with that organization.
    ▪ The Program Coordinator will review the Partner Organization responses with their program administrators to vet the educational aspects of the organization.
  o The Program Coordinator will then forward the completed Partner Organization Considerations and Criteria to the Intercultural Office for review and approval.
    ▪ If any concerns are raised, the Intercultural Office will communicate with the Program Coordinator any follow-up questions for the Partner Organization.
    ▪ If necessary, the Intercultural Office will bring the Partner Organization approval request to the International Risk Management Committee for final approval:
      • The Chair of the International Risk Management Committee will communicate the final decision to the Program Coordinator, who will contact the Partner Organization.
      • If the International Risk Management Committee rejects the Partner Organization, it will be communicated in writing directly to the Partner Organization by the Chair of the International Risk Management Committee.
  o The Intercultural Office will keep an updated list of approved international partner organizations.
    o If approved, the Program Coordinator will work with the Partner Organization to collect relevant information for student participation.
    o The Program Coordinator will complete a Program Coordinator Checklist for each individual or group and submit necessary information to the Intercultural Office within established timeframes.
    o The Program Coordinator will serve as the main College contact with the Partner Organization throughout the duration of student involvement with that organization.
    o Once a Partner Organization is approved, it will not be required to submit criteria for approval each year, but are expected to alert the appropriate College Program Coordinator of any changes to their organization that may affect or alter student involvement. The Program Coordinator will keep the Intercultural Office apprised of any relevant changes within the Partner Organization.
PARTNER ORGANIZATION
CONSIDERATIONS AND CRITERIA
Intercultural Office

ORGANIZATION NAME: ____________________________________________________________

ORGANIZATION CONTACT: _______________________________________________________

TITLE: __________________________________________________________________________

ADDRESS: _____________________________________________________________________

PHONE NUMBER: ________________________ EMAIL: ________________________________

DATE: __________________________________________________________________________

Messiah College values long-term partnerships and relationship-building with specific established ministries, personnel, and communities. Because we take our students’ education, health, and safety seriously, we ask all potential partner organizations to read and complete the following information prior to Messiah College student involvement in your organization:

- Partner Organization Considerations
  - Program Coordinators: Messiah College has designated a College “Program Coordinator” to work with you for the duration of our students’ involvement with your organization. This Program Coordinator will be your main point of contact with the College. For your organization, this person is:
    - MESSIAH COLLEGE PROGRAM COORDINATOR NAME:
  - Risk Management: Messiah College has an International Risk Management Committee that reviews all international locations where students are traveling in a given year. This Committee has a Protocol for Program Cancellation or Student Evacuation that it follows in order to assure, to the best of its ability, student health and safety while traveling abroad and reserves the right to alter, delay, suspend, or cancel a program at any point when student health or safety is deemed by the Committee to be at risk.
  - Medical Insurance: All Messiah College students traveling internationally receive UnitedHealthcare Global international medical insurance with at least $100,000 of basic international medical expense coverage for students traveling abroad, including at least $20,000 for repatriation and $100,000 for medical evacuation.

- Partner Organization Criteria. Please answer the following questions in written form to the best of your ability and submit to your above-designated Messiah College Program Coordinator, who will notify you of the status of your request for approval to receive Messiah College students:
  - Historic and Background Information:
    - Does your organization have a mission statement? If so, what is it?
    - How long has your organization existed?
    - How long have you been receiving college students?
    - Are you a current member of the ECFA (Evangelical Council for Financial Accountability) or a similar organization that sets financial standards? If so, are you in good financial standing?
    - Is your approach to service, mission and/or education holistic (incorporating body, soul and mind)? If so, how?
- Do you have on-the-ground knowledge of the country where the student(s) will be serving or working (e.g., culture, politics, etc.)?

- Do you employ local people in positions of leadership?

<table>
<thead>
<tr>
<th>Student Learning:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- How much of your organization's resources (human and financial) are devoted to student training?</td>
</tr>
<tr>
<td>- Will the student or group have a local supervisor?</td>
</tr>
<tr>
<td>- Do you monitor student learning and progress onsite?</td>
</tr>
<tr>
<td>- Do you require a pre-field orientation and a post-field debrief for students?</td>
</tr>
<tr>
<td>- Will students be integrated into a local community? If so, how?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Health and Safety:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Do you provide or require international travel medical insurance for each participant? If so, what insurer and level of coverage do you offer and/or require?</td>
</tr>
<tr>
<td>- Will students have access to basic healthcare? If so, how?</td>
</tr>
<tr>
<td>- Do you have a clearly articulated policy and/or plan on how healthcare and possible evacuations will be handled? If so, what is it?</td>
</tr>
<tr>
<td>- Do you provide safe (and, if applicable, affordable) student housing? If staying with a host family, how are they screened and/or vetted?</td>
</tr>
<tr>
<td>- Do you provide students with a list of required or recommended vaccines to obtain prior to departure?</td>
</tr>
<tr>
<td>- Do you assist students with any necessary entry visa requirements?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk Management and Emergency Support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- What is the name and contact information for your main representative working with the College’s Program Coordinator?</td>
</tr>
<tr>
<td>- In response to an in-country crisis (e.g., natural disaster, political instability, student illness), does your organization have any evacuation or risk management protocols and/or policies? If so, please provide.</td>
</tr>
<tr>
<td>- Please identify health or safety concerns (e.g., crime) specific to the location where students will be serving or working. How are these issues being addressed to assure student safety?</td>
</tr>
<tr>
<td>- What is the name and contact information for the primary in-country emergency contact person for your organization?</td>
</tr>
<tr>
<td>- Do you have liability insurance? If so, what level of coverage do you provide?</td>
</tr>
<tr>
<td>- Please provide a description of all insurance coverage your organization carries, including a copy of your certificate of insurance.</td>
</tr>
</tbody>
</table>
Upon completion, please submit this information to your Messiah College Program Coordinator as listed above. Thank you!

Educators desiring to lead a group of students on an international travel experience (apart from cross-cultural courses, which are addressed beginning on p. 13) should contact the appropriate Program Coordinator to begin the request and approval process using the Educator Group Request Form located on p. 14. The deadlines for requesting new educator-led international travel opportunities (or new partner organizations for these opportunities) are as follows:

<table>
<thead>
<tr>
<th>EDUCATOR-LED OPPORTUNITIES</th>
<th>HOUSED IN...</th>
<th>PROGRAM COORDINATOR</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaboratory site teams</td>
<td>School of Science, Engineering and Health</td>
<td>Collaboratory Manager – Rodney Green</td>
<td>Fall Break (Summer and Spring Break teams) Spring Break (J-Term teams)</td>
</tr>
<tr>
<td>Discipline-based courses with international components</td>
<td>Intercultural Office</td>
<td>Director of the Intercultural Office – Faith Minnich Kjesbo</td>
<td>Fall Break (Spring and Summer courses) Spring Break (Fall courses)</td>
</tr>
<tr>
<td>Co-Curricular</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collaboratory site teams</td>
<td>School of Science, Engineering and Health</td>
<td>Collaboratory Manager - Rodney Green</td>
<td>Fall Break (Summer and Spring Break teams) Spring Break (J-Term teams)</td>
</tr>
<tr>
<td>Performing Arts (i.e. Concert Choir)</td>
<td>School of the Arts</td>
<td>Performing Arts Coordinator – Amanda Heim</td>
<td>November 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Service Teams</td>
<td>Agape Center</td>
<td>Director of the Agape Center – Ashley Sheaffer</td>
<td>October 1&lt;sup&gt;st&lt;/sup&gt; (for Summer and Spring Break teams)</td>
</tr>
<tr>
<td>Sports service teams</td>
<td>Athletics</td>
<td>Athletics Recruitment Coordinator – Aaron Faro</td>
<td>October 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

**NON-COLLEGE PERSONNEL**

From time to time, non-College personnel may accompany international travel opportunities. Any non-College personnel accompanying groups or students on international travel must abide by the requirements set forth in the Policy Regarding Non-College Personnel Accompanying International Travel at Messiah College (see p. 22). **Any non-employee accompanying Messiah students on international travel must complete the following steps at least six months prior to travel departure:**

- Complete the following forms and submit to the Office of Human Resources (Box 3015):
  - Volunteer Profile Form (Attachment H, p. 46);
  - Consent for Volunteer Reference and Background Checks (Attachment I, p. 47);
- Messiah College will complete the necessary background checks or will accept background checks that have been completed within the past year;
- Program Coordinators and Educator Leaders may need to make alternate plans in the event that a background check comes back with concerning results.
- New background checks must be completed every three years for repeat non-employee participants.
NOTE: Recently graduated seniors (i.e., May graduates participating on summer opportunities) should be treated as regular student participants and need not be treated as non-College personnel. Alumni participating after the summer of their graduation (or 3 months post-graduation for December graduates) must be treated as non-College personnel. Questions regarding non-College participants can be directed to Faith Minnich Kjesbo, Director of the Intercultural Office at FMinnich@messiah.edu or 717.796.1800 x7373.
EDUCATOR GROUP REQUEST FORM
Intercultural Office

In addition to any program-specific approval process, the following signatures are required for any international travel of any College-related groups or organizations:

Group Name ____________________________________________________________

Program Coordinator _______________________________________________________

Group Leader ____________________________________________________________

Today’s Date ___________________________________________________________

Reason for Travel __________________________________________________________

Partner Organization _______________________________________________________

Has the above partner organization been approved by the College? (Check one)*

Yes ____________  No ____________

(If no, Program Coordinator should attach completed Partner Organization Approval Form.)

Student Group __________________________________________________________

(If applicable)

Travel Timeframe _______________________________________________________

Location(s) _____________________________________________________________

(List each city and country)

Signatures to be obtained by Initiator:

▪ Program or Department Director __________________________ Date: _________

▪ School Dean or Dean of Students __________________________ Date: _________

After the above signatures are obtained, submit this form to the Intercultural Office, Larsen Student Union, Room 204 or via campus mail, Suite 3050, for the remaining signatures:

▪ Director of the Intercultural Office __________________________ Date: _________

On behalf of the International Risk Management Committee

▪ Must be reviewed by International Risk Management Committee?

  • Yes ______  No ______

Once approved by all of the above individuals, final copies of this form will be sent to all of the above individuals and Wendy Lippert, Assistant Director of Off-Campus Programs.
* Performing Arts groups and students doing internships in their country of residence are exempt from this requirement.
CROSS-CULTURAL COURSES

Messiah asks each student to complete language/cross-cultural requirements during their time at Messiah. One of the most popular ways for students to satisfy part of these requirements is to participate in one of Messiah's cross-cultural courses – three-week academic courses offered during J-Term or May-Term in locations around the world, led by faculty experienced in the culture they will be studying.

Timeline

The timeline for requesting a cross-cultural course (and discipline-based courses requesting cross-cultural waiver) is as follows (cross-cultural course proposals must be submitted the year prior to when the course is to be scheduled, i.e. Fall 2015 for 2017 courses):

October 1: Cross-Cultural Pre-Approval Form (see p. 16) submitted
November 1: General Education Proposal for Cross-Cultural for new courses submitted
December 1: General Education Proposal for Cross-Cultural for repeat courses submitted
December: General Education action on proposals communicated to faculty
January: Deans and Department Chairs determine faculty loads
February: Faculty loads submitted
March-December: Faculty course planning
January/May: Courses offered

Course Proposal

General Education Proposals for Cross-Cultural Courses (see Attachment J, p. 48) should be submitted to Dr. Robin Lauermann, Assistant Dean of General Education and Common Learning at RLauerma@messiah.edu. This form can be found online at: http://www.messiah.edu/info/20916/im_a/1372/cross-cultural_leader/2.

Risk Management

Cross-cultural faculty leaders should also carefully read the Risk Management information provided on p. 6 of this manual. When considering a high risk location, if faculty leader(s) still feel that they wish to pursue approval, they must be prepared to identify safety risks outlined by the U.S. State Department as well as provide information on what additional measures they will be taking to respond to specific safety risks. Additionally, the faculty leader(s) should be prepared to address safety precautions and may be asked to present information to the International Risk Management Committee to ensure that students are in a safe learning environment.

Educator’s Guide to Cross-Cultural Courses

Faculty leaders are also encouraged to read the Educator’s Guide to Cross-Cultural Courses for further detailed information on planning, preparing, and executing a cross-cultural course at Messiah College. This can be found online at http://www.messiah.edu/documents/off-campus-programs/EducatorsGuidetoCross-CulturalCourses-UpdatedJuly2015.pdf

Questions?

Dr. Robin Lauermann, Assistant Dean of General Education and Common Learning, General Education Committee Chair (for academic-related issues)
RLauerma@messiah.edu, x2410, Boyer 104B

Faith Minnich Kjesbo, Director of the Intercultural Office (for course-related issues)
FMinnich@messiah.edu, x7373, Intercultural Office, Larsen 205

Dr. Fabrizio Cilento, Cross-Cultural Faculty Liaison, Assistant Professor of Biology
quist@messiah.edu, x2234, Boyer 211
Thank you for your interest in teaching a cross-cultural or discipline-specific off-campus course. Please complete the following form by October 1st of the year prior to when the course is proposed to be scheduled (i.e. October 1, 2016 for 2018 courses):

**Faculty Leader**
_______________________________________________________________

**Faculty Leader**
_______________________________________________________________

(NOTE: If faculty leaders are from different departments, each must complete a separate Pre-Approval Form with appropriate departmental and dean approval.)

**Today’s Date**
_______________________________________________________________

**Location(s)**
(List each country)
_______________________________________________________________

**J-Term or May-Term?**
(List term and year)
_______________________________________________________________

**Partner Organization**
(If applicable)
_______________________________________________________________

**Repeat Course?**
(Yes or No)
_______________________________________________________________

**Discipline-Based?**
(If so, list course number and title.)
_______________________________________________________________

**Signatures to be obtained by Faculty Leader:** By signing below, each individual agrees that this course will fit into the Departmental load for this/these faculty member(s).

- **Department Chair**
  ________________________ Date: _________

- **School Dean**
  ________________________ Date: _________

After the above signatures are obtained, submit this form to the Intercultural Office, Larsen Student Union, Room 204 or via campus mail, Suite 3050, for the remaining signatures:

- **Director of Intercultural Office**
  ________________________ Date: _________

  On behalf of the International Risk Management Committee

- **Must be reviewed by International Risk Management Committee?**
  - Yes ______
  - No ______

Once approved by all of the above individuals, final copies of this form will be sent to all of the above individuals, as well as Dr. Robin Lauermann, Assistant Dean of General Education and Common Learning and Wendy Lippert, Assistant Director of Off-Campus Programs.
Upon approval, the faculty leader is required to submit the standard General Education Course Proposal for Cross-Cultural Courses due on November 1st for new courses, and December 1st for repeat courses, of the year prior to when the course is to be scheduled.
CROSS-CULTURAL LEADER CHECKLIST
Intercultural Office

The following steps are required to be completed by a Cross-Cultural Faculty Leader prior to departure:

☐ The following information should be uploaded to Terra Dotta:
  o For entire group:
    ▪ Proposed travel itinerary (dates, all locations, contact information for each location)
    ▪ In-country Emergency Contact Information form or spreadsheet with same information
    ▪ Flight itinerary & flight numbers
    ▪ Identify how the student or group might access healthcare while traveling – If possible, indicate the name, address, and phone numbers of in-country medical healthcare provider in each location where traveling

☐ Complete prior to departure:
  o Identify consistent means of student or group leader communication with main campus throughout duration of travel (e.g., cell phone? calling card?).
  o Obtain basic first aid kit from local pharmacy or the Engle Health Center
  o Register all participants with in-country U.S. Embassy:
    ▪ https://travelregistration.state.gov/ibrs/ui/
    ▪ If an international student, ask student to register with their home in-country embassy prior to departure

☐ Take on course for duration of travel:
  o In-country healthcare provider information
  o In-country emergency contact information (e.g., closest U.S. Embassy, host contact information)
  o First aid kit
  o Original Medical Authorization and Releases for each participant
  o Copies of all participant passports
  o The following will be provided to you by the Intercultural Office prior to departure:
    ▪ Messiah College Protocols for International Travel
    ▪ Insurance information
    ▪ Cross-Cultural Course Evaluations

Questions? Contact Faith Minnich Kjesbo, Director of the Intercultural Office at x7373 or FMinnich@messiah.edu or the Intercultural Office at x2131 or Intercultural@messiah.edu.
Your Role as a Campus Security Authority under the Clery Act

You have been identified as a Campus Security Authority to report crimes for the annual federally mandated Clery Act report.

According to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, our school is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority.’”

The law defines “Campus Security Authority” as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” An example would be a dean of students who oversees student housing, a student center, or student extra-curricular activities and has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. Clerical staff, as well, are unlikely to have significant responsibility for student and campus activities.

The criminal offenses for which we are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and reports of weapons: carrying, possessing, etc.

We are also required to report statistics for bias-related (hate) crimes for the following offenses: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, intimidation, simple assault, and damage/destruction/vandalism of property.

In emergency situations, these crimes should be reported by calling the police at 911. In non-emergency situations, reports can be made to Campus Security at ext. 6565 from a campus phone or by calling 717-691-6005 from off campus. It is recommended that CSAs save this number on their cell phones in the event they are not near a campus phone.

We are required to disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus. This includes the Harrisburg campus and the Philadelphia campus. Also please be aware that we are required to report violations that occur off campus while in an official college capacity.

Clery report statistics are reported based on the calendar year not the academic year.

Our school has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to the Campus Security immediately. Even if you are not sure whether an ongoing threat exists, immediately contact Campus Security at 6565.

We will also be providing training for all recognized CSA’s during the 2015-2016 academic year. You will be notified when these trainings are scheduled.
If you have any questions about this request please contact me at (717) 796-5300. Thank you for your assistance in complying with this federal law.

**Incident Reporting**

If you or students in your group are involved in an incident (crime or health-related) while you are leading students in off-campus study or service, please notify the Intercultural Office. Additionally, we would like you to complete an incident report. You can access the report by going to [www.messiah.edu/abroad](http://www.messiah.edu/abroad) - Health and Safety – Submit an Incident Report or you can use this link to access the reporting software: [https://intercultural.messiah.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10019](https://intercultural.messiah.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10019)

**When should you file a report?**

- If you or students are victim of a crime
- If you or students have experienced a health issue
  - Especially if you have to go to the hospital
  - Injury or illness
- If you or students are not sure, start an incident report

**What information will we be requesting that you report?**

- Your contact information
- Date and time of the incident
- Type of incident
- Location of the incident
- Who was involved
- Description of the incident
- Contributing factors
- Loss / injury
- Actions taken

Always contact the Intercultural Office immediately in case of an emergency.
Individual students desiring or required to travel independently to international locations through Messiah College should contact the appropriate Program Coordinator to begin the request and approval process using the Individual Student Request Form located on p. 20.

The deadlines for requesting individual student international travel (or new partner organizations for these opportunities) are as follows:

<table>
<thead>
<tr>
<th>INDIVIDUAL STUDENT OPPORTUNITIES</th>
<th>HOUSED IN...</th>
<th>PROGRAM COORDINATOR</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curricular</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SERV231/232: Service-learning course 6-8-week service project requirement</td>
<td>Agape Center</td>
<td>Director of the Agape Center - Ashely Sheaffer</td>
<td>Spring break</td>
</tr>
<tr>
<td>International Internships</td>
<td>Career and Professional Development Center</td>
<td>Internship Program Coordinator - Joy Fea</td>
<td>Three months prior to experience</td>
</tr>
<tr>
<td>Field experience for cross-cultural ministries concentration</td>
<td>Department of Biblical and Religious Studies</td>
<td>Associate Professor of Theology &amp; Mission - George Pickens</td>
<td>December 15th</td>
</tr>
<tr>
<td>Practicum for peace and conflict studies majors</td>
<td>School of Humanities</td>
<td>Associate Professor of Theology &amp; Mission - George Pickens</td>
<td>December 15th</td>
</tr>
<tr>
<td>Collaboratory</td>
<td>School of Science, Engineering and Health</td>
<td>Collaboratory Manager – Rodney Green</td>
<td>Fall Break (Summer)</td>
</tr>
<tr>
<td>TEP 439: Student Teaching: Domestic and International</td>
<td>Teacher Education Program</td>
<td>Director of the Teacher Education Program – Jenn Fisler</td>
<td>September 1 (Spring Semester Placement)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>February 1 (Fall Semester Placement)</td>
</tr>
</tbody>
</table>
INDIVIDUAL STUDENT REQUEST FORM
Intercultural Office

In addition to any program-specific approval process, the following information is required prior to approval of College-related international travel of any individual Messiah College students (please print clearly):

Student Name ____________________________________________
Today’s Date ___________________________________________________________________
Campus Box Number _______________ Cell Phone Number _______________
Reason for Travel __________________________________________________________________
Program Coordinator ________________________________________________
Partner Organization ________________________________________________
Academic Advisor ________________________________________________
Travel Timeframe __________________________________________________________________
Location(s) (List each city and country)

Signatures to be obtained by Student:

- Program Coordinator _______________ Date: ________________
  Has the above partner organization been approved by the College? (Check one)
  Yes ____________ No ____________
  (If no, Program Coordinator should attach completed Partner Organization Approval Form.)

After the above signatures are obtained, submit this form to the Intercultural Office, Larsen Student Union, Room 204 or via campus mail, Suite 3050, for the remaining signatures:

- Director of the Intercultural Office _______________ Date: ________________
  On behalf of the International Risk Management Committee
  Must be reviewed by International Risk Management Committee?
  • Yes _______ No _______

Once approved by all of the above individuals, final copies of this form will be sent to all of the above individuals, including the student’s academic advisor and Wendy Lippert, Assistant Director of Off-Campus Programs.

Students doing internships in their country of residence are exempt from this requirement.
All international travel opportunities at Messiah College are required to abide by the following policies. Questions can be directed to Faith Minnich Kjesbo, Director of the Intercultural Office at FMinnich@messiah.edu or 717.796.1800 x7373.

INTERNATIONAL TRAVEL POLICY
Students and educators traveling with students desiring to travel internationally through Messiah College must do so through one of Messiah’s established international travel opportunities outlined in this International Travel Manual.

Students and educators traveling through one of Messiah’s established international travel opportunities are required to complete all protocols and procedures, abide by all policies, and comply with all deadlines outlined in the International Travel Protocols and Procedures Manual. Failure to do so will result in the group or student’s suspension from travel through the College, including withholding of funding and institutional support.

DEPARTURE NOTICE FOR MAY-TERM AND SUMMER EXPERIENCES
Per the Provost’s Office, May-Term and summer international experiences are not permitted to depart prior to the Friday of May Development Week after Commencement.

FIELD EXPERIENCES AND DISABILITY POLICY
Messiah College is committed to making reasonable accommodations for qualified students with disabilities to assure equal access to all programs and services of the College. The College offers a variety of credit-bearing and non-credit-bearing site-based learning experiences. For the purpose of this policy, “field experience” refers to internships and all other credit-bearing and non-credit-bearing site-based experiences.

Some programs and majors have mandatory site-based learning experiences, whereas students may enroll in similar types of experiences for elective credit. Those programs with mandatory field experiences may have additional requirements established by licensing agencies and/or professional standards.

Disclaimer: The College does not have authority over cooperating agencies and cannot guarantee that all requests for accommodation can be honored. The College will work with students to locate suitable work-sites whenever possible.

Essential functions: Students must demonstrate an ability to perform the essential functions of a specific assignment, with or without assistive technology. While some professions have reached general agreement about the essential functions of specific jobs, others remain diverse and each site or organization may have developed its own set of standards for performance. The College has no authority to compel changes to those standards for the sake of an individual student.

Site Assignments: Different professions and experiences present unique challenges to students with disabilities, due in part to expectations that vary significantly. Students may find certain work assignments outside the range of their abilities, while other situations may be more easily adapted to the individual. Students should be able to demonstrate mastery of essential skills before placements are arranged. Agencies are not required to provide technologies or an assistant to manage those details that the student cannot perform independently.

Programs with Mandatory Field Experiences: Students wishing to complete a program with mandatory field experiences should discuss their needs for accommodation with their advisors, department chairs, program directors (if applicable), and the Director of Disability Services. Those conversations should take place as early as possible in the student’s program to allow sufficient time to plan or to consider alternative majors should a change be indicated. Early identification of areas of concern also allows the student opportunity to work to improve when improvement is possible.

Confidentiality: In order to effectively represent the student's needs, the College will at times be required to reveal disability-specific information to an agency representative in order to determine whether a student can be accommodated. The College will use the "need to know" criterion for determining who is to be informed of a student’s disability to assure
confidentiality and protection of personal information. That determination is left to the College representative, generally in consultation with the Director of Disability Services, and with the written approval of the student.

POLICY REGARDING NON-COLLEGE PERSONNEL ACCOMPANYING INTERNATIONAL TRAVEL OPPORTUNITIES

Related Concerns

- **Academic**: That groups participating in Messiah course work or service opportunities delivered overseas be comprised of individuals whose primary objective is learning and serving, not leisure.
- **Financial**: That Messiah College students not subsidize the travel costs of auxiliary personnel and/or travelers.
- **Liability**: That all individuals accompanying the trip be officially known and approved by the College, and that all participants agree to follow the guidelines and parameters of Messiah-run international programs. Likewise, that the insurance status of all travelers be clarified before departure.
- **Ethos**: That all group participants be compatible with Messiah’s ethos and willing to abide by the community covenant.

Categories of Travelers

- **Immediate Family Members**: It is possible for spouses and school-age children of an Educator group leader to accompany the group while they are studying or serving abroad. If participating in an academic opportunity (such as cross-cultural courses), such family members are not required to take the course for audit or credit. No subsidy for their expenses, however, should come from student tuition or fees, and the College cannot assume additional expense in order to accommodate non-participant individuals accompanying the trip. It is important, however, for the College to be aware of the total roster of family members accompanying an official Messiah group, and to ascertain whether basic liability and logistical issues have been addressed. Family members who are not Messiah students or employees are required by the College to sign a waiver form.
  - **Younger Children of Faculty Group Leaders**: In most cases it is not advisable for younger children to accompany student groups on credit-bearing international courses or service experiences. The 24-hour demands of delivering academic course work or leading a service group overseas leave little time or energy to tend to the needs of young children. The concern here is that students’ access to group leaders not be compromised by competing demands. Requests for special permission should be directed to the appropriate Dean (i.e. Dean of Students for athletic teams, Dean of the School of the Arts for performing arts groups, Assistant Dean of General Education for cross-cultural courses, etc.)
  - **High School-Aged Children of Faculty Group Leaders**: Approval may be given for the high school child of a faculty leader to accompany the group on an international opportunity. On credit-bearing experiences, it is advisable that a learning contract be negotiated with the high school student so that their own objectives are compatible with the educational mission of the trip. In certain cases it might also be possible for the high school student to actually take the course for credit.
  - **Spouses of Educator Leaders**: The spouse of an Educator leader may also request to accompany the group. It is important that student fees or fundraising not subsidize the travel expenses of the Educator’s spouse. If the spouse serves an essential, defined role on the trip, it may be appropriate to build a stipend for them into the trip budget. This stipend should be at a rate consistent with stipends paid for other contracted services.

- **Adult Auxiliary Travelers**: All adults (i.e., alumni, parents, adult children, friends of Messiah students) who accompany an international travel opportunity must officially enroll in the program. As such, they would pay any tuition and course fees associated with the trip. In the case of cross-cultural courses, auditing might also be a possibility, but with the following caveats:
  - The faculty group leader must approve the audit. (There are good reasons why faculty might not want outsiders registering for the course.)
  - The alumni or friend may not displace a matriculated Messiah student who wants to take the course for credit.
  - The financial terms of participation should be clearly articulated and clearly met.
  - All non-Messiah individuals must sign the Study Abroad Contract.
  - All non-Messiah individuals must sign the Community Covenant.
o The Academic Office will grant the final approval.

- **Adjunct Faculty Members:** On occasion for cross-cultural courses, it may be acceptable for the second group leader to be an adjunct faculty member. Such an individual should follow the same application and screening process as other new or existing adjunct faculty who teach at the College. Their compensation is at the normal adjunct rate. The following guidelines relate to this option:
  o The same faculty-student ratio applies.
  o At least one of the individuals leading the course should be a full-time Messiah faculty member.
  o The adjunct faculty member must be willing to assume roughly half the responsibilities for planning and delivering the course.
  o This option may be most appropriate for residents of the host country who have appropriate graduate degrees. Such individuals may be particularly well placed to coordinate curricular and logistical resources in-county, and provide expertise related to the course curriculum. It should be noted, however, that such an arrangement places a heavier burden on the full-time Messiah faculty member for State-side student recruitment and orientation.

**EDUCATOR LEADER ESCORT OF STUDENTS ON INTERNATIONAL TRAVEL**

At least one Educator Leader on a Messiah international travel group opportunity (such as cross-cultural courses, service trips or Collaboratory site teams) is to accompany their student group during travel. This applies both to the trip en route to the program site, and the return trip back to the United States.

Rationale for this policy includes the following:

- For many students this is a first time abroad, and a very brief introduction at that. The committee did not feel comfortable having the group troubleshoot any related travel complications on their own.
- These are Messiah-run international experiences. The intent is that our responsibility for students is even greater when they participate in programs fully run and managed by the College.
- Many, though not all, groups will need van transportation back from the gateway airport. Several glitches have occurred in these arrangements over the past several years which are more effectively managed when an Educator is present.

**Exception:** Educator leaders who do not have a co-leader to accompany students on return flights and who are participating in on-going, College-related work in country, or who are visiting family in their home country may stay on after the conclusion of the course under the following conditions:

1. Students must have a direct flight back to the United States without any international lay-overs;
2. Educator leaders must accompany students to the airport in-country (the origin of the direct flight leg) and ensure that their flight successfully departs for the U.S.;
3. It must clearly be articulated to students prior to course departure that they are required to arrange their own transportation home from the U.S. arrival airport at the conclusion of the course or that a College fleet driver and vehicle has been arranged and is waiting;
4. Students should not pay additional course fees to accommodate the Educator staying in-country at the conclusion of the course (i.e., the cost of a direct flight to the U.S. must not be higher than a flight with multiple international layovers);

Educator leaders may accompany students to their final international lay-over, assure they successfully depart on their flight to the U.S., and then return to their country of origin (the cost of such a flight would be absorbed by the Educator leader personally or through grant monies).

**INDEPENDENT INTERNATIONAL TRAVEL POLICY**

Students wishing to travel independently prior to or at the conclusion of their international travel opportunity must sign a Supplemental Waiver for Independent International Travel (see Attachment K, p. 51) and submit it to the Program Coordinator of their international travel opportunity prior to their departure from the United States. Program Coordinators are then required to submit a copy to the Intercultural Office.

**STUDENT CONDUCT POLICY AND PROCEDURES FOR OFF-CAMPUS PROGRAMMING**

Purpose
Messiah College students who are engaged in College-sponsored educational opportunities off-campus or outside the United States (e.g. study abroad, cross cultural courses, college sponsored service trips, etc.) are responsible for upholding student conduct standards outlined in the Messiah College Community Covenant, Community Standards and Student Handbook. It is expected that students will also comply with any additional student conduct conditions agreed to relevant to the educational opportunity.

This Policy provides for the administration of student conduct process available for complaints of misconduct or violations of student conduct standards when a student is enrolled in an educational opportunity off-campus. The purpose of this policy is to provide procedures for the immediate address of student conduct issues because of the unique circumstances involved in conduct issues while engaged in an off-campus educational opportunity.

**Applicability**

All students enrolled in Messiah College programming or those students enrolled in a domestic or international off-campus opportunity (such as semester-long off-campus programs, cross-cultural courses, service teams, etc.) approved by the College are subject to this policy.

**Definitions**

*Student* - For the purposes of this policy, a “student” is a person formally enrolled in Messiah College or a student participant in a College-sponsored educational opportunity.

*Off-campus educational opportunity* - For the purposes of this policy, an “educational opportunity” is a program, course, or experience that is conducted by Messiah College or sponsored through a relationship with Messiah College that involves travel off-campus (both domestic and abroad).

**Procedures**

**Pre-Departure Form.** Prior to the start of any off-campus educational opportunity subject to this policy, each student must read and sign the following form, as applicable: Study Abroad Contract for credit-bearing international programs, Off-Campus Programs Contract for credit-bearing domestic programs, or Assumption of Risk and Waiver of Liability for non-credit off-campus programs.

**Applicability and Notice.** While engaged in the off-campus educational opportunity, the student will be responsible for following all other Messiah College standards regarding student conduct. The student code of conduct applies to all aspects of the off-campus educational opportunity occurring on or off premises secured by Messiah College and/or its partnering organization for hosting the educational opportunity, including, but not limited to, all program -sponsored activities.

**Oversight.** The office of the Associate Dean of Students will be responsible for ensuring the implementation of this policy in coordination with the Intercultural office and/or program administrators. The office of the Associate Dean of Students conduct is responsible for the periodic review of this policy to ensure consistency with current College procedures and the minimum requirements of due process.

**Administrative Process for Violations**

**Venue.** If the violation occurs off-campus or outside the borders of the United States, the on-site educator and/or program staff member will be responsible for determining the appropriate venue to hold any necessary disciplinary process.

**Offenses.** The student will be deemed to be in violation of the student code of conduct while engaged in an off-campus educational opportunity in the following situations:

1. Behavior in violation of Messiah College Community Covenant, Community Standards, Student Handbook, or any additional student conduct conditions agreed to relevant to the educational opportunity;
2. Behavior in violation of the terms of sanctions previously imposed under this policy;
3. Behavior deemed detrimental or disruptive to the College community, the off-campus educational opportunity, and/or prohibited by local, state, federal, or international law.
**Procedural Standards.** In the event that the on-site educator and/or program staff member receives a complaint of an alleged violation or determines for him/herself that such alleged violation has occurred, the on-site educator and/or program staff member shall normally ensure that the certain minimum requirements are met before rendering a final determination:

1. The student shall have notice of the alleged violation prior to any action; and
2. The student shall have the opportunity to respond, explain and defend against the alleged violation prior to the rendering of a decision.

In an extreme or dangerous situation, however, the on-site educator and/or program director may in his or her absolute discretion dispense with such standards and render a decision in the case.

**Standard of Review.** The on-site educator and/or program staff member will serve as the hearing officer and evaluate the evidence and shall determine by a preponderance of the evidence if it is more likely than not that the accused student engaged in behavior that is in violation of this standard.

**Impartial Hearing.** If the student wishes to dispute the impartiality of the on-site educator and/or program staff member making this determination, prior to the rendering of a decision, the student must contact the Associate Dean of Students at Messiah College Grantham Campus. In extreme cases, the Associate Dean of students may preside over the process through remote technology and serve as the hearing officer. This decision is in the absolute discretion of the Associate Dean of Students.

**Sanctions.** Upon review of the materials and facts as presented, if the hearing officer determines that the student is responsible for violating student conduct standards, the hearing officer will apply sanctions to the student as appropriate. Sanctions may be considered in consultation with the on-site educator and/or program staff member and/or the Director of Education Abroad and/or the Director of International Programs. Sanctions include but are not limited to:

1. **Written warning / probation.** A student will generally be placed on formal probation and given a written warning for his/her first offense unless their behavior has been considered detrimental or disruptive to the College community, the off-campus educational opportunity, and/or prohibited by local, state, federal, or international law. The hearing officer will determine the appropriateness of this sanction and terms of the probationary period.
2. **Additional sanctions.** The on-site educator and/or program staff member may determine additional sanctions at his/her discretion including, but not limited to, suspension of field trip privileges, access restrictions, and restitution in the event of damages to property.
3. **Immediate removal.** A student may be immediately dismissed and removed from the program when he/she violates the terms of probation imposed subject to (1) above, for behavior deemed detrimental, disruptive and/or dangerous to him/herself, other students, the off-campus educational opportunity, or for actions prohibited by local, state, federal, or international laws. Any travel or related costs incurred as a result of being removed from the program will be at the expense of the student.

**Appeals.**
A student wishing to appeal must submit a written or e-mailed appeal to the Vice Provost/Dean of Students (or stated designee) within five business days of the date of the decision. The criteria for granting appeals are as follows:

- a. A procedural error or irregularity materially affected the decision of the hearing officer or body;
- b. Previously unavailable evidence is produced which will materially affect the decision of the hearing officer or body;
- c. The decision is unsupported by a preponderance of the credible evidence; or
- d. The sanction imposed is too severe in relation to the disciplinary violation.
Educator Guidelines on Consumption of Alcohol during Travel

(Approved by Community Standards Committee, 12/5/14)

As Messiah College continues to embrace a fuller presence around the world through its course offerings, service-learning opportunities and internships, a sound set of guidelines for curricular and co-curricular educators is provided here regarding the balance and sensitivity of our action while traveling with our students in foreign or cross-cultural settings. The College recognizes that during these experiences off-campus, situations may and often do arise in which faculty must consider the careful balance between sensitivity and respect of the host culture and honor and obligation of upholding the student Community Covenant. In the section below, key language on alcohol use is taken from the COE and Student Handbooks that lay out the institutional policy and exceptions. The Employee Alcohol Usage Policy related to alcohol from the Messiah College Policy and Procedure Manual follows. Educator guidelines are then provided that capture the spirit of our institutional policies balanced against potential host culture expectations. Additionally, related expectations of educators and leaders are provided in order to ethically and legally protect the students, employees, and College.

FROM THE COE AND STUDENT HANDBOOKS:

Alcohol, Illegal Drugs, and Tobacco

Messiah College is an alcohol-, illegal drugs-, and tobacco-free campus. The College complies with the Drug Free Schools and Communities Act. Students cannot for any reason illegally manufacture, distribute, dispense, have with them, or use any controlled substance. Any student who is convicted of violating a criminal drug statute is required to notify the College, including the Financial Aid Office, within five days of the conviction (including pleas of guilty or nolo contendere). For students who have a drug- or alcohol-related problem that may be alleviated through counseling, the College will deal with those students through the counseling process, rather than through disciplinary processes, if the student comes for help voluntarily.

Drug Free Schools and Campuses Act

In compliance with the Drug Free Schools and Campuses Act and its implementing Regulations (34 CFR Part 86), the following information is being provided to all students and employees as a statement of College policy. Messiah College prohibits the manufacture, possession, use, or distribution of illegal drugs and alcohol by all students. Possession means having the substances or being in the presence of these substances. This includes, but it not limited to, residences, vehicles, or in another location on or off campus. It is expected that while students are enrolled in course work, including breaks during the academic year (e.g., Thanksgiving, Fall and Spring Breaks), they will not use alcohol or illegal drugs or tobacco both on and off campus.

Exceptions:

Of-age students may responsibly consume alcohol:

1. When they are with their parents or guardians.
2. When the occasion is consistent with celebrations, rituals, or religious traditions (i.e., toasting at weddings, taking communion) associated with family or a host family or under the direct guidance and observation of a Messiah Educator as part of an approved cross-cultural course or service/outreach educational experience.
3. If you have questions concerning the alcohol policy and/or its application to certain situations, you are encouraged to contact the Associate Dean of Students Office.

MESSIAH COLLEGE POLICY AND PROCEDURE MANUAL: EMPLOYMENT POLICIES

1.25 EMPLOYEE ALCOHOL USAGE POLICY. Messiah College prohibits the possession or consumption of alcohol by employees on property owned or controlled by the College with the exception of personal residences not used for student housing. Employees are prohibited from consuming alcohol with students or furnishing alcohol to students. Employees are expected to exercise professional discretion and judgment as to use of alcohol when on College business or in other business or social settings.

REPORTING AND COMPLIANCE

As part of employment in the leadership role, leaders of cross-cultural travel courses and service/outreach teams are expected to support the institutional policies. Instances where employees consume alcohol with students or furnish alcohol to students shall be reported to Doug Wood, who will notify Amanda Coffey, Vice President for Human Resources and Compliance. Amanda Coffey will consider and dispense an appropriate course of action.

EDUCATOR AND LEADER GUIDING CLARIFICATIONS ON ALCOHOL

1) In cases when the host culture (host family, institution, community; restaurateur) offers alcohol to the students and/or leader, there is an expectation to consider the intent of the host in the cultural context, so long as it is to bring honor to their visitors (class or group).
   a. Acceptance of anything more than one drink (of low to modest quantity) for each student will be considered unacceptable.
   b. It is possible that an exception might be taken into consideration when a leader is provided a drink to honor to the “elder” of the group, while the rest of the group would not be offered the drink.
   c. In some cultures or situations, the intent of the host is to promote merriment and drunkenness of the group. It is expected that the leaders would use this opportunity to show conviction and temperance by not being drawn into a difficult situation.
   d. Leader(s) are not to leave students in a venue where alcohol was consumed under these guidelines. Students are to leave the premises with the leader.
2) Students would not be allowed to make a decision to accept a drink from a host, unless carefully considered and permitted beforehand by the leader. Rule 1a would still be in force.
3) Educators and/or leaders are not permitted to order alcoholic beverages (table wine, beer, etc.) for students; ever. Although this may be the custom of the host culture, this is far from an expectation of the host culture. Messiah employees that provide alcohol in this manner risk an institutional reprimand or termination of employment (Employee Alcohol Usage Policy, section 1.25).
4) Leaders will not consume alcohol in the presence of students while traveling (Employee Alcohol Usage Policy, section 1.25); including on flights. However, if the leader is away from students while they are on homestay or during a free day, then the leader may consume alcohol in moderation, and so long as it does not compromise their judgment to care for a student need should one arise.
5) In cultures where alcohol consumption is taboo or illegal, leaders and students should abstain in all cases.
6) Leaders and students are expected to report abuse of the allowance guidelines provided in 1a and 2 to Doug Wood, Associate Dean of Students, and similarly reserve the right to send a student home early as per the Study Abroad Contract signed prior to the travel.
REAL LIFE SITUATIONS FOR CONSIDERATION

Case #1

A course group believes that there is no better way to learn the culture and lifestyle of Andorra than to eat local cuisine and accent the flavors with artisan beverages at the Ristorante Andorra la Vella. When the leaders are seated, they notice that every occupied table at the restaurant has an opened bottle of wine furnished by the restaurant as an expectation of the meal. The restaurateur offers the class a Pinot Grigio grown and bottled by her family in Ecamp, Andorra. She is beaming with national pride and wants the class to love her country and appreciate its culinary delights.

Ex 1 - Acceptable: The leaders permit the class to enjoy one glass with the meal.

Ex 2 - Unacceptable: She (the restaurateur) returns to be sure everyone’s glass never empties. The leaders permit it.

Ex 3 - Acceptable: She (the restaurateur) returns to be sure everyone’s glass never empties. The leaders compliment her on the wine’s quality, thank her for the generous offer, but request that no more be served to the group. If they are refilled despite the leader’s request, students are asked to no longer drink from their wine glass.

Case #2

A course group believes that there is no better way to learn the culture and lifestyle of Andorra than to eat local cuisine and accent the flavors with artisan beverages at the Ristorante Andorra la Vella. Every table at the restaurant that has customers seated also has an opened bottle of wine, but not furnished by the restaurant as an expectation of the meal.

Ex. 1 - Unacceptable: The leader decides that a locally grown Pinot Grigio is the optimal choice for the dinner and orders enough for each class participant to enjoy one glass with the meal.

Ex 2 - Unacceptable: A student decides that a locally grown Pinot Grigio is the optimal choice for the dinner and orders one glass with the meal.

Case #3

The mayor of the Vietnamese village in which you have been serving holds a community celebration where the entire Messiah College service team is provided a generous lunch. The service team leader has been given a special seat of honor next to the mayor and his staff, and they pour you a glass of beer to thank you for your time and efforts. He later offers the leader the remainder of the liter bottle.

Ex. 1 – Acceptable: The leaders thank the mayor profusely and enjoy the glass of beer (slowly). When offered more, they place their hand over the glass, insisting that his hospitality be extended onto his staff or their families.

Ex 1a – Unacceptable: The leaders thank the mayor profusely and enjoy the glass of beer. When offered more, they take it, again and again.

Ex. 2 – Unacceptable: The leaders thank the mayor profusely and insist that the entire Messiah College group be provided a glass of beer to enjoy.
**Case #4**

Before sending students off to their homestays, the leaders understand that in Germany it will likely be that the Christian host families in which the students will be placed will insist on a glass of beer to be taken during dinner.

**Ex. 1 – Acceptable:** Before students go, leaders clarify with a host parent that if beer were to be offered at dinner, that they understand the College policy and offer no more than one glass.

**Ex. 2 – Acceptable:** Students go, have their homestay experiences, and return telling leaders that they felt it was rude to turn down their host’s beer offering at dinner, but assure you that only one beer was taken.

**Ex. 3 – Unacceptable:** After dinner, students go out with host family siblings to a nightclub, restaurant, or a bar to continue drinking because they are told “that’s what the German youth do.”

**Case #5**

While visiting Russia, the leaders discover that two students were enticed into a vodka shot drinking contest with an 18 year old from their host family during their homestay. The event did not end well for the students as they were intoxicated and impaired while on homestay. Word of this poor choice spreads to other students who begin to wonder if the leaders might not enforce the Community Covenant during their travel.

**Ex. 1 - Unacceptable:** The leaders are conflict-averse and act as if nothing occurred, but keep a closer eye on the offending students.

**Ex. 2 – Acceptable:** Discuss the actions of the students with them privately. Offer an option of playing by the rules for the remainder of the travel, or to be sent home, while being committed to reporting the occurrence to Doug Wood, the Associate Dean of Students. Students are apologetic and decide to “play ball.”

**Ex. 3 – Acceptable:** Discuss the actions of the students with them privately. Offer an option of playing by the rules for the remainder of the travel, or to be sent home, while being committed to reporting the occurrence to Doug Wood. The leaders discover that the students seem to make light of the situation behind your back and that other students on the course report that they have been told that there is no leadership follow through with disciplinary action. You decide to contact Faith Minnich Kjesbo, Director of the Intercultural Office, to request assistance to send the students home at their own expense.

**Ex 4. - Acceptable:** The offense appears to be completely avoidable and the leaders feel that trust has been completely broken. The leader is committed to reporting the occurrence to Doug Wood, and they contact Faith Minnich Kjesbo to request assistance to send the students home at their own expense.

**Case #6**

A cross-cultural course is taught in the Republic of Chile. The Valle Central is well known for their world-famous vineyard and wineries.

**Ex. 1 - Acceptable:** While students are on homestay in Santiago, the course leader(s), without students, visit a well-established vineyard in the valley in order to tour their wineries. A short lesson on wine tasting concludes your tour. During the tour, the leaders are still reachable by phone or internet to the students and their host families.
Ex. 2 - Acceptable: The leaders understand that in order to adequately teach a course on Chile, an understanding of the local history and economic importance of viticulture is essential. As part of the course, a lesson on vineyard management, harvest, processing and bottling is given in a prearranged educational tour.

Ex. 2a - Acceptable: When making the arrangements, the leaders clearly establish with the vineyard staff that all but wine tasting will take place.

Ex. 2b - Acceptable: The educational tour takes place and at the end the leaders tell students that there is an option for everyone to taste the wine; all partake of one glass.

Ex. 2c - Unacceptable: The educational tour takes place and at the end the leaders tell students that there is an option for everyone to taste the wine; all partake of one glass of each of five varietals offered.

Ex. 2d - Unacceptable: The leaders decide to allow students to purchase wine as a souvenir for their parents or family back home.

Case #7

At the close of a two-week service outreach visit to Brazil, the local pastors and mission organization throw a farewell celebration that includes singing hymns and Christian songs, a vast rodizio of grilled meats, and individually poured glasses of wine. The students on the outreach team are concerned not to offend the 78-year old pastor who is passing around the glasses.

Ex. 1 - Acceptable: The leaders encourage the students to raise a glass to toast their hosts and new friends; whether or not to drink the one glass of wine is left to the individual student.

Ex. 2 - Unacceptable: The leaders allow students to drink more than one glass.

Ex. 3 - Unacceptable: The leaders forbid students for partaking in this part of the celebration thereby insulting the hosts.
EMERGENCY CONTACT INFORMATION FORM
Intercultural Office

Participant Name: _________________________________________________
Date of Birth: _________________________________________________
Citizenship/Country of Birth: _________________________________________________
Cross-Cultural or Group Name: _________________________________________________
Leader(s): _________________________________________________

Participant Insurance Information:
Name of Insurance Provider: _________________________________________Policy #: ___________
Name of Policyholder: _________________________________________ Relationship: _________________
Policyholder Address: __________________________________________________________________________
Policyholder Home Phone: ___________ Cell Phone: ___________ Work Phone: ___________
Policyholder Email: __________________________________________________________________________

Emergency Contact #1:
Name: _________________________________________ Relationship: ____________________________
Address: ________________________________________________________________________________
Home Phone: ________________ Cell Phone: ________________ Work Phone: ________________
Email: ________________________________________________________________________________

Emergency Contact #2:
Name: _________________________________________ Relationship: ____________________________
Address: ________________________________________________________________________________
Home Phone: ________________ Cell Phone: ________________ Work Phone: ________________
Email: ________________________________________________________________________________

_________________________________________ Participant Signature
MEDICAL AUTHORIZATION AND RELEASE
Intercultural Office

I authorize Messiah College or its designee, during my participation in the study abroad, cross-cultural or international travel opportunity from _______________________ to _______________________, to secure and consent on my behalf to all medical, surgical, and dental care which may be reasonably required in the event of my illness or injury. Such care shall include, but not be limited to, employing physicians, surgeons, dentists, and other health care personnel, admitting me to any hospital, clinic, emergency room, laboratory, or other health care or diagnostic facility, and signing all necessary consents and authorizations.

I certify that I have secured health insurance coverage to meet all needs for payment of medical costs (including those incurred outside the United States) while I am participating in the program. I release Messiah College, its trustees, officers, employees, agents, and representatives from any and all liability for the payment of such costs. I further release Messiah College, its trustees, officers, employees, agents, and representatives for any loss or damage which I may suffer as a result of such medical, surgical, or dental care.

This authorization shall be effective in the event that I am myself unable to authorize such care.

Date: ______________  Participant’s Name: ___________________________

Signature: ______________________________

Updated July 2012
The purpose of this form is to help the Intercultural Office assist you in preparing for your time abroad. Please answer all questions openly and honestly. While it can be difficult to share health information, timely disclosure allows the Intercultural Office to support your overseas experience effectively. Mild physical or psychological disorders can become serious under the stresses of life while traveling abroad. It is important that the program be made aware of any medical or emotional problems, past or current, which might affect you in an international context.

The information provided will remain confidential and will be shared with program staff, faculty, or appropriate professionals only if pertinent to your own well-being in a housing placement or academic setting. The Intercultural Office will do its best to assist you, but may not be able to accommodate all individual needs or circumstances.

This information does not affect your admission into the program.

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<th>To be completed by the participant</th>
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<td>Name</td>
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<td>Program</td>
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**Medical History**

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<td>1. Do you have any allergies? (If yes, please explain and include any ongoing treatment required while overseas.)</td>
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<th>Yes</th>
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<td>2. Are you taking any medications (prescription, over-the-counter)? (If yes, please explain and include your plan for continued use while overseas.)</td>
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<th>Yes</th>
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<td>3. Are you a vegetarian or are you on a restricted diet? (If yes, please explain.)</td>
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<td>4. If you are currently being treated, or have been treated within the past five years, for a physical health condition, injury, or disease, you are requested to explain below and include any details regarding ongoing treatment.</td>
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<td>5. If you are currently being treated, or have been treated in the last five years, for a mental health condition (e.g., addiction, depression, anxiety, eating disorder, or a condition related to loss or grief), you are requested to explain below and include any details regarding ongoing treatment, specifically how you plan to manage your treatment while overseas.</td>
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<td>6. If you have any mobility or physical activity restrictions (e.g., a disability, obesity, cardiac condition, etc.) that may require reasonable accommodations or assistance to fully participate in a learning abroad program, you are requested to explain below. You will also need to contact Disability Services and complete the relevant Student Accommodation Request Form for travel abroad.</td>
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<td>7. If you have any health condition or disability (e.g., a disability, attention deficit disorder, diabetes, brain injury, epilepsy, etc.) that may require reasonable accommodations or assistance to fully participate in a learning abroad program, you are requested to explain below. You will also need to contact Disability Services and complete the relevant Student Accommodation Request Form for travel abroad.</td>
<td></td>
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8. If you have a sensory or visual impairment or loss that may require reasonable accommodations or assistance to fully participate in an international travel opportunity, you are requested to explain below. You will also need to contact Disability Services and complete the relevant *Student Accommodation Request Form* for travel abroad.

9. If there is any additional information that you believe would be helpful or necessary for the program to be aware of prior to and/or during your international travel experience, please explain and attach any relevant documentation to this form.

---

*I certify that all responses made on this Health Information form are true and accurate, and I will notify the Intercultural Office and/or Disability Services (if relevant) hereafter of any relevant changes in my health that occur prior to the start of the program. I understand that the Intercultural Office will do its best to reasonably accommodate my needs, though not all accommodations are possible. I also understand that I cannot expect accommodations for those situations that I have not disclosed and that any false or inaccurate information may affect my program participation.*

Date: ____________________________

Student Signature: ____________________________

(Please print and sign document.)

---

*(Revised July 2012)*
STUDY ABROAD CONTRACT
Intercultural Office

Name of Student: ___________________________________________________________ ID#___________________________________

Date of Birth: ____________________________________________________________________________________________________

Program:________________________________________________________________________________________________________

The Student named above agrees as follows:

I. Academic Conditions. Credit-bearing international programs approved by Messiah College are not travel tours. While travel during free time can be quite educational in itself, the College does not grant academic credit for travel. International study programs are strictly academic in nature, and students must expect to invest at least the same amount of time and effort that would be required for courses at a comparable level on the Grantham campus. Travel on weekends and holidays must not conflict with scheduled lectures or classes. Students are responsible for making travel plans which will permit them to attend all regularly scheduled class activities and field trips.

A. Application Process. I am aware that College officials consider a variety of academic, health, behavioral, financial and safety issues in evaluating the appropriateness of an individual’s participation in a study abroad program, and that the College reserves the right to decline any application. I authorize the release of all of my academic and disciplinary records to the person designated by Messiah College to be responsible for the program for which I am applying.

A. Course Registration. I have complied with College requirements to register for all off-campus credits through the Registrar’s Office prior to leaving the Grantham campus. I will, in cooperation with my academic advisor, complete the Off-Campus Study Course Approval Form (only for semester long programs) containing the requisite signatures with the Registrar’s Office in a timely manner. I understand that I will not be permitted to study off-campus for a semester if I have not completed and submitted this form prior to departure from campus.

B. Program Participation. I understand that students enrolled in international programs are required to attend all scheduled classes, lectures, activities and field trips. This also includes mandatory attendance at predeparture orientation sessions provided by Messiah College.

C. Grades. I am aware that I will receive letter grades for credit-bearing international work earned through Messiah’s approved programs. All of Messiah’s official pass/fail (P/F) policies apply while I am off-campus. Courses taken through an approved off-campus study program, along with their corollary grades, will be reported on my Messiah College transcript and are calculated into my cumulative grade point average.

II. Assumption of Risk and Waiver of Liability. This portion of the Study Abroad Contract involves a release of certain legal rights. Be sure to read and understand it before signing.

A. Risks of Study Abroad. I understand that participation in the Messiah College-approved program specified above (the “Program”) involves risks not found in study at the College. These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social, and economic conditions; local medical and weather conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; increased potential for theft
of personal property (which is not covered by the College’s insurance), as well as other matters described in the information posted on the Messiah College Intercultural Office website, which I have reviewed and will continue to check prior to departure. I have made my own investigation and am willing to accept these risks.

B. Institutional Arrangements. I understand that the College does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Program. I understand that the College has exercised its best efforts in regard to these matters, but that it is not responsible for occurrences that are beyond its control. I release the College from liability for any injury, loss (including loss of luggage or other personal property), damage, accident, delay or expense arising out of any such matters.

C. Independent Activity. I understand that the College is not responsible for any injury or loss I may suffer when I am traveling independently or am otherwise separated or absent from any College-supervised activities.

D. Health and Safety.

1. I have consulted with a medical doctor with regard to my personal medical needs. I have provided the College with all medical data and any other personal information necessary for a safe and healthy study abroad experience. There are no physical or mental health-related reasons, problems, or special dietary requirements or restrictions which preclude or restrict my participation in this Program.

2. I am aware of all applicable personal medical needs. I have secured health insurance coverage to meet any and all needs for payment of medical costs (including those incurred outside the United States) while I participate in the Program. I recognize that, while the College will use its best efforts to see that I receive adequate medical care while in this Program, I assume all risk and responsibility for my medical or medication needs and the cost thereof. If I require medical treatment or hospital care in a foreign country or in the United States during the Program, I authorize the College to secure any necessary care deemed appropriate. I am aware that a separate Medical Authorization and Release must be signed prior to participation in the Program.

3. The College (including the faculty member or other person responsible for leading the trip or supervising the Program, acting in his/her own absolute discretion) may take any actions considered to be warranted under the circumstances to protect my health, safety, or welfare or the health, safety, or welfare of others participating in the Program. These actions may include my removal from the Program or the removal of other Program participants. If I am removed from the Program, I understand that I will be sent home at my own expense with no refund of fees. I agree to communicate any health, safety, or welfare concerns promptly to Program staff.

4. Information for students with disabilities who may require accommodation: The College does not discriminate on the basis of disability in admissions for study abroad programs. Messiah College makes reasonable accommodations for students with disabilities who are otherwise qualified to participate in its activities and programs. However, the Americans with Disabilities Act mandating equal access for individuals with disabilities, does not govern accessibility standards in other countries. While the College will try to arrange reasonable accommodations for students with disabilities, the College is not responsible for assuring accessibility in international locations and cannot guarantee that accommodations will be available. Students with disabilities must understand that some international experiences may not be appropriate for them.

In order to address this concern, College policy requires students to self-identify at the time of acceptance for participation in an international experience. These students must notify the Office of Disability Services of their acceptance into the program and of their need for accommodations.
The Director of Disability Services will then help the student fill out an Accommodation Request Form and the Accommodations Consent Form that must be provided to the Intercultural Office. The Director of Disability Services may also require the student participate in a collaborative meeting consisting of a representative from Disability Services, the sponsoring faculty and program representative to explore accommodations to the extent reasonably practicable. Failing to timely notify the Office of Disability Services of your needs in a timely manner may result in an inability to accommodate.

E. Standards of Conduct.

1. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior which violates those laws or standards could harm the College’s relations with those countries and the institutions therein, as well as my own health and safety. I am aware that if I violate laws of the host country, I may place myself in legal jeopardy and that U.S. standards of due process may not apply. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Program.

2. I also will comply with the College’s rules, standards, and instructions for student behavior. I waive and release all claims against the College that arise at a time when I am not under the direct supervision of the College or that are caused by my failure to remain under such supervision or to comply with such rules, standards and instructions.

3. I agree that the College has the right to enforce the standards of conduct described above in its sole judgment, and that it may impose sanctions up to and including removal from the Program for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony and welfare of the College, the Program, or other participants at any time prior to or during participation in the Program. I recognize that, due to the circumstances of the Program, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the College do not apply. If I am removed from the Program, either before or during participation, I understand that I will be sent home at my own expense with no refund of fees.

4. I agree that I will not operate a motor vehicle of any kind while participating in the Program. I further agree that I will not engage in any of the following activities while participating in the Program (unless required by the Program and supervised by a certified instructor): scuba diving, skiing, mountain climbing, sky-diving, hang gliding, glider flying, parasailing, white water rafting, zip-lining, piloting an aircraft, bungee jumping, and any other like activity normally considered to be ultra-hazardous or regarded as an “extreme sport.”

5. I will attend to any legal problems I encounter with any foreign nationals or government at my own expense. I understand that, while the College will use its best efforts to assist me, it is not responsible for providing me with legal representation.

6. I understand that during time designated for independent travel before, during or after the Program, I may have the option to travel at my own expense. I agree to inform a representative of the Program of my travel plans, understand that the College is not responsible for me while I am engaged in independent travel, and understand that any such travel is at my sole risk and expense.

F. Program Changes. The College has the right to cancel the Program at any time prior to departure, in which case all moneys paid will be refunded in full. It also reserves the right to cancel a Program in progress and to require all participants to return to the United States if it determines that conditions pose a heightened potential risk of danger to students. I understand that the College may alter the Program’s itinerary, travel arrangements, or accommodations due to emergency or changed conditions, and agree to be responsible for additional costs. I understand that the College’s fees and program charges are based on current airfares, lodging rates and travel costs, which are subject to change. If I leave or am removed from the Program, I will receive no refund of fees already paid. Understanding that the College will make every reasonable effort to minimize the effect of same, I
accept all responsibility for loss or additional expenses due to transportation delays, necessary Program changes, sickness, weather, strikes, or other unforeseen causes. If I become separated from the Program group or fail to meet a departure bus, airplane, or train, I will at my own expense seek out, contact, and reach the Program group at its next available destination.

G. Assumption of Risk and Release of Claims. Knowing the risks described above, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs, and personal representatives, to assume all the risks and responsibilities involved in my participation in the Program. I release and agree to indemnify Messiah College, its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the Program (including periods of travel).

I have read this Study Abroad Contract carefully before signing it, and agree that it contains my entire agreement with Messiah College as to my participation in the Program. This agreement shall become effective only upon acceptance by the College of my application for the Program, and shall be governed by the laws of the Commonwealth of Pennsylvania.

Signature of Student ___________________________ Date ___________________________

Parent or legal guardian must sign this contract if student is under 18:
I am the parent or legal guardian of the Student, have read the foregoing Study Abroad Contract, am and will be legally responsible for the obligations and acts of the Student, and agree for myself and the Student to be bound by the terms of this Contract.

Signature of Parent/Guardian ___________________________ Date ___________________________

July 2012
ASSUMPTION OF RISK AND WAIVER OF LIABILITY
Intercultural Office

Name of Student: ___________________________________________________________

ID#___________________________________

Date of Birth: ____________________________________________________________________________________________________

Program Name and Location: ______________________________________________________________________________________

The Student named above agrees as follows:

A. Risks of Travel Abroad. I understand that participation in the Messiah College (the “College”)-approved program specified above (the “Program”) involves risks not found in study at the College. These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social, and economic conditions; local medical and weather conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; increased potential for theft of personal property (which is not covered by the College’s insurance), as well as other matters described in the information posted on the Messiah College Intercultural Office website, which I have reviewed and will continue to check prior to departure. I have made my own investigation and am willing to accept these risks.

B. Institutional Arrangements. I understand that the College does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Program. I understand that the College has exercised its best efforts in regard to these matters, but that it is not responsible for occurrences that are beyond its control. I release the College from liability for any injury, loss (including loss of luggage or other personal property), damage, accident, delay or expense arising out of any such matters.

C. Independent Activity. I understand that the College is not responsible for any injury or loss I may suffer when I am traveling independently or am otherwise separated or absent from any College-supervised activities.

D. Health and Safety.

1. I have consulted with a medical doctor with regard to my personal medical needs. I have provided the College with all medical data and any other personal information necessary for a safe and healthy study abroad experience. There are no physical or mental health-related reasons, problems, or special dietary requirements or restrictions which preclude or restrict my participation in this Program.

2. I am aware of all applicable personal medical needs. I have secured health insurance coverage to meet any and all needs for payment of medical costs (including those incurred outside the United States) while I participate in the Program. I recognize that, while the College will use its best efforts to see that I receive adequate medical care while in this Program, I assume all risk and responsibility for my medical or medication needs and the cost thereof. If I require medical treatment or hospital care in a foreign country or in the United States during the Program, I authorize the College to secure any necessary care deemed appropriate. I am aware that a separate Medical Authorization and Release must be signed prior to participation in the Program.

3. The College (including the faculty member or other person responsible for leading the trip or supervising the Program, acting in his/her own absolute discretion) may take any actions considered to be warranted under the circumstances to protect my health, safety, or welfare or the health, safety, or welfare of others participating in the Program. These actions may include my removal from the Program or the removal of other Program participants. If I am removed from the Program, I understand that I will be sent home at my own expense with no refund of fees. I agree to communicate any health, safety, or welfare concerns promptly to Program staff.

4. Information for students with disabilities who may require accommodation:

The College makes reasonable accommodations for students with disabilities who are otherwise qualified to participate in its activities and programs. However, the Americans with Disabilities Act does not govern accessibility standards in other countries. The College does not discriminate on the basis of disability in admissions for study abroad programs, but is not responsible for assuring accessibility in international locations and cannot guarantee that accommodation will be available. While the College will try to arrange accommodation for special needs, students with disabilities must understand that some international experiences may not be appropriate for them.

In order to address this concern, College policy requires students with special needs who require accommodation to self-identify at the time of application for participation in an international experience. These students must notify the Disability Services office of their interest in participating in an international experience and of their need for accommodation. The Director of Disability Services will meet with the student, sponsoring faculty and program representative to determine whether the student's needs can be accommodated.
E. Standards of Conduct.
1. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior which violates those laws or standards could harm the College’s relations with those countries and the institutions therein, as well as my own health and safety. I am aware that if I violate laws of the host country, I may place myself in legal jeopardy and that U.S. standards of due process may not apply. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Program.

2. I also will comply with the College’s rules, standards, and instructions for student behavior. I waive and release all claims against the College that arise at a time when I am not under the direct supervision of the College or that are caused by my failure to remain under such supervision or to comply with such rules, standards and instructions.

3. I agree that the College has the right to enforce the standards of conduct described above in its sole judgment, and that it may impose sanctions up to and including removal from the Program for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony and welfare of the College, the Program, or other participants at any time prior to or during participation in the Program. I recognize that, due to the circumstances of the Program, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the College do not apply. If I am removed from the Program, either before or during participation, I understand that I will be sent home at my own expense with no refund of fees.

4. I agree that I will not operate a motor vehicle of any kind while participating in the Program. I further agree that I will not engage in any of the following activities while participating in the Program (unless required by the Program and supervised by a certified instructor): scuba diving, skiing, mountain climbing, sky-diving, hang gliding, glider flying, parasailing, white water rafting, zip-lining, piloting an aircraft, bungee jumping, and any other like activity normally considered to be ultra-hazardous or regarded as an “extreme sport.”

5. I will attend to any legal problems I encounter with any foreign nationals or government at my own expense. I understand that, while the College will use its best efforts to assist me, it is not responsible for providing me with legal representation.

6. I understand that during time designated for independent travel before, during or after the Program, I may have the option to travel at my own expense. I agree to inform a representative of the Program of my travel plans, understand that the College is not responsible for me while I am engaged in independent travel, and understand that any such travel is at my sole risk and expense.

F. Program Changes. The College has the right to cancel the Program at any time prior to departure, in which case all moneys paid will be refunded in full. It also reserves the right to cancel a Program in progress and to require all participants to return to the United States if it determines that conditions pose a heightened potential risk of danger to students. I understand that the College may alter the Program’s itinerary, travel arrangements, or accommodations due to emergency or changed conditions, and agree to be responsible for additional costs. I understand that the College’s fees and program charges are based on current airfares, lodging rates and travel costs, which are subject to change. If I leave or am removed from the Program, I will receive no refund of fees already paid. Understanding that the College will make every reasonable effort to minimize the effect of same, I accept all responsibility for loss or additional expenses due to transportation delays, necessary Program changes, sickness, weather, strikes, or other unforeseen causes. If I become separated from the Program group or fail to meet a departure bus, airplane, or train, I will at my own expense seek out, contact, and reach the Program group at its next available destination.

G. Assumption of Risk and Release of Claims. Knowing the risks described above, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs, and personal representatives, to assume all the risks and responsibilities involved in my participation in the Program. I release and agree to indemnify Messiah College, its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the Program (including periods of travel).

I have read this Assumption of Risk and Waiver of Liability carefully before signing it, and agree that it contains my entire agreement with Messiah College as to my participation in the Program. This agreement shall become effective only upon acceptance by the College of my application for the Program, and shall be governed by the laws of the Commonwealth of Pennsylvania.

Signature of Student ___________________________ Date ___________________________

Parent or legal guardian must sign this contract if student is under 18:
I am the parent or legal guardian of the Student, have read the foregoing Assumption of Risk and Waiver of Liability, am and will be legally responsible for the obligations and acts of the Student, and agree for myself and the Student to be bound by the terms of this contract.

Signature of Parent/Guardian ___________________________ Date ___________________________

rev July 2012
ALCOHOL AGREEMENT FOR OFF-CAMPUS PROGRAMS
Intercultural Office

Name of Student: _______________________________________________________________ 
ID#: __________________________________________

Date of Birth: _____________________________________________________________________________________

Program: ________________________________________________________________________________________

Students participating in Off-Campus programs often find themselves in situations where alcohol consumption is not only legal, but also considered culturally appropriate. However, students must remember that they are prohibited from the “manufacture, possession, use, or distribution of illegal drugs and alcohol” per Messiah College’s Alcohol, Illegal Drugs, and Tobacco Policy (“Alcohol Policy”). See also Study Abroad Contract, II E (2). Also, students must be aware of the heightened risks of consuming alcohol in unfamiliar cultural environments (e.g., vulnerability to sexual assault, theft, injury, etc.), and when participating in programs that require physical agility and dexterity, such as the environmental science and wilderness camp education programs. Additionally, some international settings have strong religious and cultural norms against alcohol use of which students should be made aware.

Therefore, in addition to the terms of Messiah College’s Study Abroad Contract, which I have signed and affirmed, I hereby agree to the terms of the Alcohol Agreement for Off-Campus Programs, as listed below:

1. I will not consume alcohol while participating in the Off-Campus program to which I have been accepted, in recognition of the unique risks involved with this behavior.

2. I fully understand that I am considered a Messiah College student while participating in an Off-Campus program. Therefore, I must adhere to Messiah College’s Community Covenant and all policies included in the Messiah College Student Handbook, especially the Alcohol Policy for the duration of my experience off-campus. (See Alcohol Policy, Messiah College Student Handbook at p. 50, also available to online at: http://www.messiah.edu/offices/student_affairs/student_handbook/resources/current_handbook/Current%20Student%20Handbook.pdf)

3. If I violate the Alcohol Policy, or any other aspect of the Community Covenant or Student Handbook, while participating in the Off-Campus program listed on this Agreement I understand that I will be sent home at my own expense without receiving a refund of any fees.

4. In the event that I violate this Agreement and return to Messiah College’s main campus, I recognize that sanctions for violating the Alcohol Policy may range from a letter of reprimand to expulsion, depending on the circumstances.

By signing this Agreement, I affirm that I have read this Alcohol Agreement for Off-Campus Programs carefully, fully understand its terms, and affirm that this Agreement shall apply to my participation in the Off-Campus program for which I am enrolled (or seek enrollment). This Agreement shall become effective upon acceptance of my application for the above-listed Off-Campus program by Messiah College, and shall be governed by the laws of the Commonwealth of Pennsylvania.

_____________________________________    _____________________
Student Signature        Date

_____________________________________
Printed Name of Student

Parent or legal guardian must sign this contract if student is under 18:

I am the parent or legal guardian of the Student, have read the foregoing Alcohol Agreement for Off-Campus Programs, am and will be legally responsible for the obligations and acts of the Student, and agree for myself and the Student to be bound by the terms of this Agreement.

_____________________________________    _____________________
<table>
<thead>
<tr>
<th>Signature of Parent/Legal Guardian or Next of Kin</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Printed Name of Parent/Legal Guardian or Next of Kin</td>
<td>Relationship to Student</td>
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Emergency Protocol

- In case of an emergency involving participants on off-campus programs:
  - Immediately call Messiah College 24-Hour Dispatch: 717.691.6005
    - Outline nature of emergency
    - Leave number where can be reached
  - Dispatch will notify Kathie Shafer, VP of Operations
  - Dispatch will notify Intercultural Office:
    - Faith Minnich Kjesbo, Director of the Intercultural Office
      Office Ext.: 7373
      Cell: 717.805.2235
    - Wendy Lippert, Assistant Director of Off-Campus Programs
      Office Ext.: 6089
      Cell: 717.877.9501
    - Kris Hansen-Kieffer, Vice Provost / Dean of Students
      Office Ext.: 3760
      Home: 717.432.9395
      Cell: 717.265.4292
  - The Intercultural Office will call leader back immediately to assess situation and develop crisis management plan with appropriate College personnel:
    - For Agape Center-related issues:
      - Ashley Sheaffer, Co-Director of Co-Curricular Service-Learning
        Office Ext. 7255
        Cell: 717.756.2538
      - Chad Frey, Co-Director of Curricular Service-Learning
        Office Ext.: 7218
        Cell: 717.609.5796
    - For international Sports Team issues:
      - Jack Cole, Director of Athletics
        Office Ext.: 6820
    - For International Business Institute issues:
      - Carolyn Maurer, Dean of the School of Business, Education, and Social Sciences
        Office Ext.: 3977
    - For the Collaboratory issues:
      - Rodney Green, Manager of the Collaboratory
        Office Ext.: 7226
        Cell: 717.743.6418
    - For cross-cultural course issues:
      - Robin Lauermann, Assistant Dean of General Education and Common Learning
        Office Ext.: 2410
    - For general student health issues:
      - Eleanor Muir, Director of Counseling and Health Services,
        Office Ext.: 3210
Protocol for Illness

- Student Illness:
  o If a student exhibits signs of illness:
    ▪ Begin a written log of symptoms, communications, and actions as the situation progresses including date, time, actions taken, etc.
    ▪ Provide independent lodging for student and encourage sleep
    ▪ Assess for flu-like symptoms:
      • Body aches? Head ache? Vomiting?
      • Take student temperature:
        o If fever is under 100° continue to monitor for 24 hours
        o If fever is 100° or higher, initiate Emergency Protocol (see first page)
    ▪ If possible, keep student quarantined until symptoms subside
    ▪ If symptoms persist or worsen:
      • Consult with Messiah Intercultural Office
      • Co-leader will transport student to nearest medical facility
        o Take UnitedHealthcare Global Insurance card and ask for receipts for all payments
        o Submit receipts to the Intercultural Office upon return stateside
      ▪ Main leader will continue to deliver the course/trip, keeping in contact with co-leader
      ▪ Co-leader will remain in constant contact with the Intercultural Office regarding student health and situation status
      ▪ The Intercultural Office will:
        • Contact student’s designated emergency contacts to appraise of situation
        • Contact appropriate on-campus personnel
        • If necessary, assist with logistics for student emergency contact’s flight to student location
      ▪ Co-leader will stay with student until released or until:
        • Student emergency contact arrives and takes control of the student’s healthcare; OR
        • The Intercultural Office authorizes early departure to re-join group.
      ▪ Co-leader will then rejoin the group at first convenience
      ▪ Student will remain in care of emergency contact until able to return home with emergency contact upon discharge

- Leader Illness:
  o If group WITH co-leader:
    ▪ Immediately initiate Emergency Protocol (see first page)
    ▪ Begin a written log of symptoms, communications, and actions as the situation progresses including date, time, actions taken, etc.
    ▪ The Intercultural Office will:
      • Contact designated emergency contacts to appraise of situation
      • Contact appropriate on-campus personnel
      • If necessary, assist with logistics for leader emergency contact’s flight to location
    ▪ Healthy co-leader will remain in constant contact with the Intercultural Office regarding situation status
    ▪ Healthy co-leader will continue to deliver the course/trip, keeping in contact with co-leader
  o If group WITHOUT co-leader:
    ▪ Immediately initiate Emergency Protocol (see previous page)
    ▪ The Intercultural Office will:
      • Contact predetermined alternate leader and designated emergency contacts to appraise of situation
      • Contact appropriate on-campus personnel
      • If necessary, arrange for alternate leader and/or emergency contact flight to location
    ▪ Leader will identify student as group contact with the Intercultural Office
    ▪ If health worsens:
The Intercultural Office sends alternate leader from US to connect with group and provide logistical and/or instructional support to students.

Leader contacts in-country friend, organization representative, or family member to assist with students until alternate leader arrives.

Leader secures safe location for students before going to clinic or hospital.

The Intercultural Office assists student contact or in-country contact in arranging accommodations, food, cash flow, etc., for group until alternate leader arrives.

The Intercultural Office consults with appropriate on-campus personnel to decide whether to bring all students home, or continue with trip with alternate leader.

### Protocol for Home-stays

- For cross-cultural courses where students participate in home-stays:
  - General guidelines:
    - Assure students have a means of communicating with leader during home stay
    - Do not send students to a home-stay where a family member is exhibiting signs of illness
    - Err on the side of health, not cultural sensitivity or academics
  - If a student exhibits signs of illness prior to or during home-stay:
    - Exempt student from home-stay experience
    - Initiate Protocol for Illness (see above)
  - If home-stay family member exhibits signs of illness:
    - Student immediately contacts leader
    - Leader arranges to bring student back to main location
    - If leader is able to find an alternate home-stay for student, they will be relocated. If not, student will be exempt from home-stay experience.

### Protocol for Financial Considerations due to Course/Trip Cancellation or Evacuation

- In the event a student or group needs to be evacuated, or a trip is canceled for any reason, clearly communicate to participants that the College will work to potentially recover any monies possible related to the experience abroad, but that any potential refunds will not be decided until after participants return to the United States.

### Protocol for Death of a Student Overseas

- **Verify ID.** Verify identity of student.
- **Gather information.** Gather as much information as possible about the circumstances surrounding the student’s death. *Be sure to gather and keep any receipts for expenditures relating to incident for insurance reimbursement.*
- **Begin written log.** Begin a written log of communications and actions as the crisis progresses. Include as many details as possible about location, timing of events, and witnesses. Itemize all steps taken before, during and after the death.
- **Notify Messiah Dispatch Office.** Notify the 24 Hour Dispatch Office at Messiah College (717.766.2515), which will contact the appropriate College individuals. *It is critically important to leave phone and fax number where you can be most easily reached over the next 24 - 48 hours.*
- **Notify U.S. Embassy or Consulate.** Notify the U.S. Embassy or Consulate of student’s death. Request name of the U.S. Consular Officer assigned to the case. If deceased student is not a U.S. Citizen, work with College to notify appropriate Embassy.
- **Request witness statements.** Request that all students and affected participants prepare signed and dated witness statements while details are still fresh in their minds.
- **Obtain death certificate.** Obtain a foreign death certificate (will be issued in the local language) and provide essential information for preparation of the consular “Report of Death of an American Citizen Abroad.” (Reports of Death can take as long as six weeks to be completed.) Your Consular Officer will assist with this process. The latter is generally the preferred document for any legal proceedings in the United States.
- **Communicate with Messiah on-campus liaison.** Consult Messiah liaison to assure family has been notified.
- **Arrange for repatriation.** Consult with the Intercultural Office (who will be in contact with the family) and U.S. Consular Services in arranging for embalming and repatriation of remains. To facilitate U.S. Customs clearance and satisfy U.S. Public Health requirements, the remains should be embalmed and accompanied by
a consular mortuary certificate, a foreign death certificate (if available), an affidavit of the foreign funeral
director, and a transit permit.

- **Mortuary Certificate and Affidavit.** The U.S. Consular Officer will ensure that the required consular
  mortuary certificate and affidavit is executed by the local (overseas) funeral director. This affidavit
  attests to the fact that the casket contains only the remains of the deceased and the necessary clothing and
  packing materials.

- **Transit permit.** In addition, the U.S. Consular Officer will ensure that a transit permit accompanies the
  remains. The transit permit is issued by local health authorities at the port of embarkation.

- **Transportation.** Receive and assist parents and/or designated college official (with airport pick-up and
  accommodations) arriving to accompany body back to the U.S.

- **Bill of Lading.** If the remains are not accompanied by a passenger, a bill of lading must be issued by the
  airline company to cover the transport.

- **Student belongings.** Arrange to have student belongings shipped home to family.

☐ **Arrange in-country care for remaining students:**

- **Group meeting.** Call student group together to communicate accurate information about the student’s
  death along with resources which will be made available to students for processing their grief.

- **In-country pastoral/counseling care.** Designate second on-site leader or an in-country resource to
  provide pastoral care to the student group as the primary on-site leader is occupied with logistical
  arrangements surrounding the death.

☐ **Discuss options.** Consult with the Intercultural Office (who will consult appropriate on-campus
  administrators) to determine whether the experience should continue or be cancelled.

- If canceled, work with the Intercultural Office to arrange flights home for students.

- If applicable, consider extending course work deadlines and deferring assessments/exams as appropriate.

☐ **Media coverage.** Do not speak with the U.S. or host country press corps. All statements to the press will be
  made by and referred to Messiah’s Director of Public Relations. It is critically important that public
  statements be factually correct, are not contradictory, and do not speculate as to blame or liability.

☐ **Final written summary.** Upon returning home, the faculty leader should finalize the written summary of all
  critical events and submit copies to the Intercultural Office, College Counsel, the Provost’s Office and the
  Vice President for Finance.
ATTACHMENT H

VOLUNTEER PROFILE FORM
Office of Human Resources

Salutation: □ Ms. □ Mrs. □ Mr. □ Dr. □ Rev. Social Security # ______ - ____ - ______

Last Name: _____________________________________________ Sex: □ Male □ Female

First Name: _____________________________________________ Birthdate: __________

Middle Name: _____________________________________________ Suffix: __________

(Nickname or name you wished to be known by: _____________________________________________)

Address: Street1: _____________________________________________

Street2: _____________________________________________ City: ____________________________ State: __________

Zip Code: __________ Phone: _____________________________

Cell Phone: _____________________________

Start Date: _____________________________________________

Position: _____________________________________________

How did you learn of this position? _____________________________________________

Driver’s License #: _____________________________

In Case of an Emergency Notify: (Please list contact numbers in priority order)

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<th>Relationship</th>
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(Optional)

Signature _____________________________ Date _____________________________

Return to Office of Human Resources, Box 3015 upon completion.
I recognize that any offer of volunteer work made to me by Messiah College is conditional upon reference and background checks which are acceptable to the College, and that information obtained during this process may result in my not being able to volunteer for by Messiah College. I understand that Messiah College and/or its designated representatives will conduct reference and background checks thoroughly and within the confines of all applicable state and federal laws.

I understand that Messiah College will maintain any information obtained as a result of my signing this Consent in a confidential file in the Human Resources Department.

I understand that a background check is being performed as part of the process to evaluate me prior to commencing volunteer work, and is not conducted for any other purpose. I authorize Messiah College, or its designated representative presenting this consent or a photocopy thereof, to obtain the following records and information in connection with my application for volunteering with the College insofar as the records and information are relevant to the volunteer position for which I am applying:

- Criminal History and Convictions
- Motor Vehicle Operation
- Certification and Licensing
- Educational History and Credentials
- Employment Eligibility (Social Security Number Verification)
- Prior Employment Information
- Personal or Professional References

If the position for which I am applying specifically requires a personal credit history acceptable to Messiah College, I understand that I will be required to sign a separate Fair Credit Reporting Act Consumer Report Disclosure authorizing Messiah College to obtain the same. No personal credit history will be obtained by Messiah College without this authorization.

I authorize all persons who are the custodians of these records, or who may have information relevant to my application for volunteering, to provide records or disclose such information to Messiah College and/or its designated representative.

I release Messiah College, its employees, designated representatives, agents, officers and trustees, as well as all persons or entities who provide records or disclose information, from any and all claims of liability or damage due to either the procurement or the true and accurate disclosure of such records or information.

Signature of Applicant________________________________________Date_______________________
Printed Name (First,Middle, Last)_______________________________(Maiden)___________________
Driver’s License Number, State ______________________________________
Social Security Number _______________________ Home Telephone Number ____________________
Home Address (Street, City, State, Zip)                     Last Prior Address (Street, City, State, Zip)
___________________________________  _______________________________________
___________________________________  _______________________________________
___________________________________  _______________________________________
___________________________________  _______________________________________
If any additional information relative to change of name or use of an assumed name or nickname is necessary to enable a check on your background, please provide it here:
GENERAL EDUCATION COURSE PROPOSAL
2.4 - CROSS CULTURAL STUDIES

Sponsoring Faculty Member: ________________________________

Host Country: _______________________________________

Proposed as an Offering for ______ January 2018 or ______ May 2018

To assist the General Education Committee in reviewing the proposed course, please attach supporting material to this form, as delineated below.

1. The six objectives for all cross-cultural courses are listed in the first of the structural parameters that follow. Please provide a brief narrative statement for each objective indicating how this course will facilitate the student’s fulfillment of this objective.

2. Include supporting material (e.g., a sample syllabus and/or narrative description of the course) sufficient to demonstrate that the course is consistent with the structural parameters stipulated for cross cultural courses, as attached to this proposal form.

3. Formulate a preliminary budget that will demonstrate that the cost to students will cover expenditures.

4. Provide a short personal narrative which can serve the Committee in assuring that the sponsoring faculty member satisfies the criteria on faculty expertise included in the sixth structural parameter which follows.
2.4 Cross Cultural Studies

The following parameters serve as guidelines for the development of off-campus cross cultural studies courses. The general education committee will be responsible to approve and monitor cross cultural courses and alternate activities which relate to this area based on policies approved by the committee.

1. The specific objectives listed below guide cross cultural courses.

   By the completion of the program the students will demonstrate the ability to
   
   a. appreciate cultural traditions significantly different from their own.
   b. articulate how people from different cultures perceive the world, interpret reality, and make meaning.
   c. understand the paradoxes, tensions, and contradictions as well as the consistencies and values in a society significantly different from their own.
   d. develop an appropriate sense of cultural relativism and reduce ethnocentrism.
   e. reflect on their own culture and society from the perspective of another culture.
   f. gain skill and experience living and working in a culture different from their own.

2. Credit for cross cultural study or waiver of the requirement may be earned in the following ways:

   a. Cross cultural courses sponsored by Messiah College (Credit)
   b. Directed study (by approval of Director of General Education) (Credit)
   c. Approved semester long programs sponsored by other organizations (Waiver)
   d. Significant prior experience living in another culture (Petition/Waiver)

3. Messiah College cross cultural courses will include cognitive, experiential, observation/reflective, and integrative/analytic components. Faculty are responsible to design courses to accomplish the objectives and may use a variety of pedagogical strategies and course requirements to do so.

   **A cognitive component** Cognitive learning may be accomplished through readings and lectures which include a culture or country survey and representative literature from the host culture, preferably developed by members of the host culture. Content might include history, literature, language, religion, social systems, economics, government, health care, and education. The cognitive component should also attend to the study of culture including culture theory, cross cultural communication, cultural relativism, and culture shock.

   **An experiential component** Students should have experiences as participant observers in the culture through close involvement with a small unit of people (e.g. family, work group) for at least five days. Involvement in the culture should be characterized by building relationships, listening, mutuality, and reciprocity. Cross cultural courses must include experiences through which students enter the culture and become vulnerable to it and dependent upon it. These experiences can be obtained by living with a local family, volunteering in a local organization, or a comparable experience. If the students are given adequate instruction in ethnographic research methodologies and if they speak the lingua franca, doing an ethnographic study will provide this experience.

   **An observation and reflective component** Students should observe the culture in a disciplined way and reflect on the meaning of cultural practices. They should reflect on their own culture by experiencing in another culture. This may be done through discussion, regular journaling, or periodic response papers.

   **An integrative and analytic component** In order for learning to happen, students must engage in structured integration and analysis which brings together the experiences, readings, and lectures. This may be done through a paper, examination, presentation, or similar activity.
4. Student evaluation will be on a letter grade basis.

5. The course may include a language prerequisite but should not have any other limitations relative to student enrollment.

6. Faculty members or local persons extensively involved in teaching courses should:
   a. have a broad knowledge of the country/culture through formal study, extended residence, or other commensurate means. If faculty member=s knowledge is limited, it is expected that they will use local experts to supplement their knowledge.
   b. know the lingua franca; in cases where English is not widely spoken, the faculty member should know the common language at least on a conversational basis.
   c. be widely read in the literature on the culture(s) under study in the course.
   d. be familiar with the literature of cultural anthropology (ie. theoretical approaches to the study of culture), and be prepared to integrate this throughout the content of the course.

7. Faculty expenses and load credit will be provided in the following manner:
   a. Expenses incurred by the course faculty (i.e. transportation, lodging, and meals) should be included in the costs assumed by students enrolled in the course.
   b. For J-term courses, faculty load credit of three hours will require an enrollment of at least 12 students; full load credit for two faculty members will require an enrollment of at least 22 students.
   c. May courses that constitute part of the faculty member’s normal load (24 load units) should have least 12 students per faculty member. If the faculty member is teaching the course as an overload, then the course should have an enrollment of at least 9 students.
   d. Second educators should offer the course as an overload, regardless of term
   e. Faculty should have a significant role in course design, implementation, instruction (which may or may not include content delivery) and grading. While it may be unusual, faculty who participate in the course but do not play a significant role in course development and delivery will be eligible for a partial load credit, as determined by the Provost’s Office, based on responsibilities. (Please see Job Description section in the Educator’s Guide to Cross-Cultural Courses for more information.)
   f. For courses during the summer or at other times the load credit will be consistent with college policies for awarding credit during that time period.

8. Course proposals for all new cross cultural courses must be submitted by November 1 of the year prior to when the course is to be scheduled; proposals for repeating a previously approved course must be submitted by December 1 of the year prior to when the course is to be scheduled (for both J-term and May cross cultural courses).

9. All cross cultural study courses should be at least three weeks in length inclusive of travel time.
SUPPLEMENTAL WAIVER FOR
INDEPENDENT INTERNATIONAL TRAVEL
Intercultural Office

Name of Student: _______________________________________________________ ID#___________

Date of Birth: ________________________________________________________________________

Int’l Travel Opportunity: ______________________________________________________________

Faculty Leader: ________________________________________________________________________

In addition to the parameters outlined in Messiah College’s Study Abroad Contract (for academic opportunities) and Assumption of Risk and Liability Release (for non-academic opportunities), which I have signed and affirm, I also agree to this Supplemental Waiver for Independent International Travel due to my desire to travel independently after the conclusion of the above International Travel opportunity (herein after “the Course”). My independent travel will begin on:

_________________________________ (please specify time and date)

I acknowledge that I will be fully and personally responsible for any issues that may arise from the independent travel I pursue, including any costs incurred from such independent travel and/or independent travel disruptions, and any emergencies that may arise in the course of my independent travel.

I agree, on behalf of my family, heirs, and personal representatives, to assume all the risks and responsibilities involved in my independent travel after the Course. I hold Messiah College harmless from any claims that may result from my independent travel. Further, I release and agree to indemnify Messiah College, its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, as a result of my independent travel and/or related to my independent travel.

I have read this Supplemental Waiver for Independent Travel carefully before signing it, and agree that it contains my agreement with Messiah College as to my participation in the above-named international travel opportunity. This agreement shall become effective only upon acceptance by the College of my application for the opportunity, and shall be governed by the laws of the Commonwealth of Pennsylvania.

Student Signature ___________________________ Date ____________

Printed Name of Student ___________________________

Parent or legal guardian must sign this waiver if student is under 18:

I am the parent or legal guardian of the Student, have read the foregoing Supplemental Waiver for Independent International Travel, am and will be legally responsible for the obligations and acts of the Student, and agree for myself and the Student to be bound by the terms of this Waiver.

Signature of Parent/Legal Guardian or Next of Kin ___________________________ Date ____________

Printed Name of Parent/Legal Guardian or Next of Kin ___________________________ Relationship to Student ___________________________
IN-COUNTRY EMERGENCY CONTACT INFORMATION
Intercultural Office

Opportunity Name: _________________________________________________
Trip Dates: ______________________________________________________
Trip Leader(s): __________________________________________________

In-Country Contact Information:
Name: __________________________________________ Position: __________
Address: ______________________________________________________________________________________________________
Home Phone: __________ Cell Phone: __________ Work Phone: ____________
Email: __________________________________________________________

In-Country Partner Organization Contact Information (if applicable):
Name: __________________________________________ Position: __________
Name of Organization: ___________________________________________________________________________________________
Address: ______________________________________________________________________________________________________
Home Phone: __________ Cell Phone: __________ Work Phone: ____________
Email: __________________________________________ Website: __________________________________________