A joint collaboration between the Intercultural Office and the Office of General Education and Common Learning at Messiah College.
# Table of Contents

**Introduction**

- College-Wide Educational Objectives 3
- Cross-Cultural Parameters 6
- Cross-Cultural Timeline 8
- Contact Information 8

**Investigation**

- Leadership Criteria 9
- Job Descriptions 10
- Non-College Participants 11
- Location Selection 12
- Nature of Course 12
- Cross-Cultural Internal Grant 12
- General Areas of Responsibility 13
- Opportunities for Faculty Interaction 14

**Proposal**

- Cross-Cultural Pre-Approval Form 15
- General Education Course Proposal for Cross-Cultural Studies 15
- Cross-Cultural Syllabus Template 18
- Cross-Cultural Budget Template 18
- Sample Budget 20

**Preparation**

- Budget Guidelines 21
- Logistics 23
- Departure Notice for Summer and May-Term Courses 23
- Air Travel 23
- U.S. Ground Transportation 24
- In-Country Ground Transportation 24
- Independent Student Travel 24
- Accommodations 24
- Meals 24
- Local Attractions 25

**Recruitment**

- Application Process 25
- Applicant Selection Process 26
- Course Registration 26
- Course Withdrawal 27

**Education**

- Pre-Departure Orientation Sessions 27
- Educational Resources 28
- Debriefing 29

*Educator’s Guide to Cross-Cultural Courses*
HEALTH AND SAFETY CONSIDERATIONS 29
RISK MANAGEMENT. 29
INTERNATIONAL MEDICAL INSURANCE. 31
FIRST AID KITS. 32
VACCINES. 32
INCIDENT REPORTING 32
OFF-CAMPUS SEXUAL ASSAULT PROTOCOL 33
HTTPS://STUDENTAFFAIRS.USC.EDU/FILES/2012/04/OVERSEAS-SEXUAL-ASSAULT-PROTOCOL-FOR-COORDINATORS.PDF 33
CROSS-CULTURAL FACULTY LEADER CHECKLIST 37
IMPLEMENTATION 38
POLICIES 38
INTERNATIONAL TRAVEL POLICY 38
POLICY REGARDING NON-COLLEGE PERSONNEL ACCOMPANYING INTERNATIONAL TRAVEL OPPORTUNITIES 39
INDEPENDENT INTERNATIONAL TRAVEL POLICY 40
FIELD EXPERIENCES AND DISABILITY POLICY 40
STUDENT CONDUCT POLICY AND PROCEDURES FOR OFF-CAMPUS PROGRAMMING 41
HOMESTAY GUIDELINES 48
BUDGET TRACKING 48
VISUAL IMAGING 48
CRISIS MANAGEMENT 48
CONCLUSION 49
BUDGET RECONCILIATION 49
EVALUATION 49
CLOSING REMARKS 50
ATTACHMENTS 51
ATTACHMENT A: VOLUNTEER PROFILE FORM 51
ATTACHMENT B: CONSENT FOR VOLUNTEER REFERENCE AND BACKGROUND CHECKS 52
ATTACHMENT C: CROSS-CULTURAL PRE-APPROVAL FORM 53
ATTACHMENT D: GENERAL EDUCATION COURSE PROPOSAL 54
ATTACHMENT E: CROSS-CULTURAL COURSE SYLLABUS TEMPLATE 57
ATTACHMENT F: ACCEPTANCE NOTIFICATION FOR CROSS-CULTURAL OR DISCIPLINE-BASED COURSES 61
ATTACHMENT G: CROSS-CULTURAL APPLICATION 62
ATTACHMENT H: HEALTH INFORMATION FORM FOR INTERNATIONAL TRAVEL 67
ATTACHMENT I: SAFETY TIPS FOR TRAVELERS 69
ATTACHMENT J: EMERGENCY CONTACT INFORMATION SHEET 71
ATTACHMENT K: MEDICAL AUTHORIZATION AND RELEASE 72
ATTACHMENT L: STUDY ABROAD CONTRACT 73
ATTACHMENT M: ALCOHOL AGREEMENT FOR OFF-CAMPUS PROGRAMS 76
ATTACHMENT N: LEADER PROTOCOLS FOR INTERNATIONAL TRAVEL 77
ATTACHMENT O: SUPPLEMENTAL WAIVER FOR INDEPENDENT INTERNATIONAL TRAVEL 81
ATTACHMENT P: CROSS-CULTURAL COURSE EVALUATIONS 82
ATTACHMENT Q: J-TERM PLANNING TIMELINE 84
ATTACHMENT R: MAY-TERM PLANNING TIMELINE 87

Educator’s Guide to Cross-Cultural Courses 2
INTRODUCTION

Messiah College highly values the education students receive while experiencing cultures different from their own. To this end, Messiah requires each student to complete language/cross-cultural courses during their time at Messiah. One of the most popular ways for students to satisfy 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 students will be studying.

COLLEGE-WIDE EDUCATIONAL OBJECTIVES

Messiah’s cross-cultural courses are tightly integrated into Messiah’s College-Wide Educational Objectives (CWEOs). The following excerpt from the Community of Educators Handbook highlights in bold some of the specific objectives cross-cultural courses fulfill. (The full Community of Educators Handbook can be found online at:
http://www.messiah.edu/info/20121/community_of_educators/152/community_of_educators_handbook.)

1.3 College-Wide Educational Objectives

Messiah College is dedicated to helping students blend faith with learning in service to the world. As a Christian college of the liberal and applied arts and sciences, Messiah College advocates a bold and disciplined exploration of the world and expects its students to both embrace and participate in that endeavor. At the same time, Messiah seeks to instill in its students a sense of intellectual humility, recognizing that even the most learned persons have limited insight and therefore need the insights of others.

While we realize that learning is a lifelong endeavor, Messiah College expects its graduates to have made progress toward the fulfillment of the following seven objectives (see “Objectives” below). From a practical standpoint, these seven objectives and their sub points are both interdependent and overlapping, i.e., while they may be visualized discretely and assessed independently, they are nonetheless connected to one another in numerous ways and will often be pursued in multiple program areas. While the relationships among these seven objectives might be articulated in a variety of ways, they are listed and ordered with a particular rationale in mind (see Section 1.3.2).

1.3.1 Objectives

1.3.1.1 To develop those abilities essential to liberal education.

These abilities include:

a. Thinking logically and creatively, analytically and synthetically, and abstractly and concretely;

b. Reading, observing, and listening carefully and critically;

c. Writing and speaking clearly and coherently;

http://www.messiah.edu/info/2016/im_a/1372/cross-cultural_leader/3
(Last Updated July 2015)
d. Appreciating the aesthetic dimensions of life;
e. Functioning effectively in quantitatively- and technologically-oriented cultures;
f. Accessing, evaluating, and using information effectively and ethically;
g. Pursuing the process of learning as a life-long pursuit;
h. Balancing commitment with humility.

1.3.1.2 To gain knowledge common to liberal education.
This includes:

a. Developing basic understanding of geographical, social, political, and religious realities throughout the world;
b. Learning significant aspects of the Western social, cultural, political, religious, and philosophical heritage;
c. Learning significant aspects of at least one non-Western culture;
d. Becoming aware of how people of different cultures perceive the world, interprets reality, and make meaning;
e. Learning the methods, philosophies, and basic principles of the mathematical, natural, and social sciences;
f. Learning the traditions and methods of the arts and the humanities;
g. Making connections (i.e., probing relationships, including congruencies and contradictions) between learnings acquired in a-f above.

1.3.1.3 To become biblically literate and theologically reflective.
This includes:

a. Developing knowledge of and about God as revealed in Jesus Christ;
b. Gaining knowledge of the Bible’s content and themes, including the biblical witness on service, leadership, and reconciliation;
c. Learning about historic Christian beliefs, practices, and ecclesiastical expressions, and the particular emphases of the Anabaptist, Pietist, and Wesleyan traditions;
d. Becoming familiar with contemporary theological dialogue and biblical scholarship;
e. Recognizing the influence of culture upon the Christian faith, and appreciating the insights that other cultures contribute to Christian theology and practice;
f. Acquiring the ability to articulate and evaluate one’s faith;
g. Exploring various connections between faith and learning.

1.3.1.4 To attain specialized knowledge and abilities in at least one area of study.
This includes:

a. Understanding the foundational content and philosophical assumptions of one’s specialized area of study;
b. Engaging in scholarship in one’s specialized area of study;
c. Developing proficiency in one’s specialized area of study sufficient to pursue a career and/or continue education at the graduate level;
d. Gaining an awareness of options for employment, voluntary service, and/or graduate education in one’s specialized area of study;
e. Articulating how faith connects to one’s specialized area of study and to potential career options in that area of study.

1.3.1.5 To develop an understanding of one’s identity and Christian vocation.
This includes:

a. Developing an awareness of and concern for the whole person, including physical, emotional and spiritual wellness;
b. Acquiring an appreciation for how one’s faith, community, and culture impact one’s identity and sense of meaning;
c. Developing a sense of vocation that includes but transcends career choice;
d. Gaining a realistic sense of one’s distinctiveness, including one’s interests, abilities, and limitations;
e. Discerning and reflecting on the role(s) one assumes in groups, including one’s faith community.

1.3.1.6 To develop the intellect and character necessary to express Christian commitments in responsible decisions and actions.
This includes:

a. Developing individual and corporate spiritual disciplines that nurture personal faith and compassion for others;
b. Assessing cultural values and ethical traditions in light of the biblical witness;
c. Applying the insights of Christian theology and ethics to complex social and personal issues;
d. Understanding the nature and causes of violence in the world and the means for promoting peace;
e. Recognizing the implications of living in an increasingly interdependent world;
f. Evaluating institutional policies and social/cultural practices on the basis of whether they promote peace, justice, and reconciliation;
g. Gaining an appreciation for cultural and ethnic diversity.

1.3.1.7 To become servants, leaders, and reconcilers in the world.
This includes:

a. Practicing a lifestyle based on Christian commitments;
b. Developing a sense of civic responsibility and commitment to work with others for the common good;
c. Developing the courage to act responsibly and redemptively in a complex world;
d. Practicing good stewardship of economic and natural resources;
e. Acting in ways that respect gender, cultural, and ethnic diversity;
f. Making decisions that reflect an ethic of service, a concern for justice, and a desire for reconciliation;
g. Recognizing the relevance of Christian faith to all of life.
CROSS-CULTURAL PARAMETERS
Specific cross-cultural course parameters are outlined in the Structural Parameters for Interdisciplinary Courses section of the General Education Guidelines. (The full Guidelines can be found online at http://www.messiah.edu/documents/coe/StructuralParametersforInterdisciplinaryCourses.pdf.)

Messiah’s cross-cultural course parameters are as 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 (i.e., 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 at 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-term cross cultural courses).

9. All cross-cultural study courses should be at least three weeks in length inclusive of travel time. For May Term courses, departure may not occur prior to the Friday of May Development Week.
**CROSS-CULTURAL TIMELINE**

Because cross-cultural courses require significant time to plan, prepare, and implement, most courses operate on a 21 to 24 month timeline. A general outline of this timeline with sample corresponding tasks is as follows:

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<th>Spring-Summer-Fall</th>
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<th>J-Term/May-Term</th>
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<tr>
<td>2016</td>
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<td>2018</td>
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This Guide is designed to assist educators throughout the entire cross-cultural course process. (Specific J-Term (Attachment Q, p. 80) and May-Term (Attachment R, p. 83) timelines are also available at the end of this Guide.)

All forms contained in this Guide can also be found online at:  
[http://www.messiah.edu/info/20916/im_a/1372/cross-cultural_leader/3](http://www.messiah.edu/info/20916/im_a/1372/cross-cultural_leader/3)

**CONTACT INFORMATION**

Questions about this Guide and its contents can be directed to one of the following individuals who give leadership to cross-cultural programming at Messiah College:

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

For course related issues and questions:
- Faith Minnich Kjesbo, Director of the Intercultural Office  
  FMinnich@messiah.edu, x7373, Intercultural Office, Larsen Student Union 205

For both academic and course related issues and questions, and/or for mentoring from an experienced faculty leader:
- Dr. Fabrizio Cilento, Cross-Cultural Faculty Liaison, Assistant Professor of Communication  
  fcilento@messiah.edu, x 2234, Boyer 211

For Travel health-related issues and questions:
- Betsey A Miller, MSN, CRNP  
  bamiller@messiah.edu x 7331, Engle Center
INVESTIGATION
Deciding whether to lead a cross-cultural course involves introspection into a faculty leader’s motives and desires for what they hope to have happen on a cross-cultural course. It begins with looking at who a faculty leader is and what they bring to the students and to the area they hope to study. To assist in this process, potential faculty leaders should consider the following questions:

1. What experiences and background do you have of the culture you will be leading students to (i.e., length of time spent in the culture, language skills, formal/intentional study of the culture, and personal interest in the culture)?
2. Do you have connections and/or contacts to nationals in the culture that can serve as resources for the experience?
3. What in particular is it about this culture that you want students to see or what understandings do you hope they will gain from exposure to this culture?
4. Why should Messiah College offer this experience to students at this time?
5. What might be the particular challenges (emotional/spiritual/physical) to the students who engage in this culture?

LEADERSHIP CRITERIA
As stated in the cross-cultural parameters, faculty interested in teaching and leading a cross-cultural course should satisfy that following criteria:

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 (i.e., theoretical approaches to the study of culture), and be prepared to integrate this throughout the content of the course.

Faculty leaders are expected to use their best judgment in teaching and leading their cross-cultural course participants. While faculty leaders are given reasonable latitude in the evaluation and decision making with respect to cultural norms and rituals and how students might be allowed to participate, they are expected to uphold and enforce Messiah’s Community Covenant, particularly as it relates to Messiah’s alcohol policy, which states:

DRUG FREE SCHOOLS & 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 includes having substances in your residence or vehicle. It is expected that while students are enrolled in course work (including breaks during the academic year, e.g., Christmas break, Spring Break) 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.
If you have questions concerning the alcohol policy and/or its application to certain situations, you are encouraged to contact the Office of Community Development in Eisenhower 204, (717) 796-5239.

A faculty leader reserves the right to evacuate or dismiss a student from the course based on any number of circumstances (i.e. violating alcohol policy or Community Covenant, illness, etc.). The Office of International Programs will provide counsel and support for faculty leaders who find themselves in these difficult circumstances.

**JOB DESCRIPTIONS**

Cross-cultural courses, unlike other intercultural opportunities, are intended to provide Messiah faculty instruction of students. In order to communicate expectations for faculty-led cross-cultural courses and ensure equity in workload for the faculty who participate, the Provost’s Office has requested that the Office of General Education and Common Learning develop the following tiered job descriptions. Load determinations will be made by the Provost’s Office.

**Tier 1 - Faculty**

1. Attend May and December development workshops for cross-cultural faculty
2. Participate in the International Risk Management process, if necessary
3. Develop course structure, including learning objectives, activities and assessments
4. Prepare cross-cultural proposal and submit within established deadlines
5. Typically faculty are expected to deliver most of the course content/ contact hours (45 hours).
   - However, under approved circumstances non-faculty human resources may be used for not more than half (22.5) of the course instructional time.
6. Organize and implement publicity for recruiting students for the course (e.g. produce and display posters around campus)
7. Oversee screening and selection of student participants for course
8. Serves as budget director for the cross-cultural course
9. Call and email interested students to answer questions regarding the course in a timely manner
10. Conduct ongoing communication with students who register for the course (e.g., reminding them of upcoming meetings, the need to get their passports, immunizations, etc.)
11. Function as the contact person for students and parents who have questions
12. Keep files on all the students, collecting their application materials, medical forms, etc.
13. Facilitate all communications back and forth with in-country contacts, dealing with logistical matters (e.g., home stays, etc.)
14. Plan and conduct information meetings for interested students
15. Plan and implement three travel planning and cultural preparation sessions with course students during appropriate semester prior to travel (e.g., culture learning, country specific, needed forms, journaling)
16. Plan travel logistics (e.g. select and arrange trip itinerary, travel accommodation and guest speakers)
17. Minimum of weekly debriefing during the course
18. Be a mentor to students
19. Initiate and facilitate daily decision-making while in country
20. Participate in all activities during the course
21. Maintain Active communication within country contacts during travel
22. Participate in re-entry process as facilitated by the Intercultural Office
23. Consider communicating with the Engle Center regarding details of the trip and any health and safety concerns that there may be that are specific to the trip. This will aid the nurse practitioner in a focused and travel specific travel visit, should the students choose to have their travel visit performed at the Engle Center.
Tier 2 - Course Facilitator
1. Organize and implement publicity for recruiting students for the course (e.g. produce and display posters around campus). Help to plan and conduct information meetings for interested students
2. Call and email interested students to answer questions regarding the course
3. Conduct ongoing communication with students who register for the course (e.g., reminding them of upcoming meetings, the need to get their passports, immunizations, etc.)
4. Function as the contact person for students and parents who have questions
5. Keep files on all the students, collecting their application materials, medical forms, etc.
6. Help with all communications back and forth with in-country contacts, dealing with logistical matters (e.g., home stays, etc.)
7. Help to plan and implement three sessions with course students during appropriate semester prior to travel
8. Help to plan to day-to-day matters regarding the time in country
9. Participate in daily decision-making while in country
10. Maintain active communication with in-country contacts during travel
11. Participate in all activities during the course
12. Be a mentor to students
13. Be available to take leadership of the course in the event the main faculty leader is ill, incapacitated, or unavailable

Tier 3 - Backup Leader
1. Participate in all activities during the course
2. Be a mentor to students during course, particularly opposite gender students
3. Be available to take leadership of the course in the event that the main faculty leader is ill, incapacitated or unavailable

Adjunct faculty may not serve as a Tier 1 – Faculty leader on a cross-cultural course; however in some very limited and specific circumstances adjuncts will be considered to participate as a Tier 2 or Tier 3 leader.

NON-COLLEGE PARTICIPANTS
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. 35).

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 A, p. 47);
  - Consent for Volunteer Reference and Background Checks (Attachment B, p. 48);
- Messiah College will complete the necessary background checks or will accept background checks that have been completed within the past year;
- Faculty 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.
LOCATION SELECTION
Determining where to take students on a cross-cultural course is an integral part of the investigation stage of course planning. To assist in this process, faculty leaders should consider the following questions:

1. Is there adequate security for traveling with students in this culture? Is there a high degree of threat? Are there current U.S. State Department travel warnings or alerts for this location?
2. How will travel be conducted to and through the culture? Air, boat, train, hired transport, rental vehicles, etc.?
3. What is the nature of accommodations available in the culture? University housing, guest houses, hotels, resorts, churches, camping?
4. What is the nature of food/water acquisition in the culture? Grocery stores, restaurants, fast food, street vendors? Is it safe and readily available?
5. What will the nature of their cultural immersion in terms of interaction with nationals? Ethnography, home stays, guided interaction?
6. What precautions or considerations do you need to make to ensure the safety and security of the students in the culture? Embassy contact, guides, emergency contacts, communication/cell phone?
7. What are the cultural resources you hope to expose the students to? Parks, museums, cultural sites, traditional activities, natural sites, educational/social/governmental/religious institutions?

There are a growing number of good travel guides available for most nations. Publishers such as Lonely Planet, Rough Guides, Moon Guides, Fodor’s, and the National Geographic Society (to name a few) put out travel literature and maps that are an excellent way to help faculty leaders get their minds wrapped around potential course sites.

NATURE OF COURSE
Faculty leaders should also consider the following questions to help determine the nature of the course they are hoping to design and lead:

1. Will this be a discipline-based or non-discipline-based cross-cultural course? (Discipline-based courses involve departmental and curriculum committee approval.)
2. Will it be an Honors course? (Honors courses involve the Honors Program.)
3. How will you encourage group interaction? What within the culture requires group cohesiveness in order to relate in the culture? Travel together policies, small groups, group presentations, devotionals, group responsibilities toward the culture?
4. How will you encourage cultural interaction? What within the culture helps facilitate this? Social events, holidays, worship, sports, service projects?
5. How will you educate and what will you educate your students about the culture? What sorts of resources can you get within the culture? Guest lecturers, readings, brochures, travel guides, educational/social/governmental institutions?

CROSS-CULTURAL INTERNAL GRANT
As part of the investigation phase of cross-cultural course planning, it is recommended that faculty leaders apply for an internal Cross-Cultural Grant through the Office of Faculty Development. Proposals for internal grants are submitted in the beginning of April to the Director of Faculty Development and are evaluated by the Scholarship and Development Committee.
This grant is designed primarily to assist faculty in undertaking feasibility studies and curriculum development of new cross-cultural courses. A secondary purpose is to support the revision and refinement of existing cross-cultural courses. Grant money may be used for the purchase of resource materials, as well as in conducting site visits and interviews with potential resource persons or host families.

Applications must include:

- A cover page (including the applicant’s name, the category of grant requested, a one-sentence description of the proposed project, the total dollar amount requested, and a list of internal grants received by the applicant in the past three years);
- An overview of personal experience, research or academic interests in the country/culture under consideration;
- A rationale for why the College should consider offering opportunities to students in this particular setting at this time;
- A tentative syllabus;
- A timetable;
- A budget elaborating how grant money will be spent.

Applications will be reviewed and selected in close consultation with the Director of International Programs and the Cross-Cultural Faculty Liaison.

Criteria used in selection include:

1. Quality of the grant proposal, including overall organization, clarity, and thoroughness.
2. Degree to which the proposal broadens international and cross-cultural course offerings at the College.
3. Demonstrated interest or expertise in the country as evidenced by academic and scholarly work, or prior exposure to, and immersion in the culture.
4. Degree to which the content or structure of repeat courses require new preparation and information gathering on the part of the faculty member.
5. Successful completion of previously awarded internal grant projects.

More information can be found in the Internal Grants Booklet, available from the Office of Faculty Development, x3000, Boyer Hall 101B.

**GENERAL AREAS OF RESPONSIBILITY**

When it comes to the implementation, facilitation and oversight of cross-cultural course programming at Messiah College, the following outlines the general areas of responsibility:

**Cross-Cultural Faculty Leader**

- Prepares cross-cultural proposal.
- Develops course syllabus.
- Selects and arranges trip itinerary, travel accommodations and guest speakers.
- Oversees screening and selection of student participants for their trip.
- Serves as budget director for the cross-cultural course.
- Coordinates travel logistics and academic input during the trip.

**General Education Committee**

- Approves parameters for cross-cultural courses.
- Approves curriculum proposals submitted by faculty.
- Gives oversight to course structure and content including objectives, readings, assignments, length, homestays, service opportunities, and exams.
• Coordinates staffing issues in conjunction with department chairs and the Dean of Curriculum.
• Takes action regarding course substitutions.
• Gives oversight to directed study of cross-cultural study courses.
• Coordinates in-service and development activities for cross-cultural faculty leaders in conjunction with the Director of the Intercultural Office.

**Intercultural Office**
• Coordinates larger institutional plan for international programming, including issues of geographic distribution.
• Helps establish institutional policies for College-related international travel.
• Coordinates budget process for cross-cultural courses. The Director of the Intercultural Office serves as budget supervisor for all cross-cultural course budgets.
• Offers support for such trip preparations as passport photos and the passport application process.
• Coordinates, with Purchasing and ITS, the distribution of College VISA and international cell phones for cross-cultural faculty leaders.
• Coordinates purchase of international travel insurance for all groups.
• Coordinates emergency response team while groups are traveling abroad.
• Coordinates emergency contact information through Terra Dotta (the online database system used by the Intercultural Office).
• Monitors and assess safety in coordination with the International Risk Management Committee.

**OPPORTUNITIES FOR FACULTY INTERACTION**
Each September, the Intercultural Office and General Education offer a Prospective Faculty Leader Information Session to educators interested in leading a cross-cultural course. This is an opportunity for educators to interact with the offices responsible for overseeing cross-cultural courses.

Each October, the Intercultural Office and General Education plan a Cross-Cultural Faculty Dinner for interested, current and previous faculty leaders. This is a wonderful time for cross-cultural faculty to come together to share about their experiences and offers faculty leaders an opportunity to share about their experiences teaching and leading students around the world.

Current dates, times and locations for these two events can be found at the following website:

[http://www.messiah.edu/info/20695/events](http://www.messiah.edu/info/20695/events)
PROPOSAL
To begin completing a proposal for a cross-cultural course, a faculty leader should be sure to become familiar with the foundational objectives and parameters outlined in the Introduction of this Manual.

CROSS-CULTURAL PRE-APPROVAL FORM
In the past, deans and department chairs expressed concerns that faculty members often applied and were approved by the General Education Committee to teach cross-cultural courses before they were involved in the proposal process. This made it difficult for department chairs to project faculty loads into the future. Therefore, an additional step was inserted into the cross-cultural proposal process. By October 1 of the year before a course will be taught, a completed Cross-Cultural Pre-Approval Form is required (see Attachment C, p. 49). This form includes the signature of both a faculty leader’s dean and department chair. Then, on November 1, the proposal for a new course is due to the Office of General Education and Common Learning (December 1 for a repeat course).

Therefore, the timeline for requesting a cross-cultural course is as follows (cross-cultural course proposals must be submitted the year prior to when the course is to be scheduled, i.e. Fall 2013 for 2015 courses):

October 1: Cross-Cultural Pre-Approval Form 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

GENERAL EDUCATION COURSE PROPOSAL FOR CROSS-CULTURAL STUDIES
Once a Cross-Cultural Pre-Approval Form has been submitted, faculty leaders are required to submit a General Education Course Proposal for Cross-Cultural Studies (see Attachment D, p. 50). This proposal asks for the following information to assist the General Education Committee in reviewing the proposed course:

1. Please provide a brief narrative statement for each cross-cultural objective, which are listed on the following page, indicating how this course will facilitate the student’s fulfillment of this objective.

2. Include a sample syllabus (or other detailed materials) sufficient to demonstrate that the course is consistent with the structural parameters stipulated for cross-cultural courses, as attached to this proposal form. Syllabi should include clear statement of all assignments and related deadlines, as well as a detailed calendar of events, clearly identifying home stay/service project.

3. 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.

4. Indicate the percentage of in-country instruction (or list of responsibilities) which will be delivered by the sponsoring faculty member(s).

5. Formulate a preliminary budget that will demonstrate that the cost to students will cover expenditures.
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 (i.e. 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 Descriptions 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. For May Term courses, departure may not occur prior to the Friday of May Development Week.

**CROSS-CULTURAL SYLLABUS TEMPLATE**
A cross-cultural syllabus template has been created to assist faculty leaders in their proposal and course design process. This template can be found as Attachment E of this Manual, found on p. 53 and can also be downloaded online at: [http://www.messiah.edu/info/20916/im_a/1372/cross-cultural_leader/2](http://www.messiah.edu/info/20916/im_a/1372/cross-cultural_leader/2).

**CROSS-CULTURAL BUDGET TEMPLATE**
Part of your cross-cultural course proposal is a preliminary budget that should reflect that the projected number of students will cover the total cost of the course. **This budget is for feasibility purposes only and is not expected to be exact.** However, faculty leaders should give their best estimate of expenses, and should be sure to include their own travel expenses in the cost to students.

Cross-cultural course budgets will be discussed at greater length later in this Guide (starting on p. 20). However, for course proposal purposes, the following pages contain the template for cross-cultural course budgets, as well as a sample budget. These can also be found online at: [http://www.messiah.edu/info/20916/im_a/1372/cross-cultural_leader/2](http://www.messiah.edu/info/20916/im_a/1372/cross-cultural_leader/2).
# 2017-2018 Proposed Expenses

**Department:** Cross-Cultural Course Name/Location  
**Director:** Faculty Leader Name, Box #

<table>
<thead>
<tr>
<th>Obj. Code #/Amount Requested</th>
<th>Description/Rationale</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>4056 Course Fees</td>
<td>Course fee revenue charged to students to balance expenses. (i.e. $3,200 x 12 students = $38,400)</td>
<td></td>
</tr>
<tr>
<td>EXPENSES 6200 Travel - Air</td>
<td>Travel expenses for airfare</td>
<td></td>
</tr>
</tbody>
</table>
| 6203 Travel - Vehicle       | Vehicle rental – Non-Messiah and mileage  
Reimbursement (i.e., cab fare or bus rental) |  |
| 6225 Travel - Train         | Travel expenses for train |  |
| 6224 Travel - Meals         | Per diem food expenditures |  |
| 6205 Travel - Lodging       | Expenses for lodging during travel |  |
| 6217 Trip Expenses          | Gratuities, tolls, parking fees, etc.  
Contingency fund (recommended $50-$100 per participant) |  |
| 6320 Supplies              | General supplies (i.e. first aid kit, pens, etc.)  
In-country cell phone |  |
| 6400 Insurance              | International Health/Accident Insurance:  
$60/participant |  |
| 6421 Honorariums            | Non-employee compensation for services.  
(i.e., guest lecturers) |  |
| 6428 Special Activity Fees  | Special outing fees (i.e., museum fees, park entrance fees, etc.) |  |
| **EXPENSES TOTAL**          | $0 |  |
| **REVENUE TOTAL**           | $0 | * |
| **BALANCE**                 | $0 |  |

* Expenses and Revenue must balance in order for a cross-cultural budget to be approved.
Sample Budget

2017-2018 Proposed Expenses

Dept.: Cross-Cultural – Sample
Dept. Code: XXXX (budget number)
Director, Box #

<table>
<thead>
<tr>
<th>Obj. Code #/ Name</th>
<th>Description/Rationale</th>
<th>Amount Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4056</td>
<td>$2,870 per student x 12</td>
<td>$34,440</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>EXPENSES</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6200</td>
<td>*Round trip airfare estimate = $1,600 per participant x 12 students</td>
<td>$19,200</td>
</tr>
<tr>
<td>Travel</td>
<td>Round trip airfare per 1 faculty leader</td>
<td>$1,600</td>
</tr>
<tr>
<td></td>
<td>Destination airport tax = $20 x 13</td>
<td>$260</td>
</tr>
<tr>
<td></td>
<td>Bus travel within Destination = $85 x 13</td>
<td>$1,110</td>
</tr>
<tr>
<td></td>
<td>Destination VISA = $40 x 13</td>
<td>$520</td>
</tr>
<tr>
<td>6216</td>
<td>Room and Board = $15/day x 16 overnights x 13 participants</td>
<td>$3,120</td>
</tr>
<tr>
<td>Hospitality</td>
<td>London Hotel overnight on return = $60 per participant x 13</td>
<td>$780</td>
</tr>
<tr>
<td></td>
<td>Lodging, food and sightseeing = $50 x 13</td>
<td>$650</td>
</tr>
<tr>
<td></td>
<td>Accommodations overnight on return = $250 per participant x 13</td>
<td>$3,250</td>
</tr>
<tr>
<td>6320</td>
<td>Predeparture group meeting supplies</td>
<td>-</td>
</tr>
<tr>
<td>Supplies</td>
<td>International Accident/Health Insurance $50 per participant x 13</td>
<td>$650</td>
</tr>
<tr>
<td>6400</td>
<td>Guest Speakers</td>
<td>-</td>
</tr>
<tr>
<td>Insurance</td>
<td>In-Country Tour Guides</td>
<td>-</td>
</tr>
<tr>
<td>6421</td>
<td>Game Park Safari $150 x 13</td>
<td>$1,950</td>
</tr>
<tr>
<td>Honorariums</td>
<td>Miscellaneous $100 x 13</td>
<td>$1,300</td>
</tr>
<tr>
<td>6428</td>
<td>Special Activity Fees</td>
<td>-</td>
</tr>
</tbody>
</table>

**EXPENSES TOTAL** | **$34,390**

**REVENUE TOTAL** | **$34,440**

**BALANCE** | **$50**

* Expenses and Revenue must balance in order for a cross-cultural budget to be approved.
PREPARATION

BUDGET GUIDELINES
Once a cross-cultural course is officially approved by the General Education Committee, one of the first tasks presented to faculty leaders is to create an official budget. The preliminary budget submitted with the General Course Proposal is the basis for this budget. However, the official budget submission and management should take into account the following guidelines:

- Once approved, each trip is **assigned a budget number** by the Business Office. Faculty leaders will be made aware of their budget number by the Intercultural Office.

- Faculty leaders **function as budget directors for their particular trips**. (The Director of the Intercultural Office serves as budget supervisor for all cross-cultural course budgets.) As such, they create, manage and are accountable for their own budgets within established policies. Faculty leaders can access their budget in Messiah’s Banner Self-Service 24 hours a day.

- The **proposed budget should contain the following budget account codes**:
  
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4056</td>
<td>Course Fees</td>
</tr>
<tr>
<td>6200</td>
<td>Travel – Airfare</td>
</tr>
<tr>
<td>6203</td>
<td>Travel - Vehicle</td>
</tr>
<tr>
<td>6205</td>
<td>Travel – Lodging</td>
</tr>
<tr>
<td>6225</td>
<td>Travel – Train</td>
</tr>
<tr>
<td>6224</td>
<td>Travel – Meals</td>
</tr>
<tr>
<td>6217</td>
<td>Trip Expenses</td>
</tr>
<tr>
<td>6320</td>
<td>Supplies</td>
</tr>
<tr>
<td>6421</td>
<td>Honorariums</td>
</tr>
<tr>
<td>6400</td>
<td>Insurance</td>
</tr>
<tr>
<td>6428</td>
<td>Special Activity Fees</td>
</tr>
</tbody>
</table>

- It is understood that budgeting done 18 months ahead in an international environment is subject to some change. **The budgets should be net $0 or break even.**

- **Faculty leader salaries** for delivering cross-cultural courses are paid from second semester tuition and should therefore not be included in the course budget. However, faculty expenses for traveling off-campus are to be built into the cross-cultural course budget travel expenses to be covered by student course fees.

- **International insurance premiums** are required to be built into cross-cultural budgets. Faculty should plan on $40 per person (faculty included) for the 2017-2018 academic year.

- **Official course advertisement begins on February 1st** of the academic year prior to when the cross-cultural course will be offered, although informal conversations with students may take place before that time. During the official recruitment period, student applications and deposits are received.

- When a student is accepted into the course, the faculty member should attach the **Acceptance Notification for Cross-Cultural or Discipline-Based Courses** (see Attachment F, p. 57), which outlines the deposit and refund policy for all cross-cultural or discipline-based courses.
 Upon acceptance to a cross-cultural course, a **$200 non-refundable deposit** is required at the Business Office counter to secure a student’s spot on the course.

Cross-cultural course fees will be **included as part of regular spring semester billing and will be assessed to the student’s Messiah account**.

Following is the refund policy for cross-cultural courses:

- The initial $200 deposit is non-refundable.
- Because payments on a student’s behalf are typically made months in advance to travel agencies, airline companies, and assorted accommodations, many payments are non-refundable. **Therefore, if a student withdraws from participation in the trip for any reason or are removed from participation by the College after September 15th, they will be billed for any non-recoverable or non-transferable expenses incurred on the student’s behalf.** The exact amount of recovered monies can generally not be established until the trip has been completed.

- The faculty leader should send e-mail notification of a student withdrawal (including student name and ID#) to the Bursar in the Business Office and to the Director of the Intercultural Office to work with them to determine what charges made on the student's behalf are recoverable or transferable.

By mid-October, the Intercultural Office will confirm with faculty leaders the **final per student course fee to be charged**. This will be posted on a student’s second semester bill issued by the Business Office. An average course fee is $3,200 per student (with a broad range of $850 to $5,000 depending on course location). A course fee above $5,000 may make it difficult for faculty leaders to recruit students able to afford the course.

The College will also issue Visa purchasing cards (“p-card”) to faculty leaders. Credit card transactions typically enjoy a more favorable exchange rate than other forms of currency exchange. In addition, the Visa card can be authorized for emergency cash withdrawals during the trip. Cash limits will be established on a case-by-case basis, depending on the needs of particular travel locations. Inclusive dates for the cash withdrawal option are the actual dates of travel. Credit card cash advances are required to have the same receipt documentation as other Visa card charges. Any change is required to be re-deposited back into the cross-cultural course budget upon returning home from the course. A Visa Cardholder Manual can be found online at: [http://www.messiah.edu/info/20916/im_a/1372/cross-cultural_leader/33](http://www.messiah.edu/info/20916/im_a/1372/cross-cultural_leader/33) to assist faculty leaders in their monthly Visa allocation and reconciliation process. The following considerations should also be made:

- **Test ATM PIN** prior to course departure.
- **Take envelope to collect receipts during course.**
- **Review and allocate monthly any Visa transactions online.**
- **Card issues.** Lost and Stolen cards should be reported first to M&T (1.800.443.8671, inside US; 716.635.4152, outside US) immediately and also Daisy Anderson (P-Card Administrator) at x2211 or pcard@messiah.edu or the Dispatch Office at x6005 after hours.

**Determine in-country payment methods.** Which method of payment will work best in the country you are visiting? Options include:

- Cash
- Visa card
- Traveler’s checks
- Wire payments
- Combination
• At times, faculty will need to **electronically wire funds** to an international program partner to pay for a portion of their course expenses. Faculty requesting an international wire fund transfer should complete an **Electronic Funds Transfer Request Form** and submit it to the Director of International Programs for approval at least one week prior to the payment deadline. (All budget forms can also be found on the Business Office channel on MCSquare.)

• **Cash advances from the Business Office** are processed in the same manner as all other routine requests made by authorized College personnel using a **Cash Advance Request Form**. (Note that a 48-hour lead-time is needed for cash requests over $2,000.) All cash advances (whether through the Business Office or through your College Visa card) are required to be reconciled with the Business Office within 15 days of returning from the course. Please use the **Cross-Cultural Cash Advance Reconciliation Form** to reconcile your cash advance expenses. (All budget forms can also be found on the Business Office channel on MCSquare.)

**LOGISTICS**
Arranging logistics for cross-cultural courses is a time-consuming, but very important, part of the planning process. Each faculty leader has the flexibility to choose how to coordinate logistics for their course. Some faculty leaders make all arrangements themselves, while others work with third party providers.

**Departure Notice for Summer and May-Term Courses**
*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.*

**Air Travel**
Faculty leaders are encouraged to make flight arrangements as soon as their course roster is finalized. The College recommends that faculty leaders use **Travel Time Travel Agency** when making international travel arrangements, as the College has a long-standing relationship with this agency, often resulting in discounts. The contact information for Travel Time is as follows:

- **Groups:**
  - Cheryl Tobin, Groups Agent
    Travel Time Travel Agency, 1044 New Holland Ave, Lancaster PA 17601
    800-343-9594 or 717-299-6600 X 508
    cheryl@trvltime.com

- **Individual or groups less than 9:**
  - Jess Patterson, Corporate Agent
    Travel Time Travel Agency, 1044 New Holland Ave, Lancaster PA 17601
    717-945-5020
    jess@trvltime.com

  - Jill Till, Corporate Agent
    Travel Time Travel Agency, 1044 New Holland Ave, Lancaster PA 17601
    717-945-5023
    jill@trvltime.com.

Faculty leaders are strongly encouraged to use a travel agency when booking group flights, as they can be invaluable partners should issues arise during travel.
U.S. Ground Transportation
Groups requiring transportation from Messiah’s main campus to East Coast airports are encouraged to contact Elite Coach for van or bus rentals, which include drivers:

Denise Keith, Salesperson
Elite Coach, 1685 West Main Street, Ephrata, PA 11522
(717) 733-7710 or (800) 722-6206
Fax: (717) 733-7133
Denise@elitecoach.com or www.elitecoach.com

In-Country Ground Transportation
It is left to the discretion of the faculty leader to determine what forms of in-country transportation would best suit their course. Many faculty leaders contact with in-country bus companies to hire buses and drivers for the duration of their course. Whenever possible, faculty leaders are required to only contract with reputable companies who use vetted and insured drivers.

It is important to help students understand the transportation norms and cautions of the country(ies) in which you travel. Many students have little to no experience with public transportation (city buses and subways), taxis, and commercial regional transportation. It is the cross-cultural leader’s responsibility to provide some guidance and instruction to using these services. Please take into account the safety of our students as you consider best practice for the nations in which you take Messiah College students. The best practice in countries with heavy linguistic or logistical challenges may be that students not use these modes of transportation independently from the class.

Independent Student Travel
Occasionally students will request that they be allowed to travel independently within the country. Cross-cultural leaders need to carefully consider the nation’s transportation infrastructure, the student’s language abilities, and modes of communication between the leader and the student. When independent travel is approved or required by the faculty member, a travel plan should be submitted to and reviewed by the leader so that potential concerns can be addressed.

Often students will ask to meet the class in the country at the beginning of the travel course, or to stay on for independent travel afterwards. Cross-cultural leaders should know that students are the responsibility of Messiah College for the duration of the course and that allowing such travel more often than not produces logistical and financial reporting difficulties for the leader. It is up to the faculty leader’s discretion whether to allow independent student travel before or after their course. Students who are approved for independent travel are required to complete a Supplemental Waiver for Independent International Travel (see Attachment O, p. 77) and submit it to the leader prior to course departure. The faculty leader is then required to submit a copy to the Intercultural Office prior to departure.

Accommodations
Faculty leaders are also able to determine what accommodations will best suit their course. Many leaders partner with in-country universities that offer student housing in campus dormitories. Other leaders purchase blocks of hotel rooms or stay at hostels that can accommodate their numbers. Faculty leaders are encouraged to use their College Visa cards, if possible, when reserving or paying for housing.

Meals
As with accommodations, options for providing meals during a cross-cultural course can vary greatly and may include:

- On-campus dining halls (when partnering with in-country universities);
- Restaurants;
- Stipends to allow students to purchase their own food;
- Host families (stipend to family for food purchases);
- Food courts;
- Street vendors;
- On-site catering.

**Local Attractions**
Faculty leaders are also encouraged to include local cultural attractions in their course planning. These may include:

- Museums;
- Historic sites;
- Cultural sites;
- Landmarks.

Local tour guides can add great depth of knowledge and insight into local attractions. Faculty leaders are encouraged to use national tour guides whenever possible.

**RECRUITMENT**
Official student recruitment advertising begins on February 1st for the following academic year (i.e., February 1, 2017 for 2018 courses). New courses should wait to begin advertising until they have been officially approved.

The Intercultural Office manages the cross-cultural course website. Faculty leaders are encouraged to submit information (such as their syllabus, information sheet, or PowerPoint presentation) to the Intercultural Office ([Intercultural@messiah.edu](mailto:Intercultural@messiah.edu)). This information is used to assist leaders in recruitment.

Faculty leaders of new courses are also encouraged to make in-class presentations regarding their course to encourage interest.

**Application Process**
Courses, cross-cultural applications are completed and submitted electronically through Messiah’s online Terra Dotta information management system. To apply for a cross-cultural course, students are asked to complete the following steps:

1. Go to [intercultural.messiah.edu](http://intercultural.messiah.edu) to view course offerings.
2. Select “Apply Now” on the course to which they are interested in applying.
3. Complete the necessary questionnaires online, including:
   - Cross-Cultural Application (see p. 58)
   - Authorization for Release of Information (see p. 60)
   - Study Abroad Contract (see p. 69)
   - Two References
     - **Faculty Reference** (see p. 61) – One reference must be from a student’s advisor or a faculty member who has had them in class;
     - **Professional Reference** (see p. 62) – One reference must be from either a Student Affairs professional, such as a Resident Director, sports coach, the Director of Residence Life, the Assistant Dean of Students, or the Dean of Students, or a work-study supervisor, Messiah music director or pastor who
knows the student well. (NOTE: A Resident Assistant is not acceptable for this reference.)

4. The faculty leader may also ask a student to participate in an interview prior to acceptance on the course.

5. Faculty will then send an official Acceptance Notification (see Attachment F, p. 49) to students who are accepted onto the course. To secure their spot on this course, students are required to immediately complete the bottom portion of the Acceptance Notification and take it to the Falcon Exchange in Eisenhower Campus Center (outside Lottie Nelson Dining Hall) to place a $200 non-refundable deposit within 10 days of their initial notification of acceptance to this course.

Additional information on how to access Terra Dotta to view and review applications online will be provided to educators by the Intercultural Office, which provides support on Terra Dotta. Questions about the system can be directed to Intercultural@messiah.edu or x2131.

Applicant Selection Process
Many faculty leaders establish selection criteria for their course to help aid them in processing student applications. It is up to the faculty leader to determine what criteria they will use to select students for their course. However, as stated in the cross-cultural parameters, while courses may have a language prerequisite, they should not have any other limitations relative to student enrollment.

Course Registration
Once students have been accepted onto a cross-cultural course and have paid their deposit, they must register for the course during their assigned registration period for the spring semester when the course will be completed. It is very important that registration overrides are entered in Banner for the students registering for a cross-cultural course. These overrides will allow students access to register for the course. Without completing this step, students will be unable to register for a course.

The Registrar’s Office provides the following instructions for entering in registration overrides in Banner Self-Service:

All sections of IDCC 260 and discipline-based courses will be set up as “instructor approval required.” Students will need to be approved by you in order for them to add the section to their schedule. This happens via the override process. Specific instructions follow.

What are registration overrides?
A registration override is an entry that a professor can put on a student’s record via Banner Self-Service that will allow that particular student to register for a specific class online for which they would not normally be eligible (pre-requisites not met, class is full, seat reserved for a specific major, instructor approval required, etc.). The entry the professor puts on the student record DOES NOT REGISTER the student for the class, but gives them the permission to do so. The Student must still register for the class online. You will need the student’s ID to perform this function.

How do I enter a registration override for a student?
After you have logged into Banner Self-Service:
- Select “Faculty and Advisors” Menu
- Select “Student Information Menu”
Select “ID Selection”. Enter the student ID and Submit. NOTE: In order to use the name query at the bottom of the screen, the student MUST BE either an advisee or already registered in one of your classes.

Select “Registration Overrides”
When requested to Select a Term, select “Spring 2018” and Submit
In the drop down boxes, select which type of override you are granting (capacity, major restriction, class year restriction, permission of instructor, etc.)
Then select which class you are granting this override in the class drop down boxes. Only the classes for which you are the primary instructor will be presented in the drop down box. (NOTE: When team taught, only one faculty member (primary) has the override capability.)
You may add additional overrides for this student on this screen by repeating these steps on the second and third lines. (i.e. over capacity)
Click Submit

Important Note: You will want to keep track of how many capacity overrides you grant for your classes. Once an override has been granted, that particular student will always be able to register for your class. If student A registers for an at-capacity class because they were granted permission, then drops the class and Student B is allowed in, Student A may still come back and add the class at some time in the future.

Can I remove a registration override?
Only the Registrar’s office can remove overrides. If you have mistakenly entered an override on a student’s record, contact registr@messiah.edu.”

Because entering registration overrides can be a time-consuming step in the registration process, the Intercultural Office offers each fall to complete this registration step for faculty leaders. Leaders will receive an email from the Intercultural Office offering this service prior to registration beginning in early November.

Course Withdrawal
Cross-cultural leaders should be sure to let students know that after their initial $200 deposit has been made, it is non-refundable. They also should understand that because payments are made on their behalf well in advance to travel agencies, airline companies, and assorted accommodations, and that many of those payments are non-refundable. Therefore, if they withdraw from participation in the course for any reason or are removed from participation by the College after September 15th of that academic year, they will be billed for any non-recoverable or non-transferable expenses incurred on their behalf. They should also understand the exact amount of recovered monies can generally not be established until the trip has been completed. When they sign the Acceptance Notification that is submitted with their deposit, they sign that they have knowledge of this policy.

Education
Preparing students for a cross-cultural course prior to departure is an important step in the planning process.

Pre-Departure Orientation Sessions
Several years ago an Orientation Task Force was convened and recommended that the College develop two common orientation sessions for cross-cultural courses that might supplement sessions already being offered by individual faculty. The topics recommended at that time were: 1) Cross-Cultural Adjustment and Communication, and 2) Health and Safety in an International Environment. These two sessions have been offered each semester over the past number of years and are coordinated by the Intercultural Office.
Common sessions are particularly productive when faculty leaders send reminder notices to their group, and participate with their group in the activity. Groups usually have almost 100% participation when a faculty leader is present. A number of faculty leaders also often ask their group to stay after for 20 minutes to discuss applications of the two topics to their specific country. This also provided a chance for faculty to pass along any updated announcements or information.

Faculty leaders are also expected to provide the following sessions for their specific groups:

**Country-Specific Orientation Sessions**  (Faculty Leader Coordinates)

These are typically 2-4 sessions covering topics such as:
- Getting Acquainted
- Team Building Exercises/Establishing a Sense of Community
- Info Sessions on Logistical Details of the Trip—i.e.:
  - Reading Materials and Academic Requirements, Learning Contract, Comprehensive Trip Itinerary, Securing of Passports, How to Pack (What to bring and what not to bring), Transportation to the Airport, Local Currency System and Access to Cash, Food and Meal Expectations, Homestay Arrangements
- Brief Overview of the Country:
  - History, Culture, Religion, Economic and Political Systems
- Communicating Behavioral and Community Life Expectations
- Review of Safety Tips for Travelers (see Attachment I, p. 57)
  - Consider coordinating this session with a representative from the Engle Center so that the appropriate health and safety information can be communicated to the students.
- Initial Readings and Follow-Up Discussions

The Loft also provides opportunities for students on cross-cultural courses to get acquainted and establish a sense of community prior to traveling cross-culturally. Experiential, team-building activities are used to help students engage one another in the present so that they will be better prepared to engage and support one another in the cross-cultural setting. These relationships enhance the learning community during the course by providing a comfortable setting to share and process the events and challenges that take place as students are outside of their "comfort-zone."

If a faculty leader is interested in learning more about this opportunity or is interested in the staff of The Loft providing an experience like this for their class, please contact Wendell Witter at WWitter@messiah.edu or ext. 7096.

**Educational Resources**
The following resources (most of which are available in the Murray Library Collection) are potentially helpful tools for faculty leaders to use when discussing issues such as cultural theory, cross-cultural communication, cultural relativism, and culture shock with students:


Debriefing

It is essential to schedule and lead time for debriefing during, and if possible, after concluding your cross-cultural course. This grants students the opportunity to process their experience throughout their travel experience and can alert the leaders to issues that need prompt attention. Best practice would suggest implementing debriefing sessions at the close of daily group activities. However, debriefing can be done every two or three days if this is not possible. Potential exercises include open sharing time with the group and structured journal reflection exercises. Effective themes include the following, but not exclusively: discussion of a nation's cultural richness, cultural mistakes made by or encountered by individuals, frustrations with the host culture, worldview comparisons, time management/expectations, and national or group crises that may emerge while traveling.

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

Faculty leaders 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 for a list of current travel warnings and alerts.) When considering a high risk location, if a faculty leader still feels 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 faculty leader 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.

Clery Act Reporting. The federal Clery Act requires public reporting and timely warnings about covered crimes when the College "controls" premises even in international or domestic off-campus settings. If the College sends students to study abroad at an institution that it does not own or control, it does not have to disclose statistics for crimes that occur in those facilities. Clery Act crimes are reportable as non-campus incidents if they occur:

- In space that the institution owns or controls overseas or at a distance, which is used to support the institution’s mission and are frequently used by students;
- On an overseas study trip which includes overnight trips and either:
  - The same hotel/hostel is used on a regular basis (the institution has a long-term agreement with the hotel or housing company to utilize its space or has a practice of using the same hotel or housing company); or
  - It is a longer overnight trip and the institution makes a written agreement for use of space to house or offer programs to students.

Only crimes that occur during the time in which that hotel or housing company is used by the institution are reportable (e.g. if the institution hosts only a summer trip to France, a crime occurring in the winter at that location is not reportable). Also, only crimes in the area that is actually controlled by the institution or that are necessary to access that area are reportable. Please see Attachment T, p. 79, for detailed information on reporting a crime under the Clery Act.

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, is 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 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.

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 or x7373).
First Aid Kits. Faculty leaders are also responsible to help students or groups obtain first aid kits. Standard first aid kits can be purchased through the Engle Health Center (engle@messiah.edu) or x6035 at least one month prior to group or student departure. The Engle Center can also restock a first aid kit that you use repeatedly/annually for a small fee. 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. Faculty leaders are also required to inform all educators or students that they are responsible to obtain any necessary vaccines prior to traveling internationally.

Messiah’s Engle Health Center has a licensed travel clinic which faculty advisors can use to obtain necessary vaccines for their travel abroad groups. The Travel Consult or immunization assessment and prescription meeting with the Nurse Practitioner is $25 per person. If the participant attends an informational group meeting with an Engle Center representative prior to the appointment with the Nurse Practitioner, they receive a $5 discount. While any travel health center can be utilized for students to receive the appropriate vaccines, the Engle Center should be encouraged, since they can provide a visit with the most cohesive knowledge about where the student is going and what they will be doing and what the specific risks are relative to that individual student’s health.

Messiah College
One College Avenue, Suite 3028
Mechanicsburg, Pa  17055
engle@messiah.edu
(717)-691-6035

Other local travel clinics include:

- Passport Health - Camp Hill
  3314 Market Street
  Camp Hill, PA 17011
  Phone: 1-800-839-4007
  Fax: 412-372-4102
  http://www.passporthealthpa.com

- Holy Spirit Travel Health
  503 N. 21st Street
  Camp Hill, PA 17011
  Phone: (717) 972-4222 or (717) 972-4351
  Fax: (717) 972-4546
  http://www.hsh.org/services/travel-health-services

Faculty leaders are also encouraged to consult the Center for Disease Control (CDC) website to review country-specific information: http://wwwnc.cdc.gov/travel/default.aspx. It is also strongly recommend requiring students to review this information as well as part of their pre-departure programming.

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 - 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

**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.

**Off-Campus Sexual Assault Protocol**


Adapted from the University of Southern California’s Overseas Sexual Assault Protocol:

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 (Ellie Addleman) at 717.766.2511 x6035 or EAddlema@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 call her parents or guardians.**

- **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.

- **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.

- **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.Asp](http://globaled.us/Peacecorps/Rape-Response-Handbook.Asp)
CROSS-CULTURAL FACULTY LEADER CHECKLIST
The following steps are required to be completed by a Cross-Cultural Faculty Leader prior to course 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 (i.e., 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/ibrui/](https://travelregistration.state.gov/ibrui/)
    ▪ 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 Copies of all participant passports
  o The following will be provided to you by the Intercultural Office prior to departure:
    ▪ Leader Protocols for International Travel (see Attachment N, p. 65)
    ▪ 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.
IMPLEMENTATION

POLICIES
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 the International Student Travel Manual which can be found online at http://www.messiah.edu/documents/off-campus-programs/InternationalStudentTravelProtocolsProceduresandPolicies_May2016.pdf.

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 Student Travel 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.

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 in 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. Messiah’s International Risk Management 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 research projects 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);
5. 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).
Educator’s Guide to Cross-Cultural Courses

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.
- 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:

- The same faculty-student ratio applies.
- At least one of the individuals leading the course should be a full-time Messiah faculty member.
- The adjunct faculty member must be willing to assume roughly half the responsibilities for planning and delivering the course.
- 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-country, 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.

**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 O, p. 77) and submit it to the Program Coordinator (or faculty leader) of their international travel opportunity prior to their departure from the United States. Program Coordinators (or faculty leaders) are then required to submit a copy to the Intercultural Office (Suite 3050 or Intercultural@messiah.edu). Requests may need approval from the International Risk Management Committee.

**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.

**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 in Terra Dotta 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, 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 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.
HOMESTAY GUIDELINES
For cross-cultural courses where students participate in homestays, faculty leaders are expected to observe these general guidelines:

- Students should be placed in homes no further than 30 minutes from where the faculty leader will be staying;
- Assure students have a means of communicating with leader during home stay;
- Provide students with faculty leader’s address and in-country phone number to carry with them during homestay;
- Do not send students to a homestay where a family member is exhibiting signs of illness;
- Err on the side of health and safety, not cultural sensitivity or academics.

BUDGET TRACKING
The following should be considered when tracking a program budget during a course:

- **Receipt retention.** Collect all receipts from both cash and Visa transactions. If impossible to obtain receipt, note date, time, reason, and amount of money on the Cross-Cultural Cash Advance Reconciliation Form. For example, $10 lunch per diem for 20 students for a total of $200 on 01/01/18. (All budget forms can also be found on the Business Office channel on MCSquare.)

- **Cross-Cultural Cash Advance Reconciliation Form** – Used when reconciling cash spent from a cash advance – whether from Messiah’s Business Office Counter or a Messiah Visa card. If possible, take along an electronic (Excel) or hardcopy of the form to track expenses during the course. (All budget forms can also be found on the Business Office channel on MCSquare.)

- **Foreign Currency Exchange.** Any foreign currency remaining from a cash advance at the conclusion of a course should be converted back to US Dollars prior to returning to the US. Messiah’s Business Office is not able to accept foreign currency.

See *Attachment V: Cross-Cultural Budgeting Tips* (p. 91) for assistance with budget tracking and budgeting reconciliation and *Attachment W: P-Card Tips* (p. 93) on using your P-Card before and during your course.

VISUAL IMAGING
Many faculty leaders appoint a student photographer or videographer on their course to collect photos and videos for the entire group, creating a video montage or photo album upon return to be shared with the group. Groups with consistent internet access have also designated a group blogger to post daily updates to allow family and friends back home to share in their experience.

Students are also encouraged to submit photos from their cross-cultural experiences in the annual International Photo Contest. More information on this contest can be found by contacting the Intercultural Office at Intercultural@messiah.edu or x2131.

CRISIS MANAGEMENT
When crises arise overseas, it is imperative that the faculty leader communicate immediately and consistently with the Intercultural Office, following the protocols outlined in the Leader Protocols for International Travel (see Attachment N, p. 73). Clear and consistent communication is essential to assure students remain healthy and safe. Therefore, faculty leaders should be sure to either purchase an international cell phone in-country or obtain one from Messiah’s IT Services prior to course departure.
CONCLUSION

BUDGET RECONCILIATION
At the conclusion of a cross-cultural course, the faculty leader will complete a final financial accounting for the course budget to assure that any and all outstanding bills have been paid and to determine whether a course fee adjustment is necessary to either assess an additional fee to cover unexpected expenses or refund unused funds to students once all financial commitments for the course have been satisfied:

- If applicable, submit completed Cross-Cultural Cash Advance Reconciliation Form within 15 days of returning from the course to the Business Office, including all relevant receipts. (All budget forms can also be found on the Business Office channel on MCSquare.)

- Complete a final financial accounting of your course budget within 30 days of your return to assure that any and all outstanding bills have been paid and to determine whether a course fee adjustment is necessary to either assess an additional fee to cover unexpected expenses or refund unused funds to students once all financial commitments for the course have been satisfied.
  - Special Considerations:
    - Confirm all Visa transactions have posted to budget.
    - All course budgets must be reconciled by June 30th.

- The following parameters will guide cross-cultural course fee adjustments:
  - Budget Closure. It is the responsibility of the faculty leader to reconcile their budget within 30 days of their return. Faculty leaders should not communicate anything about a possible refund or fee increase to students until they consult with the International Programs Office.
  - Refunds. If the remaining budget revenue is greater than $50 per student, participants will receive a course fee adjustment, crediting the specified amount to their Messiah account. Faculty leaders will complete a Cross-Cultural Course Fee Adjustment Request within 30 days of course completion and submit it to the Intercultural Office (Suite 3050) for processing. (All budget forms can also be found on the Business Office channel on MCSquare.)
  - Fee Increases. If budget expenses exceed collected revenue for a course, participants may receive a course fee adjustment assessing an additional fee to their Messiah account to cover the unexpected expenses. Faculty leaders should consult with the Director of the Intercultural Office (x7373) to determine if an additional fee increase is appropriate.

See Attachment V: Cross-Cultural Budgeting Tips (p. 91) for assistance with budget tracking and budgeting reconciliation.

EVALUATION
Each cross-cultural course is evaluated online by students at the conclusion of the course. These evaluations (see Attachment P, p. 78) are totally independent of the IDEA Forms and will not be used for evaluation for term tenure and promotion purposes. Therefore, the results are returned to The General Education and Common Learning Office in Boyer 104 rather than to the Registrar’s Office. These results are reviewed by the Assistant Dean of General Education and Common Learning, the Director of the Intercultural Office, and the Cross-Cultural Faculty Liaison. Any red flags are discussed with the appropriate faculty leader.
Effective January 2014: In order to better facilitate the collection of data for cross-cultural course evaluations, the evaluations will be distributed electronically to students. The Office of General Education and Common Learning will coordinate the distribution of the evaluations with the course rosters. To ensure that students complete this important piece of assessment data, the submission of student grade will be contingent on completion of the evaluation, a status which can be tracked with the panel function of the survey software. Status of completion will be provided to faculty prior to the date on which course grades are due; a grade of incomplete should be recorded for any student with this requirement outstanding.

**Closing Remarks**
Cross-cultural courses are an integral part of Messiah College. While they are time intensive, experience has proven just how significant an impact they can have on a student’s education and personal development. On behalf of Messiah College, thank you for your tireless effort in giving our students these incredible experiences! We hope you’ll continue to consider leading cross-cultural courses for many years to come!
ATTACHMENTS

ATTACHMENT A: 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)

Name #1                      Relationship

Phone

Phone

Phone

Relationship

Phone Type □ Home □ Work □ Cell

Phone Type □ Home □ Work □ Cell

Phone Type □ Home □ Work □ Cell

Name #2

Phone

Phone

Phone

Relationship

Phone Type □ Home □ Work □ Cell

Phone Type □ Home □ Work □ Cell

Phone Type □ Home □ Work □ Cell

Physician

(Optional)

Phone

Signature ____________________________ Date ____________________________

Return to Office of Human Resources, Suite 3015 upon completion.
ATTACHMENT B: CONSENT FOR VOLUNTEER REFERENCE AND BACKGROUND CHECKS
Office of Human Resources

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
ATTACHMENT C: CROSS-CULTURAL PRE-APPROVAL FORM

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, 2015 for 2017 courses):

Faculty Leader _________________________________________________________________

(NOTE: Adjunct faculty may not been primary faculty leader on a cross-cultural course; however in some very limited and specific circumstances adjuncts will be considered to participate as a back-up 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 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, 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. Successful completion of this pre-approval form does not guarantee that the course will run as part of the faculty’s normal 24 unit load. This will be finalized as part of the curriculum loading process in January.**
ATTACHMENT D: GENERAL EDUCATION COURSE PROPOSAL
2.4 - CROSS CULTURAL STUDIES

Sponsoring Faculty Member: ________________________________

Host Country: ________________________________

Proposed as an Offering for _____ January 2017 or _____ May 2017

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

4. Please provide a brief narrative statement for each cross-cultural objective, which are listed on the following page, indicating how this course will facilitate the student’s fulfillment of this objective.

5. Include a sample syllabus (or other detailed materials) sufficient to demonstrate that the course is consistent with the structural parameters stipulated for cross cultural courses, as attached to this proposal form. Syllabi should include clear statement of all assignments and related deadlines, as well as a detailed calendar of events, clearly identifying home stay/service project.

6. 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.

4. Indicate the percentage of in-country instruction (or list of responsibilities) which will be delivered by the sponsoring faculty member(s).

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

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 (i.e. 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 Descriptions 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. For May Term courses, departure may not occur prior to the Friday of May Development Week.
ATTACHMENT E: CROSS-CULTURAL COURSE SYLLABUS TEMPLATE

IDSC 260: Cross-Cultural Studies
INSERT COURSE NAME
INSERT FACULTY NAMES
DATES

COURSE DESCRIPTION
A cross-cultural study is a field-based examination of a culture which seeks to increase the students’ appreciation for and understanding of cultural traditions other than their own. It requires three weeks of on-site study, including home-stays or ethnographic fieldwork, in addition to readings, lectures, and site visitations.

COURSE OBJECTIVES
Students will:
1. Understand the interdependence of world systems and the ways global inequality affects quality of life and life chances for people in the world.
2. Develop increased understanding of and appreciation for cultural traditions significantly different from their own and become aware of how people from different cultures perceive the world, interpret reality, and make meaning.
3. Understand the paradoxes, tensions, and contradictions as well as the consistencies and values in a society significantly different from their own.
4. Develop an appropriate sense of cultural relativism and reduce ethnocentrism.
5. Reflect on their own culture and society from the perspective of another culture.
6. Gain skill and experience living and working in a culture different from their own.

COURSE REQUIREMENTS
Required Readings

- A culture or country survey.
- Representative literature from the host culture, preferably developed by members of the host culture.
- A study of culture including culture theory, cross cultural communication, cultural relativism, and culture shock.

Discussion/Participation/Service
Students are expected to participate in all group activities including site visits, seminars, service projects, instruction sessions on the participant observation methods, and so on. Students should plan to contribute to group “processing” sessions regarding observations and readings. It is also expected that students will exhibit sensitive, helpful, and courteous behavior to all persons with whom they come in contact.

Examinations
Students will be tested on the assigned readings.

Journal
An important component of this course is journaling and personal reflection on one’s experience. Students should keep a daily journal in which they highlight key activities of the day, delineate unique
observations, and reflect upon insights gained. Students should also pay particular attention to one aspect of the local culture (i.e., family relationships, education, food, business, healthcare, festivals, children’s play) about which they will write a six to eight-page participant observation paper. Notes from observations and interview with people on the specific topic should also be offset and maintained in the journal. Journals should be typed. If concerns arise about the contents of journals, the faculty leader reserves the right to discuss that with the student and any relevant college personnel.

Field Trip Planning Exercise
Students will be exposed to various aspects of local culture (i.e. educational, religious, political, medical, social service, anthropological, familial, etc.) on various field trips to various agencies and historical sites. Each group of four students is expected to plan a field trip for the entire group. Planning involves securing information, making necessary contacts, organizing appropriate transportation and the like.

Participant Observation Paper
Each student will interact with local individuals and families in an effort to study the cultural way of life more intently. Considerable personal interaction is expected during the entire trip, as students participate in day stays and take part in the lives of local people in their homes, work places, and communities. Students will spend a minimum of fifty intimate contact hours with their local hosts in all of the setting in which the persons and families normally interact. Data from participate observation and interviewing will be recorded in journals, analyzed, and organized into a six-eight-page paper comparing the cultural similarities and diversities among the various locals.

ASSESSMENT/EVALUATION
Students’ grades will be based on the following:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% - Journal</td>
<td></td>
</tr>
<tr>
<td>25% - Participant Observer Paper</td>
<td></td>
</tr>
<tr>
<td>25% - Exam</td>
<td></td>
</tr>
<tr>
<td>25% - Participation</td>
<td></td>
</tr>
<tr>
<td>*Course Evaluation</td>
<td></td>
</tr>
</tbody>
</table>

*Students must complete an online course evaluation following their return from the course trip. Failure to submit the evaluation will result in a course grade of incomplete.

TENTATIVE SCHEDULE

FINANCIAL INFORMATION
1. The course fee for this cross-cultural course is $_____ less the $200 deposit. The balance that will be assessed to your bill is $_______. (Due to the variability of international currency, please note that final course fees will be published in the fall.)
2. Cross-cultural course fees will be included as part of regular spring semester billing and will be assessed to your Messiah account. (If you are a part-time student, you will be billed for three credit hours of tuition in addition to the course fee.)
3. Your financial aid will apply to this course. Be sure to include the cost of this course in your FAFSA application for the upcoming academic year. (Individual student or group fund-raising is not permitted.)
4. Students are also eligible for the following rebates:
   a. Student living on-campus will receive a $200 housing rebate.
   b. Students with an ultra (unlimited) meal plan will receive a $300 board rebate.
5. Following is the refund policy for cross-cultural courses:
   a. The initial $200 deposit is non-refundable.
   b. Because payments on your behalf are typically made months in advance to travel
      agencies, airline companies, and assorted accommodations, many payments are non-
      refundable. Therefore, if you withdraw from participation in the trip for any reason or
      are removed from participation by the College after September 15th, you will be billed
      for any non-recoverable or non-transferable expenses incurred on your behalf. The
      exact amount of recovered monies can generally not be established until the trip has
      been completed.

SPECIAL NOTES
1. Passports – You must have a valid passport.
2. Luggage – Typically you are limited to one piece of checked luggage and one carry on.
   Airlines have a carry-on weight in many cases begin at 15 pounds and a checked baggage
   weight limit of 50 pounds. This varies from airline. Please check with your airline for their
   baggage restrictions.
3. Shots – Be sure immunizations are up to date and that you receive any vaccines
   recommended for travel.
4. Medical Information Form – Be sure to return your Medical Information Form by
   __________________________. You will need to also submit your insurance information in
   the event you need emergency medical attention. You should carry your insurance card if
   you have one.
5. Telephones – Remind your significant others that telephones may be few and far between, so
   you won’t be calling often.
6. Medication – All medication, both over-the-counter and prescribed, should be in its properly
   labeled container.
7. Student Conduct – Messiah College Standards for Student Conduct, as outlined in the
   Community Covenant and Student Handbook, apply to cross-cultural courses. Should it
   become necessary to send a student home early because of behavioral problems, the
   additional expense will be paid by the student being expelled from the class. Students are
   also required to sign a study abroad contract which outlines expectations on behavior and
   conduct.
8. Information for Students with Disabilities who may Require Accommodation - 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 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 and sponsoring faculty member to determine whether the student's needs can be
   accommodated.
9. Alcohol Policy - Messiah College prohibits the manufacture, possession, use, or distribution
   of illegal drugs and alcohol by all students. It is expected that while students are enrolled in
   course work (including breaks during the academic year, i.e., Christmas break, Spring Break)
   they will not use alcohol or illegal drugs 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.

If you have questions concerning the alcohol policy and/or its application to certain
situations, you are encouraged to contact the Office of Community Development in
Eisenhower 204, (717) 796-5239. Violation of this policy may result in sanctions ranging
from a letter of reprimand to expulsion.

10. Insurance Policy - The current international travel assistance insurance for which students
and faculty pay when they travel abroad specifically excludes liability (i.e. refuses to pay) for
losses occurring as a result of certain ultra-hazardous activities. These activities include
motorcycle driving, scuba diving, skiing, mountain climbing, sky diving, professional or
amateur racing, and piloting an aircraft. The insurance is not intended to cover these
activities or others of the like (bungee jumping, flying in private aircraft, etc.). Faculty is not
to include such activities in course curriculum or to otherwise authorize students to
participate in them.
ATTACHMENT F: ACCEPTANCE NOTIFICATION FOR CROSS-CULTURAL OR DISCIPLINE-BASED COURSES

Congratulations on your acceptance to the _________ cross-cultural course!

To secure your spot on this course, you are required to immediately complete the bottom portion of this letter and take it to the Falcon Exchange on the second floor of Eisenhower Campus Center (outside Lottie Nelson) to place a $200 non-refundable deposit within 10 days of your initial notification of acceptance to this course.

Please carefully review the following important information:

**Academic Information**
1. This is a three (3) credit course and will count as three (3) credits of your spring semester load.
2. This course will satisfy one of your General Education cross-cultural/language requirements.
3. You will register for this course during your normal spring semester registration period.

**Financial Information**
1. The course fee for this cross-cultural course is $______ less the $200 deposit. The balance that will be assessed to your bill is $_________. (Due to the variability of international currency, please note that final course fees will be published in the fall.)
2. Cross-cultural course fees will be included as part of regular spring semester billing and will be assessed to your Messiah account. (If you are a part-time student, you will be billed for three credit hours of tuition in addition to the course fee.) Any course refunds or additional fees will be assessed upon the completion of the course.
3. Your financial aid will apply to this course. Be sure to inform the Financial Aid Office (FINAID@messiah.edu) of your total cost for this trip so that they can include the cost when determining your financial aid eligibility for the upcoming academic year. (Individual student or group fundraising is not permitted.)
4. Students are also eligible for the following rebates:
   a. **Student living on-campus** will receive a $200 housing rebate.
   b. **Students with an ultra (unlimited) meal plan** will receive a $300 board rebate.
   c. **NOTE:** Students who attend classes, or who are otherwise on campus, for both January and May terms are not eligible for the above housing and board rebates. (See College Catalog, p. 45)
5. Following is the refund policy for cross-cultural courses:
   a. The initial $200 deposit is non-refundable.
   b. Because payments on your behalf are typically made months in advance to travel agencies, airline companies, and assorted accommodations, many payments are non-refundable. Therefore, if you withdraw from participation in the trip for any reason or are removed from participation by the College after September 15th, you will be billed for any non-recoverable or non-transferable expenses incurred on your behalf. The exact amount of recovered monies can generally not be established until the trip has been completed.

Your cross-cultural faculty leader will be in touch with further course-specific information!

Any questions about the above can be directed to the Intercultural Office at x2131 or Intercultural@messiah.edu.

(Please print clearly. The Falcon Exchange will keep the original and give a copy to you.)

---

Date ____________________________________________________________

Student Name  ____________________________________________________________

Student ID #  ____________________________________________________________

Course Name  ____________________________________________________________

Faculty Leader Name ____________________________________________________________

Course Org #  ____________________________________________________________

Student Signature ____________________________________________________________
ATTACHMENT G: CROSS-CULTURAL APPLICATION
2017-2018

Full Name (as it appears on your passport):

Date of Application: Date of Birth:

Campus Mailbox #: Ext: Student ID#:

Gender: ☐ Male ☐ Female Primary Email Address:

Cross-Cultural Course Location: Is this course your first choice? ☐ Yes ☐ No

Faculty Leader(s):

Gender: ☐ Male ☐ Female

Campus and/or Local Address:

Permanent Address:

Home Phone #:

Emergency Contact:

Name: Relationship:

Address:

Phone: Cell: E-mail:

Present Class Standing: ☐ Senior ☐ Junior ☐ Sophomore ☐ First-Year Student

Major: Minor:

Advisor: Advisor Ext: Current GPA:

Interests/Hobbies/Talents:

Current ministry involvement/experience:

Reference #1 Name (Faculty): Ext:

Reference #2 Name (RD, Coach, Pastor, Supervisor, etc): Ext:

Do you have a passport? ☐ YES ☐ NO

If yes: Passport #: Country of Issue: Expiration:
If no: Please work on attaining one as soon as possible.
Please respond to the following questions in the space below or on a separate sheet of paper. If not type-written, please write legibly.

1. What is your background in foreign language study? (languages? levels? high school or college?)

2. Summarize your cross-cultural and/or international travel experience?

3. Why did you select this cross-cultural course, and what do you hope to learn from it?

4. What skills do you have which would contribute to living closely with a group of people for almost a month?

5. Describe your Christian commitment and the role you would play in enhancing the quality of Christian community life within the group.

6. Describe your present physical condition. Do you have any health needs (i.e. dietary restrictions) which require accommodation?

7. Have you ever been on academic probation? If yes, which semester(s)?

8. Have you ever been on disciplinary probation? If yes, briefly describe semester and circumstance(s).

I certify that the answers I have given are accurate and that I will comply with all terms of the Messiah College Community Covenant and the Study Abroad Contract while I am participating in this cross-cultural study course. I also understand that I will be required to attend two common orientation sessions for all cross-cultural courses, as well as a series of country-specific sessions as planned by the faculty leader.

Date: ___________________________  Student Signature: ___________________________

(please print and sign document)
AUTHORIZATION FOR RELEASE OF INFORMATION

Student Name:

I.D. Number:

Cross-Cultural:

I understand that facts relating to my disciplinary record, medical and/or psychological condition, or disability, if any, may be relevant to my suitability for participation in this cross-cultural course. By signing this authorization, I consent to the release of the following information to

, the faculty member responsible for screening and approval of students for this course:

1. I authorize the Dean of Students and/or the Department of Safety Director to release information from my disciplinary records. I understand that this information will relate to the nature and disposition of any disciplinary infractions and/or violations of law by me which may be reflected in the records of Messiah College.

2. I authorize the faculty member to include my name in a list of prospective class members to be forwarded to the Director of Counseling and Health Services. I understand that if the Director of Counseling and Health Services determines that a medical and/or psychological concern may exist which could seriously affect my fitness to participate in the course, he/she will notify me of the concern and prior to disclosing that concern to the faculty member. I understand that I will be told what information is forwarded to the faculty member.

3. I authorize the faculty member to include my name in a list of prospective class members to be forwarded to the Director of Disability Services. I understand that if the Director of Disability Services determines that a disability-related concern may exist which could seriously affect my fitness to participate in the course, he/she will notify me of the concern and prior to disclosing that concern to the faculty member. I understand that I will be told what information is forwarded to the faculty member.

I understand that any information released as described in this authorization will be kept confidential by the faculty member and will be used only to assess the suitability of my participation in this cross-cultural course.

Date: ___________________________ Student Signature: ___________________________

(please print and sign document)

November 2008
Faculty Reference Form
for Cross-Cultural and Discipline-Based Courses

Name of Student Location Faculty Leader

How long have you known this student? In what capacity?

Here is a list of some attitudes/skills identified by faculty who work with cross-cultural programs. To the best of your ability, please indicate the degree to which the student possesses these traits, from excellent (5) to below average (1). Use “U” for unable to judge.

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Briefly comment on the applicant’s social, emotional and spiritual maturity.

If you were leading this trip, is the applicant the type of person you would welcome as part of your team? Please explain.

Is there additional information about this applicant that would be helpful to know as part of the selection process? Additional comments? (Place on back of recommendation.)

Name of Reference Title Date

Educator’s Guide to Cross-Cultural Courses 65
**Professional Reference Form**
for Cross-Cultural and Discipline-Based Courses

Name of Student 
Location 
Faculty Leader 

How long have you known this student? In what capacity?

Here is a list of some attitudes/skills identified by faculty who work with cross-cultural programs. To the best of your ability, please indicate the degree to which the student possesses these traits, from excellent (5) to below average (1). Use “U” for unable to judge.

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If you were leading this trip, is the applicant the type of person you would welcome as part of your team? Please explain.

Is there additional information about this applicant that would be helpful to know as part of the selection process? Additional comments? (Place on back of recommendation.)

Name of Reference 
Title 
Date 

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*Educator’s Guide to Cross-Cultural Courses*
ATTACHMENT H: HEALTH INFORMATION FORM FOR INTERNATIONAL TRAVEL

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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**Medical History**

1. Do you have any allergies? (If yes, please explain and include any ongoing treatment required while overseas.)

2. Are you taking any medications (prescription, over-the-counter)? (If yes, please explain and include your plan for continued use while overseas.)

3. Are you a vegetarian or are you on a restricted diet? (If yes, please explain.)

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.

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.

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.

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.
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)
ATTACHMENT I: SAFETY TIPS FOR TRAVELERS
Many travelers fear being attacked or mugged,…or worse.

PREVENTION
There is no technique, tip or weapon to guarantee you won't be attacked. If you have been attacked, and you are reading this, you did the right thing - whatever you did allowed you to survive. You won. The bad guys have the element of surprise on their side and even the best martial arts expert can become a target. If it happens to you, don't agonize over coulda-shoulda-woulda. You survived. You won.

Bling: Take care not to wear shiny things. In many countries, the average person doesn’t wear a watch, necklace, big purses, etc…. If you must adorn yourself, consider wearing handmade wooden or hemp items that don’t advertise your relative wealth.

The Numbers Game: When possible, do not walk alone. And get the idea of nighttime forays into the streets out of your mind. There is safety in numbers. Walking with a friend or group reduces your chance of attack significantly.

Predictability: Don’t be predictable. If you are in a location for more than 3 or 4 days, be sure to vary your goings to and from your accommodations. If bad guys get the hang of your schedule and/or walking route, then you can be vulnerable.

CHOICE OF WHERE TO WALK AND VISIT
Walk Indoors: If you are a jogger or walker for health reasons, you should do this activity indoors as most cultures view such activities as something that only the affluent have the time to do (making you a target for theft). Some sports facilities have indoor tracks.

High pedestrian traffic areas: Bad guys don't want witnesses. Being in view of a well-traveled vehicular street is good, but having people on the path with you is better.

Open Areas: Paths lined with bushes and trees are pleasant for walking, but afford many hiding places for the bad guys and places they can take you to finish their crimes out of view.

Deterrents: Strangers aren't out to attack YOU. It is nothing personal, they are just looking for a target of opportunity. Your goal, therefore, is to look like somebody who will be too much trouble to mess with. They also want to make you their victim without attracting attention from others.

Confidence: Keep your head up and striding purposefully. Look aware of your surroundings and be aware of them. Wearing headphones, using a cell phone, or carrying excessive shopping bags or other items give the impression that you are less aware. If you must read a map to find you way, stop into a restaurant or shop to discreetly consult it.

Stick: Why mess with somebody with a walking/hiking stick when there are lots of people without one? You will notice that many people are staring at the stick you are carrying. Aggressive dogs can be dispatched if needed as well.

Alarm: Bad guys don't want to attract attention. A whistle is also a good signal device.

Pepper spray: Where legal, carrying this in your hand or visibly displayed may be a deterrent. Caution, you CANNOT fly commercial airlines with pepper spray.

IF ACCOSTED
As stated above, there is no guaranteed way to prevent being chosen as a target, some bad guys just can't read the clues that you are more trouble than they bargained for. Now is your chance to prove it.
1. **If you think you are being followed:** Look back and make eye contact. Make a sudden turn, cross the street, accelerate, or go into a nearby business. If being followed by a car, reverse your direction - it will take them a much longer time to turn around and they will likely just continue on to find a different target. If you are unable to shake the follower, turn around and scream, "What do you want?" in your most indignant voice. This is likely to embarrass the innocent and frighten off a large portion of potential attackers. If this doesn't work, now you must:

2. **Scream:** Your voice is your primary weapon - remember that the last thing the bad guy wants is a fuss. Screaming ANYTHING halts the attack in many cases, or at least buys you a couple of seconds while they consider whether there might be easier prey. Over the years, experts have warned not to yell, "Help" but to yell, "Fire." I favor, "Leave me alone! Get away!" If you carry a personal alarm or whistle, use it.

3. **Run/retreat:** Put yardage between you and the perpetrator. Distance equals time, and you are giving yourself time with every footstep you put between you and him. An all-out run is what you need. Continue screaming while running. Keep screaming. Don't stop screaming until you are completely out of danger.

4. **Run toward other people:** If there are other people nearby, run to them. If there is a lighted business or home, run to it. Even if they won't let you in, you are attracting attention which will likely cause the attacker to leave the area.

5. **But what if he has a weapon?** If the bad guy displays a gun, knife, baseball bat, etc., scream and run double time. Putting distance between you gives you protection against weapons. If it is a gun, run in a zig-zag, looking for cover but mostly concentrating on gaining distance. It is very difficult for even the best marksman to hit a moving target, so become a moving target. Hitting anything over 15 meters away is very difficult. By displaying a weapon he has threatened your life, and you have to believe they mean it. You need to get out of the situation before he completes his threat. The odds are on your side more with every meter you gain.

6. **But what if he shows a weapon and wants me to get in a vehicle or go off into the bushes?** Unless they have you physically restrained, scream and run. If you are female, you have almost 100% chance of being raped and killed if you get into a vehicle. If you are male, you have almost 100% chance of being killed (and/or raped). With those odds, your odds are much better that they can't hit a moving object with a bullet, and in almost all cases they won't shoot anyway (as this will make a loud noise) - they want to scare you into the vehicle or bushes, not shoot you or he would have done that already. Remember, unless this is somebody you know, they aren't looking for you, they'll let you go and look for an easier target.

**IF YOU ARE GRABBED**

At this point, if you freeze and do nothing, and you survive, you did the right thing - don't dwell on what might have been. Freezing is a natural reaction to the unexpected, even in those trained in self-defense. HOWEVER, the odds are not in your favor in using this as a defense. If your attacker surprises you and gets you into a grip, now is the time to fight. You need to get out of his grip and be able to run. Learn grip-breaking techniques. When you can't break the grip, now you've got to inflict surprising and/or incapacitating pain on your attacker. Gouge eyes, crush or punch their windpipe, rake their shins, break their thumbs, rip their ears off (easy to do), kick or punch their groin, jam a sharp object into any available portion of their body, and with caution regarding AIDS risk - bite any part of them you can. You're in a street fight now. Fight dirty, cheat, win. Get away!

**Crash the Car:** If you have been forced into a vehicle, make every attempt to cause a traffic accident and crash the vehicle. By getting you into the vehicle, they attackers have shown they plan to seriously injure or kill you. Your chances are better in causing an accident and escaping in the confusion.

By Wendy Bumgardner, About.com and modified by Erik Lindquist (updated 09/30/08)
ATTACHMENT J: EMERGENCY CONTACT INFORMATION SHEET
International Travel

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: ____________________________________________________________________________

Date     Participant Signature
ATTACHMENT K: MEDICAL AUTHORIZATION AND RELEASE

International Travel

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: ________________________________

February 2005
ATTACHMENT L: STUDY ABROAD CONTRACT

International Travel

Name of Student: ___________________________________________ ID#__________________

Date of Birth:_____________________________________________________________________________________

Program:__________________________________________________________________________________________

The Student named above agrees as follows:

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**Health and Safety.**

- I have consulted with a medical doctor with regard to my person 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.
Standards of Conduct.

- 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. 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.

- 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, or 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.

- 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, piloting an aircraft, bungee jumping, and any other like activity normally considered to be ultra-hazardous or regarded as an “extreme sport.”

- 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.

- 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.

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 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

Educator’s Guide to Cross-Cultural Courses
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.

**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

*rev 09/11*
ATTACHMENT M: ALCOHOL AGREEMENT FOR OFF-CAMPUS PROGRAMS

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/documents/student-affairs/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    Relationship to 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.

__________________________    ________________
Signature of Parent/Legal Guardian or Next of Kin        Date

__________________________     __________________
Printed Name of Parent/Legal Guardian or Next of Kin    Relationship to Student
In case of an emergency involving participants on international programs:
  o Immediately call Messiah College 24-Hour Dispatch: 717.691.6005
    ▪ Outline nature of emergency
    ▪ Leave number where can be reached
  o Dispatch will notify Kathie Shafer, VP of Operations
  o Dispatch will notify the 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
  o 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, Director of Co-Curricular Service Learning
        Office Ext.: 7255
        Cell: 717.756.2538
    ▪ For international Sports Team issues:
      ▪ Aaron Faro, Athletics Recruitment Coordinator
        Office Ext.: 2690
    ▪ For International Business Institute issues:
      ▪ Caroline Mauer, Dean of the School of Science, Engineering and Health
        Office Ext.: 3977
    ▪ For the Collaboratory issues:
      ▪ Rodney Green, Manager of the Collaboratory
        Office Ext.: 7226
        Cell: 717.713.6550
    ▪ For cross-cultural course issues:
      ▪ Robin Lauermann, Assistant Dean of General Education and Common Learning
        Office Ext.: 2410
    ▪ For general student health issues:
      ▪ Ellie Addleman, Director of Counseling and Health Services,
        Office Ext.: 7084
      ▪ Betsey A. Miller, MSN, CRNP, Nurse Practitioner
        Office Ext.: 7331
        Cell: 717.215.7143
Protocol for Illness

- **Student Illness:**
  - 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:
        - If fever is under 100° continue to monitor for 24 hours
        - 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 International Programs Office
    - Co-leader will transport student to nearest medical facility
      - Take MEDEX Insurance card and ask for receipts for all payments
      - Submit receipts to 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 Intercultural Office regarding student health and situation status
  - **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
    - 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:**
  - 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.
  - **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 Intercultural Office regarding situation status
  - Healthy co-leader will continue to deliver the course/trip, keeping in contact with co-leader
  - If group WITHOUT co-leader:
    - Immediately initiate Emergency Protocol (see first page)
    - **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 Intercultural Office
  - If health worsens:
    - 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
    - Intercultural Office assists student contact or in-country contact in arranging accommodations, food, cash flow, etc., for group until alternate leader arrives
    - 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
- 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 International Programs (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.
  o 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.
  o 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.
  o 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.
  o 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.
  o Student belongings. Arrange to have student belongings shipped home to family.

☐ Arrange in-country care for remaining students:
  o 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.
  o 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 International Programs (who will consult appropriate on-campus administrators) to determine whether the experience should continue or be cancelled.
  o If canceled, work with International Programs to arrange flights home for students.
  o 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 O: SUPPLEMENTAL WAIVER FOR INDEPENDENT INTERNATIONAL TRAVEL
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) or 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
ATTACHMENT P: CROSS-CULTURAL COURSE EVALUATIONS

For questions 1 to 10 rate using the following scale as to whether or not you agree that the course objectives were achieved:

A=strongly agree that this objective was achieved
B=agree that this objective was achieved
C=uncertain whether or not this objective was achieved
D=disagree that this objective was achieved
E=strongly disagree that this objective was achieved

In this course I…

1. Gained skills for living and working in a culture different from my own.
2. Developed a greater interest in learning about other cultures and serving in other cultures.
3. Became better equipped to communicate with people who are ethnically, linguistically and culturally different from me.
5. Developed an increased appreciation for cultural traditions different from my own.
6. Came to see other cultural patterns as having value and significance.
7. Saw some flaws in my own culture.
8. Learned about the history, social structure, institutions and many other aspects of the culture.
9. Came to see the church in a broader, more diverse and global perspective.
10. Became less ethnocentric and more accepting of cultural differences.

The Course

For questions 11 to 14 use the following possible answers:

A=Much more than most courses
B=More than most courses
C=About average
D=Less than most courses
E=Much less than most courses

11. Amount of reading
12. Amount of work in other (non-reading assignments)
13. Difficulty of subject matter
14. Amount of time put into the course

For questions 15 to 29 use the following possible answers:

A=Strongly agree
B=Agree
C=Uncertain
D=Disagree
E=Strongly disagree
15. The course caused me to reflect on my own faith and the significance of that faith to me.
16. The course gave me a greater appreciation of the global church and other faith communities.
17. I was able to make connections between my major and the course.
18. I was able to make connections between the course and other courses outside my major.
19. The course required a greater level of self-directed learning compared to other courses.
20. I would recommend this course to my fellow students.

Other Questions

A=Strongly agree
B=Agree
C=Uncertain
D=Disagree
E=Strongly disagree

21. Student behavior during this course reflected positively on Messiah College
22. The syllabus and other materials made clear my responsibilities in the course.
23. The instructor did a good job of preparing us for the course.
24. Before completing the course, we had adequate opportunities to reflect on the experiences of this class.
25. The additional expenditures necessary for this class were worthwhile.
26. The instructor communicated clearly the expectations for the course.
27. As a result of taking this course, I have more positive feelings toward learning from and about other cultures.
28. Overall, I rate this instructor an excellent teacher.
29. Overall, I rate this course as excellent.

Additional Questions:

1. What did you like BEST about this course?

2. What suggestions would you make to IMPROVE this course?
ATTACHMENT Q: J-TERM PLANNING TIMELINE

General Timeline for J-Term Cross-Cultural Trip Planning
For Courses Delivered in the 2017-2018 Academic Year
Intercultural Office Messiah College
(All dates are approximate.)

2016

New Courses:
Sept  Training workshop for new and prospective cross-cultural leaders

Oct  Cross-Cultural Pre-Approval Form due.

Nov  Due to the Gen Ed Committee: all new trip proposals for the following academic year. As part of the approval process, materials should include tentative plans for both the proposed curriculum and budget.

Repeating Courses:
Dec  Due to Gen Ed Committee: all repeat cross-culturals for the following academic year. As part of the approval process, it is adequate to submit a copy of the previous syllabus with comments about any possible modifications and a tentative budget.

Dec  New and repeat course proposals are reviewed and approved by the Gen. Ed. Committee.

Faculty notified of proposals approved.
  • Memos of approval are sent by the Gen. Ed. Committee to faculty leaders and copied to International Programs;
  • Intercultural Office informs the Business Office of newly-approved courses;
  • Business Office assigns budget account numbers.

2017

Feb  Official student recruitment advertising begins for following academic year.
  • New programs should wait to begin advertising until they have been officially approved.
  • All courses use standardized Cross-Cultural Applications.

Feb  All cross-cultural course budget requests for the following academic year are due to Intercultural Office, in electronic form.

Faculty are notified of insurance rates for next year as part of their budget planning.

Mar - Apr  Applications and $200 non-refundable deposits are received from students for the following academic year. Students receive standardized Acceptance Notification Letters from faculty leaders as soon as admitted to course.

Mar  Cross-cultural grant applications (internal grants for course development) are distributed.

Apr  Cross-cultural grant applications are due to the Academic Office.

May  Cross-cultural grant awards are announced. For more details concerning internal grants, please contact the Academic Office.

Sept  Due to the Intercultural Office:
  • Requests for Visa purchasing cards;
• Requests for ATM/cash withdrawal authorization on Visa purchasing cards during trips, including total amount of cash withdrawals anticipated;
• Requests for international cell phones;
• Travel dates for course.

Oct

List of names of students recruited to date due to Intercultural Office.

Cross-Cultural Faculty Dinner Meeting in PDR.

Submit dollar amount of final course fee for second semester billing purposes to the Intercultural Office.

First Pre-Departure Orientation for students in J-term cross-cultural courses: Cross-Cultural Adjustment & Communication.

Nov

Course registration materials go out to students from the Registrar’s Office.

Deadline for all new cross-cultural proposals for the following academic year to be submitted to the General Education Committee. Materials should include tentative plans for both the proposed curriculum and budget.

Second semester registration for J-term and May-term courses begins. Faculty leaders submit registration overrides for their students in the Banner system. (Contact Faith Minnich Kjesbo in the Intercultural Office for assistance.)

Final roster of student names (for international insurance carrier) due to the Intercultural Office. (The Intercultural Office will send a copy of roster to Student Affairs to be sure no students are on disciplinary or academic probation and will notify the faculty leader if there are students on probation.)


Dec

International Programs will email list of student names to the Post Office so they can mark their mailboxes accordingly.

Insurance cards and course evaluation information are distributed to cross-cultural leaders to be given to students en-route.

Approximate date of requests to the Business Office for cash advances. Please take note that cash requests over $2,000 require a 48-hour notice to the Business Office.

Faculty leader to verify course roster with student roster in Banner (confirming students have indeed registered for the course prior to leaving for Christmas break).

Prior to departure, faculty leader will confirm in Terra Dotta the following information:
  • Daily program itinerary
  • In-country emergency contact information
  • In-country
  • Flight itinerary
  • Health care access (including name, address, phone numbers of in-country healthcare provider in each location where traveling
Prior to departure, faculty leader will confirm that students have completed all questionnaires, references, and material submissions in Terra Dotta including:

- Alcohol Agreement
- Study abroad Contract
- Release of Information
- F-1 Advising (when applicable)
- Passport information as well as a an uploaded copy of passport
- Medical Authorization and Release
- Health Information Certification
- Two emergency contact names and telephone numbers
- Professional reference
- Faculty reference
- Attendance at both pre-departure orientation sessions

**2018**

**Jan**

Cross-cultural courses are delivered:

- Courses are from 19-22 days long, as per Gen Ed. Committee guidelines.
- Course evaluations completed online after course concludes.

**Feb**

Due from returning leaders:

- Final revised syllabi to the Intercultural Office (electronic copy).
- Grades due to registrar within two weeks of returning from trip.

**Mar**

The following is due to Intercultural Office:

- At the conclusion of a cross-cultural course, the faculty leader will complete a final financial accounting for the course budget to assure that any and all outstanding bills have been paid and to determine whether a course fee adjustment is necessary to either assess an additional fee to cover unexpected expenses or refund unused funds to students once all financial commitments for the course have been satisfied. The following parameters will guide cross-cultural course fee adjustments:
  
  - **Budget Closure.** It is the responsibility of the faculty leader to reconcile their budget within 30 days of their return. Faculty leaders should not communicate anything about a possible refund or fee increase to students until they consult with the International Programs Office.
  
  - **Refunds.** If the remaining budget revenue is greater than $50 per student, participants will receive a course fee adjustment, crediting the specified amount to their Messiah account. Faculty leaders will complete a Cross-Cultural Course Fee Adjustment Request (available online) within 30 days of course completion and submit it to Intercultural Office (Suite 3050) for processing.
  
  - **Fee Increases.** If budget expenses exceed collected revenue for a course, participants may receive a course fee adjustment assessing an additional fee to their Messiah account to cover the unexpected expenses. Faculty leaders should consult with the Intercultural Office (x7373) to determine if an additional fee increase is appropriate.

**May 31**

Self-assessments are due to the Academic Office from Internal Grant recipients.

(Updated as of May 2016)
ATTACHMENT R: MAY-TERM PLANNING TIMELINE

General Timeline for May-Term Cross-Cultural Trip Planning  
For Courses Delivered in the 2017-2018 Academic Year  
Intercultural Office Messiah College  
(All dates are approximate.)

2016

New Courses:
Sept 1  Training workshop for new and prospective cross-cultural leaders

Oct 1  Cross-Cultural Pre-Approval Form due.

Nov 1  Due to the Gen Ed Committee, all new trip proposals for the following academic year. As part of the approval process, materials should include tentative plans for both the proposed curriculum and budget.

Repeating Courses:
Dec 1  Due to Gen Ed Committee, all repeat cross-culturals for the following academic year. As part of the approval process, it is adequate to submit a copy of the previous syllabus with comments about any possible modifications and a tentative budget.

Dec  New and repeat course proposals are reviewed and approved by the Gen. Ed. Committee.

Faculty are notified of cross-cultural courses approved.

- Memos of approval are sent by the Gen. Ed. Committee to faculty leaders and copied to Intercultural Office and the Provost’s Office.
- Provost’s Office assigns budget account numbers.

2017

Feb  Official student recruitment advertising begins for the following academic year.

- New programs should wait to begin advertising until they have been officially approved.
- All courses use standardized Cross-Cultural Applications.

All cross-cultural course budget requests for the following academic year are due to the Intercultural Office, in both electronic and hard copy forms.

Mar - Apr  Applications and $200 non-refundable deposits are received from students for the following academic year. Students receive standardized Acceptance Notification Letters from faculty leaders as soon as admitted to course.

Mar  Cross-cultural grant applications (internal grants for course development) are distributed.

Apr  Cross-cultural grant applications are due to the Academic Office.

May  Cross-cultural grant awards are announced. For more details concerning internal grants, please contact the Academic Office.

Sept  Due to International Programs:

- Requests for Visa purchasing cards.
- Requests for ATM/cash withdrawal authorization on Visa purchasing cards during trips, including total amount of cash withdrawals anticipated.
- Requests for international cell phones.
- Travel dates for course.

**Oct**
- Cross-Cultural Faculty Dinner Meeting in PDR.

**Oct**
- Submit dollar amount of final course fee for second semester billing purposes to the Intercultural Office.

**Nov**
- Second semester registration for J-term and May-term courses begins. Faculty leaders submit registration overrides for their students in the Banner system. (Contact Faith Minnich Kjesbo in the Intercultural Office for assistance.)
  
  Deadline for all new cross-cultural proposals for the following academic year to be submitted to the General Education Committee. Materials should include tentative plans for both the proposed curriculum and budget.

**2018**

**Jan**
- Last day to drop May-term courses. Coincides with last day to drop J-term classes (tied to annual academic calendar).

**Apr**
- Due to the Intercultural Office: list of all participants (for international insurance carrier). NOTE: Insurance cards will then be sent from International Programs to faculty leaders when final lists are received to distribute to students.
  
  The Intercultural Office sends a copy of course rosters to Student Affairs to be sure no students are on disciplinary or academic probation. Faculty leaders will be notified of any student issues.

  First Pre-Departure Orientation for students in May-term cross-cultural courses: Cross-Cultural Adjustment & Communication.

  Cross-cultural grant applications are due to the Academic Office.

  Second Pre-Departure Orientation for students in May-term cross-cultural courses: Health & Safety in an International Environment.

**May**

Prior to departure, faculty leader will confirm in Terra Dotta the following:

- Daily program itinerary
- In-country emergency contact information
- In-country
- Flight itinerary
- Health care access (including name, address, phone numbers of in-country healthcare provider in each location where traveling

Prior to departure, faculty leader will confirm that students have completed all questionnaires, references, and material submissions in Terra Dotta including:

- Alcohol Agreement
- Study abroad Contract
- Release of Information
- F-1 Advising (when applicable)
- Passport information as well as a an uploaded copy of passport
- Medical Authorization and Release
- Health Information Certification
- Two emergency contact names and telephone numbers
- Professional reference
- Faculty reference
- Attendance at both pre-departure orientation sessions

Approximate date of requests to the Business Office for cash advances. Please take note that cash requests over $2,000 require a 48-hour notice to the Business Office.

**May**

Cross-cultural courses are delivered.
- Courses are from 19-22 days long, as per Gen Ed. Committee guidelines.
- Each faculty member will be provided evaluations to administer to students prior to returning to the States. (Will be provided by the Intercultural Office.)

Self-assessments are due to the Academic Office from Internal Grant recipients. (May-term cross-cultural leaders may need to negotiate an adjusted due date with the Assistant Dean for Faculty Development.)

**June**

Due from returning leaders:
- Final revised syllabi to the Intercultural Office (electronic copy).
- Grades due to registrar within two weeks of returning from trip.

The following is due to the Intercultural Office:
- At the conclusion of a cross-cultural course, the faculty leader will complete a final financial accounting for the course budget to assure that any and all outstanding bills have been paid and to determine whether a course fee adjustment is necessary to either assess an additional fee to cover unexpected expenses or refund unused funds to students once all financial commitments for the course have been satisfied. The following parameters will guide cross-cultural course fee adjustments:
  - **Budget Closure.** It is the responsibility of the faculty leader to reconcile their budget within 30 days of their return. Faculty leaders should not communicate anything about a possible refund or fee increase to students until they consult with the Intercultural Office.
  - **Refunds.** If the remaining budget revenue is greater than $50 per student, participants will receive a course fee adjustment, crediting the specified amount to their Messiah account. Faculty leaders will complete a Cross-Cultural Course Fee Adjustment Request (available online) within 30 days of course completion and submit it to the Intercultural Office (Suite 3050) for processing.
  - **Fee Increases.** If budget expenses exceed collected revenue for a course, participants may receive a course fee adjustment assessing an additional fee to their Messiah account to cover the unexpected expenses. Faculty leaders should consult with the Intercultural Office (x7373) to determine if an additional fee increase is appropriate.

*Updated May 2016*
In-Country Emergency Contact Information
International Travel

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: _____________________________
ATTACHMENT T: CLERY ACT REPORTING FOR INTERNATIONAL PROGRAMS: SUMMARY, PROTOCOL, AND YOUR ROLE AS A CAMPUS SECURITY AUTHORITY UNDER THE CLERY ACT

The federal Clery Act requires public reporting and timely warnings as to covered crimes when the College "controls" premises even in international or domestic off-campus settings. If the College sends students to study abroad at an institution that it does not own or control, it does not have to disclose statistics for crimes that occur in those facilities.

The College is deemed to control premises in either of the following situations:

A. “Control” may exist in use of premises under a written agreement (including informal communication, such as a letter or email) giving exclusive use of a designated area to the College for a given period of time. This definition includes housing and classroom space. Therefore, if the College rents or leases designated space (e.g. a specific block of rooms) for our students in a hotel or student housing facility, it is in control of that space for the time period covered in the agreement. We are not responsible under Clery for programs run by third party providers unless we have a written affiliation agreement for control of specific housing and/or classroom space. The customary home stay (i.e. host family) arrangement is not covered unless a written agreement with the family gives the College some significant control over space in the family home.

B. “Control” may also be found if students use the premises frequently or repeatedly (i.e. on a regular basis). The federal Department of Education leaves it to the individual institution to define these terms. The only usable example the Department offers is of a yearly one-night class trip where students stay in the same hotel each year. In this instance, Clery reporting is said to be required.

NACUA summarizes the statutory requirements as follows:

Clery Act crimes are reportable as non-campus incidents if they occur:
- In space that the institution owns or controls overseas or at a distance, which is used to support the institution’s mission and are frequently used by students;
- On an overseas study trip which includes overnight trips and either:
  - The same hotel/hostel is used on a regular basis (the institution has a long-term agreement with the hotel or housing company to utilize its space or has a practice of using the same hotel or housing company); or
  - It is a longer overnight trip and the institution makes a written agreement for use of space to house or offer programs to students.

Only crimes that occur during the time in which that hotel or housing company is used by the institution are reportable (e.g. if the institution hosts only a summer trip to France, a crime occurring in the winter at that location is not reportable). Also, only crimes in the area that is actually controlled by the institution or that are necessary to access that area are reportable.

Messiah College Protocol

1. Messiah College will consider the “control” criteria to be satisfied only if (a) we use the same space once or more per year, or (b) if we have a written agreement with the owner of the premises which gives the College control over any specific portion of the premises (e.g. a block of rooms, a designated class meeting area, etc.). If a hotel assigns random available rooms to our students, we will not consider the College to have the requisite control. We will report Clery crimes occurring on international programs if either or both of these criteria are met.

2. Whether or not a particular location or crime is reportable under Clery in no way affects the responsibility of trip leaders and those responsible for risk management or supervision to plan prudently and to advise students of potential risks. Leaders are obligated to take reasonable steps...
to safeguard students and to warn them of dangers in the course of the off-campus experience, and are responsible to provide for the care of any student who is the victim of a crime.

3. Trip leaders are also regarded as Campus Security Authorities (CSAs) under Clery, thus are responsible to notify the Director of International Programs and the Department of Safety of any crimes of which they become aware. If trip leaders become aware of crimes having been committed in the course of an international program (regardless of whether the “control” criteria are satisfied), they are to report the incident to the Department of Safety Coordinator of Compliance for compilation and reporting. A simple online form will be developed to facilitate that task. Trip leaders are not responsible to contact police agencies or facilities at which students stay to learn whether any criminal incidents of which they are not already aware have occurred.

4. It will be the Coordinator of Compliance’s responsibility to examine the facts of any criminal incident to determine whether it is reportable under Clery. Trip leaders have no responsibility to interpret Clery regulations to decide whether or not the crime is reportable to the federal government.

5. International program trip leaders are responsible to provide the Director of the Intercultural Office with full address and contact information for any location where students will be living or studying (excluding home stays, unless the College has a written agreement for significant control over space in a family home) prior to leaving on the international program. The Director of the Intercultural Office will furnish that information to the Department of Safety Coordinator of Compliance, who will be responsible to contact local police agencies to secure crime information as to locations meeting the “control” criteria.

6. In the event that future semester-long programs are structured such that either of the Clery control criteria is satisfied, the Director of the Intercultural Office will have the same obligations under this protocol.

7. Regular training sessions for all trip leaders will be scheduled to explain their roles as CSAs and their responsibilities under the Clery Act.

June 2014

TO:  Vice Provost Dean of Students
Associate Dean of Students
Director of Residence Life
Director of Housing
Residence Directors

Athletic Director
Associate Directors of Athletics
FROM: Amanda Coffey, Vice President for Human Resources & Compliance

DATE: June 2015

RE: Your role as a Campus Security Authority under the Clery Act

This letter is to inform you that you have been identified as a Campus Security Authority to report crimes for the annual federally mandated Clery Act report. This responsibility is in addition to the requirement that you report suspected child abuse as dictated by Pennsylvania Act 31 and detailed in the enclosure entitled Compliance Responsibilities.

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 provide further information to all recognized CSA’s during the 2016-2017 academic year.

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.

**ATTACHMENT U: TERRA DOTTA FOR CROSS-CULTURAL COURSES**

**APPLICATION PROCESS OVERVIEW**

1. Student applies in Terra Dotta (TD), including recommendations;
2. Leader automatically emailed notice of student application (if you would not like to receive automatic notifications of new applications, just let us know!);
3. Leader reviews application/recommendation in TD;
4. Leader decides whether or not to interview student;
5. Leader decides to accept/deny student;
6. Leader sends student Acceptance Notification document via email;
7. Leader changes student application status in TD (or emails Intercultural Office with list of students to accept);
8. Students complete remaining requirements in TD;
9. Leader accesses TD for necessary information (i.e., passport #s, etc.) (or requests reports from Intercultural Office);
10. Prior to course departure, leaders (and any other participants, i.e., family members) “apply” for their course and complete “Travel Details” in TD.

**USING TERRA DOTTA**

NOTE: For training purposes, use “Wonderland Cross-Cultural Course (TEST)” to work through the process prior to your course going “live” in TD.

- **Accessing Terra Dotta:**
  - Go to [http://intercultural.messiah.edu/](http://intercultural.messiah.edu/)
  - Choose “Login/Register” from upper right grey navigation bar
  - Log-in using Messiah username and password
  - Enter required emergency contact information (only required first time log-in)
  - This will take you to your “Admin Home” page (which you can access at any point by clicking on the link on the upper right navigation bar)

- **Searching applications (saving searches/queries):**
Click on “Applicant Admin” link on left navigation menu
- Choose “Search”
- Enter “Applicant Name” or “Program Name” or “Program Term” and click “Search” button
- OPTION: Enter search name and click “Save Search” to save to your admin home page

**Reviewing applications/questionnaires:**
- Perform search for applicant(s) (or choose saved search/query from “Admin Home”)
- Click on student application (blue hyperlink next to student name)
- Choose the black tabs (i.e., “Overview,” “Questionnaires,” “Materials,” etc.) to look at various application components
- Click on desired questionnaire name

**Reviewing recommendations:**
- Perform search for applicant(s) (or choose saved search/query from “Admin Home”)
- Click on student application
- Click on black “Recommendations” tab
- Click on blue hyperlink of recommender’s name to review recommendation (if not completed, the recommender’s name will be grey)

**Changing student application status** - NOTE: Email the Intercultural Office (Intercultural@messiah.edu) if you would like them to change the application statuses for you
- Perform search for applicant(s) (or perform saved search/query from “Admin Home”)
- Click on student application
- Click on “Status” tab
- Change “Status” in drop down
- Click “Update” at bottom of screen

**Progress audits:**
- Click on “Admin Home” on top navigation bar
- Click desired “Saved Query” (or run application search)
- Choose “Select Phase” next to “Progress Audit”
- Choose which phase to audit (Pre-Decision or Post-Decision)
- Check off which materials/questionnaires/learning content to audit
- Choose “Next” at the bottom of the page
- View audit (can also choose to “Send Email to Marked” or “Export Options”)

**Running reports** - NOTE: You can request specific reports from the Intercultural Office by emailing Intercultural@messiah.edu and including what information items you would like included on the report (i.e., passport names, numbers, etc.)
- Click on “Admin Home” on top navigation bar
- Click desired “Saved Query” (or run new application search)
- Click “Select Option”
- Choose “Create Report”
- Check off what information items to report on
  - Can also choose to “Save Report As” or “Export as Excel”
- Choose “Results” at the bottom of the page
- View report

**Applying for programs/courses:**
- Click “Search Programs” button on your home page
ATTACHMENT V: CROSS-CULTURAL BUDGETING TIPS

NOTE: All budget forms can also be found on the Business Office channel on MCSquare.

BUDGET TRACKING

- Cash Advances. Cash advances can be taken out in two ways:
  - Falcon Exchange Cash Advance. Complete a Cash Advance Request Form (signed by the Director of International Programs) and take it to the Falcon Exchange (in Eisenhower Campus Center outside Lottie Nelson) to obtain cash. If taking out a large amount (over $2,000) please email Elliott Sternbergh to give him at least one week advance notice so he is sure to have enough cash on hand. Likewise, if you need your cash advance in specific denominations (i.e., 5s, 10s, 20s), please let Elliott know ahead of time so he can have the appropriate form of cash on hand.
  - P-Card ATM Cash Advance. Use your College Visa P-Card to take a cash advance out at an ATM while traveling internationally. See attached “P-Card Cash Access While Travelling” for more details, including PIN requirements. (NOTE: Most ATMs have additional bank fees, which will also be charged to the course budget.)

- Receipt Retention. Collect all receipts from both cash and P-Card transactions. Ideally, take a few envelopes to keep receipts organized during travel:
  - Visa Transaction Receipts. These receipts will be attached, upon return, to each transaction in IntelliLink.
  - P-Card ATM Cash Receipts. These include the ATM slip from the withdrawal and receipts showing how the cash was spent.
  - Falcon Exchange Cash Advance Receipts. Receipts showing how the cash was spent.
  - Missing Receipts. If it is impossible to obtain a receipt, note the date, time, reason, and amount of money on an Excel sheet or on the Cross-Cultural Cash Advance Reconciliation Form. (For example, $10 lunch per diem for 20 students for a total of $200 on 06/01/17.) Faculty leaders do not need to submit individual Missing Receipt Forms if they keep a list of missing receipts with the necessary information that can be
submitted upon return.

- **Cross-Cultural Cash Advance Reconciliation Form** – Used when reconciling cash spent from a cash advance – whether from Messiah’s Falcon Exchange Counter or a Messiah P-Card card ATM withdrawal. If possible, take along an electronic or hardcopy of the form to track expenses during the course.
  - If you have your own system for tracking cash expenses (i.e., Excel spreadsheet), you can submit a copy of that form instead of the official form, as long as it contains the necessary basic information (date, type of expense, amount, brief description).

- **Foreign Currency Exchange.** Any foreign currency remaining from a cash advance at the conclusion of a course should be converted back to US Dollars prior to returning to the US. Messiah’s Business Office is not able to accept foreign currency.

- **P-Card Allocations.** Because May-Term straddles two months, and many faculty leaders do not have consistent internet access while abroad, Daisy Anderson, P-Card Administrator, will allocate all May P-Card transactions on behalf of faculty leader to the appropriate account line. Upon their return, faculty leaders will need to attach receipts for their P-Card transactions, and will need to confirm they’ve been allocated to the appropriate budget line.

**BUDGET RECONCILIATION**

- If applicable, submit completed **Cross-Cultural Cash Advance Reconciliation Form** (or alternative) **by June 21st** to Stephen Beaver in the Business Office, including all relevant cash receipts (for both ATM and Falcon Exchange advances).
  - Any remaining cash should be returned to the Falcon Exchange Counter.
  - Recognizing that currency fluctuates, cash advances should reconcile within 3-5% or less of the total cash advance (i.e., within $50 of a $1,000 advance). Cash advances exceeding this amount will be handled on a case-by-case basis.

- **Complete a final financial accounting of your course budget by June 28th** to assure that any and all outstanding bills have been paid and to determine whether a course fee adjustment is necessary to either assess an additional fee to cover unexpected expenses or refund unused funds to students once all financial commitments for the course have been satisfied.
  - **Special Considerations:**
    - Confirm all P-Card transactions have posted to budget.
    - **All course budgets must be reconciled by June 30th.**

- **The following parameters guide cross-cultural course fee adjustments:**
  - **Budget Closure.** It is the responsibility of the faculty leader to reconcile their budget within 15 days of their return. Faculty leaders should not communicate anything about a possible refund or fee increase to students until they consult with the Director of International Programs.
  - **Refunds.** If the remaining budget revenue is greater than $50 per student, participants will receive a course fee adjustment, crediting the specified amount to their Messiah account. Faculty leaders will complete a **Cross-Cultural Course Fee Adjustment Request** and submit it to the Intercultural Office (Suite 3050) for processing.
  - **Fee Increases.** If budget expenses exceed collected revenue for a course, participants may receive a course fee adjustment assessing an additional fee to their Messiah account.
to cover the unexpected expenses. Faculty leaders should consult with the Director of the Intercultural Office (x7373) to determine if an additional fee increase is appropriate.

Updated 7/16/15

ATTACHMENT W: P-CARD TIPS

Cash Access While Travelling

To ensure that your card is working:
- Prior to departure, please test the PIN by making a small withdrawal from an ATM.
- The money can be used for trip related expenses, or taken directly to the business office and deposited to the cross cultural org code, and account code 6320.
- When allocating the cash transaction in IntelliLink, use the same cross cultural org code, and account code 6320. This action will balance the transaction.

To access cash from an ATM:
- The four-digit PIN that was assigned by M&T Bank is required
- The maximum dollar amount per withdrawal varies by the ATM
- The maximum number of withdrawals from an ATM in one 24 hour day (Midnight – 11:59 PM) is five

To withdrawal cash from a bank (also known as a credit card cash advance):
- A valid photo ID is required
- The maximum dollar amount per withdrawal is limited to $1,000 per transaction
- There is not a maximum number of withdrawals set by M&T, but this can vary depending on the bank
  - For example, if $5,000 cash is needed, it is possible to take five $1,000 cash advances one after the other

Things to keep in mind while travelling:
- Different countries have very different rules and accessibility to cash
- P-Card Administration recommends researching this issue prior to departure

If a large sum of cash is needed:
- Use an ATM and take the maximum allowed amount up to a total of five withdrawals per day
- Go to a bank and withdraw money in $1,000 increments up to the maximum allowed by that bank
- Please note that when withdrawing more than $9,999, in the USA, there are special rules, regulations and paperwork that must be complied with; other countries may have similar rules
- If there are co-leaders on the trip, it is best to have one leader take half of the needed money and the other leader take the other half

If the maximum number of withdrawals the bank allows has been reached before having enough cash:
- Use a combination of ATM withdrawals and bank withdrawals
- Go to a different bank to make more withdrawals
- Come back to the same bank later in the day or the next day to make additional withdrawals

International P-Card Usage - Pin and Chip Technology

International Travelers should note that our M&T VISA P-Card may not work at all locations while traveling abroad. Some countries have a technology built into their P-Cards called Pin and Chip Technology. This allows certain readers to scan the card and access a pin that is built directly into the card.
If you are attempting to swipe your card at a “kiosk” type machine and it is not accepting your payment, it could be because your issued P-Card does not have the chip and pin the reader is looking for validation from. If you can locate a person to complete the transaction, they are able to swipe your card and complete the transaction for you.

**M&T Bank Contact Numbers (Printed on the back of the P-Card)**

| Within the US | 800-443-8671 | Outside the US & Canada | 716-635-4152 |

It is also possible to call the operator and ask to be connected to M&T via a COLLECT CALL to the 716-635-4152 number if necessary. These phone numbers are listed on the back of the P-Card.

M&T can provide account information, for example, the remaining balance. Remember, M&T will ask for the first five digits of the cardholder’s “social security number” which is actually the employee ID plus an additional zero (0) at the beginning.

**Messiah College Contact Information**

P-Card Administration 717-766-2511 Ext. 2211 – Monday through Friday

Emergency Contact Information:

Daisy Anderson (Office) 717-766-2511 extension 2211 or (Cell) 717-451-4302

Please feel free to call any time of the day or night. We can assist with credit, single transaction or cash limit increases, as well as, many other issues. Changes can be applied instantly and take effect immediately.

*Please notify pcard@messiah.edu of travel itinerary at least one week prior to departure. M&T will be notified and the cardholder account will be noted. This reduces the likelihood of having charges declined while traveling.* Please contact extension 2211 or email pcard@messiah.edu with any other questions. Safe travels!

Updated 6/28/13