

**Global Field Studies
Faculty / Trip Leader Handbook**

2024-2025

Table of Contents

I.	THE OFFICE OF DIVERSITY AND INTERNATIONAL SERVICES	4
II.	GUIDELINES FOR FACULTY-LED GLOBAL FIELD STUDIES.....	5
	GLOBAL FIELD STUDIES PROCESS.....	5
	<i>Faculty-Led Global Field Studies Program Proposal.....</i>	5
	<i>Faculty Contract for UBalt GFS Programs.....</i>	6
	<i>Global Field Studies / Program Accompanying Family Member/Companion Agreement</i>	6
	<i>Statement of Responsibilities and Obligations</i>	6
	<i>Agreement and Waiver of Claims</i>	7
	<i>Global Field Studies Post-Program Report.....</i>	7
	<i>Expense Report and Reimbursement.....</i>	7
	<i>Global Field Study Evaluation</i>	7
	ACADEMIC AFFAIRS TIMELINE FOR GFS PROGRAMS.....	7
	GLOBAL FIELD STUDIES PROGRAM PROPOSAL.....	8
	<i>Proposal Review and Selection</i>	8
	ACADEMIC REQUIREMENTS.....	8
	<i>Credit/Contact Hours</i>	8
	<i>Student Learning Outcomes.....</i>	9
	PROGRAM MODELS	9
	TRIP LEADERS.....	9
	<i>Alternate Faculty Director.....</i>	10
	PARTICIPANT NUMBERS	10
III.	GLOBAL FIELD STUDIES PROGRAM BUDGETS.....	10
	<i>Travel and Living Expenses</i>	10
	PROGRAM EXPENSES.....	11
IV.	PLANNING THE GFS PROGRAM.....	12
	TRIP LEADER RESPONSIBILITIES	12
	<i>Program Design</i>	12
	<i>Recruiting.....</i>	13
	<i>Pre-Departure Planning</i>	13
	<i>While Abroad.....</i>	13
	<i>Upon Return.....</i>	14
	OFFICE OF DIVERSITY AND INTERNATIONAL SERVICES.....	14
	<i>Program Design</i>	14
	<i>School/College Administrative Staff</i>	14
	<i>Pre-Departure Planning (Office of the Provost in cooperation with the Office of DIS)</i>	14
	<i>While Abroad (Office of the Provost, Associate Deans, Campus Safety, and DIS)</i>	15
V.	APPLICATION AND ADMISSION PROCESS.....	15
	APPLICATIONS.....	15
	ADMISSION PROCESS.....	15
	REGISTRATION	15
VI.	FINANCIAL AID AND SCHOLARSHIPS FOR GLOBAL FIELD STUDIES	16
VII.	TRIP LEADER PRE-DEPARTURE RESPONSIBILITIES.....	16
	WHAT TO DISCUSS IN YOUR PRE-DEPARTURE ORIENTATION MEETING(S) WITH YOUR STUDENTS.....	16

SETTING ACADEMIC AND BEHAVIORAL EXPECTATIONS FOR THE GROUP 16

ACADEMIC AND OTHER STUDENT ACCOMMODATIONS 17

HEALTH AND SAFETY ISSUES..... 17

COMMUNITY BUILDING..... 18

PROGRAM FINANCES..... 19

Travel Authorization 19

Program Expenses..... 19

Expense Reconciliation..... 20

VIII. GUIDELINES FOR ACCOMPANYING FAMILY MEMBERS..... 20

IX. ON-SITE RESPONSIBILITIES..... 20

 SAFETY AND SECURITY ISSUES..... 21

On-Site Safety 22

Sexual Harassment and Title IX..... 22

Clery Act Crime Reporting Requirements..... 23

Transportation and Vehicle Safety..... 23

 EMERGENCIES ABROAD 23

What is an Emergency? 24

How to Prepare for Emergencies 24

On-Site Briefing for Students 25

Responding to Emergencies..... 25

Medical Emergencies..... 27

 DISCIPLINARY PROBLEMS 27

Alcohol Use 28

Sending Students Home 28

Student Code of Conduct 29

FERPA/Buckley Amendment 29

X. APPENDIXES AND FORMS..... 30

I. THE OFFICE OF DIVERSITY AND INTERNATIONAL SERVICES

The University of Baltimore believes a student's global field experience can be one of the most enriching and inspiring experiences of their life, and the Office of Diversity and International Services (DIS) is available to help you and your students on this journey. Leading a UBalt global field studies program gives students an opportunity to gain experiences in a different society in ways that cannot be done through didactic instruction alone. During a faculty-led study abroad program, faculty and accompanying support staff (trip leaders and co-leaders) will be spending much more concentrated periods of time with participating students than would normally occur back "at home." Trip leaders will be viewed upon as an adviser, mentor, and cultural liaison, among other roles. A global field study experience is expected to develop students' perspective-taking and cross-cultural competencies. Students' experiences on a UBalt faculty-led study abroad program will leave a positive and long-lasting impression.

The Office of DIS is charged with overseeing risk management guidelines and protocols of all global field studies / programs offered to our UBalt students for academic or non-academic credit. Any faculty member (all schools) who wishes to direct a program overseas that carries academic credit must work through DIS and the leadership of their school or college.

DIS manages all risk management matters pertaining to UBalt global field experiences and programs abroad. It provides guidance and support to UBalt students, faculty, and staff members who wish to participate in or lead credit-bearing programs abroad. The office also provides orientation workshops for students going abroad (in consultation with the organizing faculty), and a network of support services for our students during their abroad experience.

This handbook is for faculty / trip leaders and co-leaders who lead, accompany, and teach students traveling as part of a UBalt-approved global field study program. It is designed to provide you with general assistance as you propose, develop, and lead or support students on short-term faculty-led global field experience(s). In it, you will find information outlining the responsibilities of the (i) Trip Leaders and (ii) the Office of DIS, travel guidelines, suggestions for dealing with behavioral matters, procedures to follow in the event of an emergency, and other important topics.

Important Contact Numbers at the Office of Diversity and International Services:

- Eleftherios (Lefteris) Michael
Phone: 410.837.4758
Email: emichael@ubalt.edu
- (Secondary) Bill Schnirel
Phone: 410-837-5592
Email: wschnirel@ubalt.edu

24-Hour Emergency Contact Numbers:

For the Merrick School of Business

- (Primary) Associate Dean: Kathryn Demarest
Phone: 410.837.5207
Email: kdemarest@ubalt.edu
- (Secondary) Dean / Assistant Dean and Business Manager

For the School of Law

- (Primary) Associate Dean: Joy Gaslevic
Phone: 410.837.5540
Email: jgaslevic@ubalt.edu

- (Secondary) Dean / Assistant Dean and Business Manager

For College of Arts and Science

- (Primary) Associate Dean: Ronald Castanzo
Phone: 410.837.1927
Email: rcastanzo@ubalt.edu
- (Secondary) Dean / Assistant Dean and Business Manager

For College of Public Affairs

- (Primary) Associate Dean: Ivan Sascha Sheehan
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Email: isheehan@ubalt.edu
- (Secondary) Dean / Assistant Dean and Business Manager

Provost Office (Office of the Executive Vice President and Provost)

- (Primary) Autumn Reed
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II. GUIDELINES FOR FACULTY-LED GLOBAL FIELD STUDIES

The following guidelines apply to all UBalt faculty-led global field studies. These guidelines and procedures are designed to ensure the academic rigor and thoroughness of preparation/risk management for all faculty-led global field studies and other UBalt-sponsored travel abroad programs. All UBalt faculty-led global field study forms, guidelines, and procedures are authorized by the Office of the Provost. Faculty-led global field studies (or any other UBalt sponsored study abroad program, short or long in duration) will not have the approval of the University unless all procedures have been followed and the responsible trip leader / faculty member has been informed that the proposed program has been approved by the Office of the Provost.

Faculty-led global field studies are a group experience involving considerable travel to a location(s) away from the campus outside the United States. Such experiences may constitute the whole or part of a credit-bearing course. Whatever the case, travelling and studying abroad under the auspices of any of the four schools/colleges at UBalt is a University-sanctioned activity and requires completion of the UBalt's risk management forms and procedures as outlined in this handbook.

GLOBAL FIELD STUDIES PROCESS

Faculty-Led Global Field Studies Program Proposal

To direct a GFS program, a Global Field Study Proposal must be submitted to The University of Baltimore Office of the Provost along with supporting documentation by the following deadlines:

- Winter Break (December-January): Proposals are due to the Provost office by **September 1** for programs to run in Winterim of that academic year and must be completed by the trip leader and submitted to the college / school dean(s) for review at least one month prior to the above deadline.

- Spring Break (March-April): Proposals are due to the Provost office **by October 15** for programs to run in Spring of that academic year and must be completed by the trip leader and submitted to the college / school dean(s) for review at least one month prior to the above deadline.
- Summer Break (May-August): Proposals are due to the Provost office **by January 15** for programs to run in Summer of that academic year and must be completed by the trip leader and submitted to the college / school dean(s) for review at least a month prior to the above deadline.
- Fall Semester (September -December): Proposals are due to the Provost office **by April 15** of the previous academic year programs to run in Fall of the following academic year and must be completed by the trip leader and submitted to the college / school dean(s) for review at least a month prior to the above deadline.

Faculty Contract for UBalt GFS Programs

Contract details are initiated by the dean of each school/college, who confirms the faculty member's appointment as the instructor for the global field studies program and outlines the terms for compensation (if applicable), course load reduction (if applicable), course overload, etc. (to be approved by school's dean).

Global Field Studies / Program Accompanying Family Member/Companion Agreement

Any accompanying non-participant family member(s) or companion(s) *and* the faculty member needs to be approved by the Provost as part of the original request for GFS.

Students under the age of 18 are not permitted to participate in any faculty-led Global Field Studies program at UBalt.

Statement of Responsibilities and Obligations

This declaration has the approval of UBalt's Legal Counsel/Office of Attorney General of the State of Maryland. It is part of the application materials for UBalt students must complete and be turned in before a decision for admission to the global field studies program. No traveler (student, faculty, and staff) will be permitted to participate in the program that has not been reviewed and agreed to the declaration.

Student Accommodations

Faculty members must review the travel roster with the Office of Disability Support (at least 30 days) prior to the trip to ensure appropriate accommodations can be made.

Consult with:

Karyn Schulz

Director, Office of Disabilities and Support Services

Phone: 410.837.4141

Email: kschulz@ubalt.edu

Agreement and Waiver of Claims

This waiver and liability form have the approval of UBalt's Legal Counsel /Office of Attorney General of the State of Maryland. It is made available online to students upon admission into the program and must be reviewed and agreed to by the appointed deadline.

Global Field Studies Post-Program Report

All faculty and staff members leading a global field experience program abroad must submit a post-program report to the Provost Office no later than 30 days after the end of the program. Failure to submit a post-program report will impact the eligibility of the faculty member to participate in future GFS program.

Expense Report and Reimbursement

The trip leader and co-leader must reconcile their travel expenses within two weeks after returning from the trip.

Global Field Study Evaluation

Students will be instructed to complete an online evaluation shortly after the program concludes. Results will be shared with the trip leader(s), their co-leader(s), and college dean(s) to aid in the planning of future programs.

ACADEMIC AFFAIRS TIMELINE FOR GFS PROGRAMS

- Trip leader(s) and co-leader(s) submits the *UBalt Faculty-Led Global Field Studies Program Proposal* to the College Dean as shown in the timeline above.
- Trip leaders work with their Associate Dean and DIS staff to finalize a tentative program itinerary as part of the program proposal review process. **No GFS can be approved unless DIS has signed off.**
- The Office of the Provost communicates trip approval to the Dean, Associate Dean, and Director of DIS.
- Each school prepares marketing materials to advertise their faculty-led GFS programs.
- The Registrar sets up courses in PeopleSoft (or CRM) and registers students.
- Student application deadlines are created by the Schools / Colleges in the fall for spring break programs and in the spring for summer programs - some exceptions may apply.
- The Office of DIS and trip leaders hold a student pre-departure orientation meeting in November or earlier (for January programs); February (for spring break programs) or in April (for summer programs). All trip leaders and co-leaders are required to attend.
- Trip leaders and co-leaders reconcile expenses within two weeks of the travel return date.
- Global Field Studies Program Report is due by the trip leader(s) to the Office of Provost and deans of college/school within 30 days after the end of the program.
- Student grades are to be submitted by the end of the semester. For programs that register students in the actual course designation(s), the trip leader is responsible for submitting the grades directly through the online system. The process will be clarified with each trip leader / co-leader and the school/college (associate dean) prior to program departure.

GLOBAL FIELD STUDIES PROGRAM PROPOSAL

Faculty-led, credit-bearing programs must be administered by UBalt academic schools and colleges and with the partnership of the Office of Diversity and International Services overseeing the implementation of risk management procedures. **Any faculty member who wishes to lead a global field studies program overseas that carries academic credit (or non-academic credit) must submit a proposal and be approved by the school's dean and the Office of the Provost and adhere to the policies and procedures regarding GFS travel programs abroad.**

Academic school(s) and college(s) are responsible for reviewing and endorsing all academic components of the proposed program, including course subject matter, instructional methods, syllabus, and contact hour requirements prior to submission to the Associate Provost's Review Committee (School's Associate Dean and DIS).

Multiple proposals can be submitted by faculty members within the same department and/or college. However, consideration of program needs and assessment of student/faculty demand (when possible) will be considered when selecting programs for each cycle. School/college deans and associate deans are encouraged to consult with the Office of DIS in advance of the deadline if multiple proposals are being submitted or to discuss school or college strategies for faculty-led programming.

Depending on the aim of the faculty-led study abroad program, interdisciplinary programs are encouraged.

As part of the proposal, the faculty member must research, in consultation with the Office of DIS, whether any requirements exist to obtain any licenses, visas, or other documentation to hold the proposed program in the host country. **The Office of the Provost has the ultimate authority to approve and obtain any such requirements on behalf of the University.**

Proposal Review and Selection

All GFS proposals are reviewed by the Office of the Provost. Please review the criteria presented in the document, Faculty-Led Global Field Studies Proposal Review Considerations, for information on how proposals are reviewed and selected. Faculty members will be notified within one month of the submission deadline regarding the outcome of their proposal.

When a program is approved to run, the Office of DIS will work with you to develop your program during which time changes pertaining to risk management may be made as needed. Example risk management matters that may need discussion include (but are not limited to) program dates, program length, lodging, and cultural activities.

ACADEMIC REQUIREMENTS

Syllabi for all courses associated with a faculty-led global field studies program abroad must be submitted as part of the program proposal. Syllabi should include a timeline or tentative program schedule, learning and cultural activities, and learning outcomes.

Credit/Contact Hours

UBalt courses that include global field studies must be of comparable academic rigor to those offered on campus. According to the Maryland Higher Education Commission (MHEC), faculty-led global field studies (programs) are designated as field trip experiences. MHEC stipulates that the number of credits associated with the program should be based on the number of contact hours (minimum 37.5 contact hours per credit per MHEC regulations). Note that a contact hour is 50 minutes.

Contact hours may include classroom time, lectures, field trips/excursions, group learning activities, program specific orientation meetings, research, service-learning, community projects, volunteer time, assignments other academic activities, and cultural activities conducted prior to, during, and/or after the in-country program dates.

Student Learning Outcomes

Courses including faculty-led GFS programs must meet the student learning outcomes. The proposal should indicate how the proposed learning activities meet the course objectives.

Program proposals for countries with Level 3 or Level 4 U.S. Department of State Travel Advisories will typically not be approved and will be assessed on a case-by-case basis. Additional information may be required (See Department of State Travel Regulations and Travel Advisory accessible at <https://travel.state.gov/content/travel.html>).

PROGRAM MODELS

Faculty-led global field studies vary widely in terms of program itineraries, disciplinary focus, duration and scope. The program might be a course(s) taught almost entirely abroad with just a small number of meetings or assignments prior to departure and/or upon return. It might feature a short overseas component embedded in a larger course or course-series taught in-person on campus during the regular term or using a hybrid model with some class meetings taking place on the home campus leading to an abroad component.

Academic delivery can also take on many forms, including faculty member(s) teaching in a classroom space and/or at a non-university venue (e.g., museum, cultural locale, etc.), lectures by guest speakers and local experts.

Logistics for the program will be arranged a third-party provider contracted by the school/college, subject to all applicable State of Maryland contracting requirements and any applicable policies of UBalt and the University System of Maryland, and in coordination with the Office of DIS. The group may stay in one location for the duration of the program, possibly with day or weekend trips further afield, or travel within one or more cities or countries. Accommodation might include hotels, youth hostels, apartments, university housing, host families, or even camping sites. Some programs might include only group welcome and farewell dinners, whereas others may include most or all meals, depending on the location. While in-country, transportation options include public transportation (metro, bus, train, boats, taxis), walking, hiking, biking and/or private (vans, coaches, flights).

The courses associated with the program can range from existing UBalt course(s) with student learning outcomes and assignments adjusted to reflect and incorporate location (these could be specific courses, special topics, or travel study designations) to the development of new courses. Whichever designations are utilized, courses offered abroad must be of comparable academic rigor to those offered on campus.

TRIP LEADERS

A program will have one primary trip leader. However, if the program is associated with two or more discrete courses, a second trip leader may be considered by the Office of the Provost if (1) the proposal includes the second trip leader teaching one or more separate courses and (2) sharing equal teaching duties with the other trip leader. If the proposal is approved, but the cost of two full salaries is prohibitive to the program budget, the trip leaders may choose to split one full salary or take a reduced salary, subject to approval by the Dean of the faculty member's school/college.

If the program is associated with only one course, but there is a desire for two trip leaders, sufficient documentation and explanation must be provided in any proposal which includes a second trip leader. If approved, one full salary will be split between the two faculty / trip leaders.

Alternatively, a second faculty or staff member (co-leaders) may accompany the main trip leader in a supportive role as a faculty/staff assistant if the program budget allows. Sufficient documentation and explanation must be provided in any proposal which includes a faculty/staff assistant (co-leader). The assistant will have no teaching duties and receive no salary. Subject to the approval of the trip leader and program's associated college/school Dean, the faculty/staff assistant or co-leader may have program expenses paid.

Alternate Faculty / Trip Leader

An alternate faculty member must be identified to lead the group in the event that the primary faculty / trip leader cannot perform their designated duties for any reason. A second faculty / trip leader or assistant / co-leader may be designated as the alternate if one is included in the proposal for the program. Should it appear likely or evident that the approved trip leader will not be able to fulfill their duties as program leader, the alternate trip leader will be activated.

PARTICIPANT NUMBERS

Target minimum and maximum enrollment numbers will be determined during the program development phase in consultation with the Dean of the applicable school/college. Trip leaders are typically expected to lead a group of at least 10 graduate students and 14 undergraduate students without the addition of a co-leader, but this may vary depending on the nature of the program. Programs will typically not exceed 25 participants without sufficient justification and inclusion of at least one additional supporting faculty / staff member with full coverage of program expenses.

III. GLOBAL FIELD STUDIES PROGRAM BUDGETS

All University faculty-led global field studies programs are wholly self-supporting.

Program budgets are developed by the faculty and in conjunction with the Associate Dean along with the support of the appropriate Business Manager.

The budget is based on a minimum target enrollment number. Should the minimum target enrollment not be met, every effort will be made to run the program if financially feasible. Programs may be cancelled in the event minimum target enrollments are not met.

For programs that exceed their minimum target enrollment, any significant surplus funds generated beyond the original budget will be used to benefit the students in the form of extra activities/meals, the addition of a faculty/staff assistant, and/or a reduction of the program fee as determined by the office of your dean.

UBalt school(s)/college(s) handles the coordination of the program fees, registration, and billing with the registrar's and bursar's offices.

Travel and Living Expenses

The following travel and living expenses are paid by the program for all trip leaders and co-leaders:

- Roundtrip airfare from Baltimore/Washington/Philadelphia area to destination site. The trip leader must travel on at least (1) the outgoing leg of a designated flight that will be available to program participants or (2) group flight for all participants (depending on the travel arrangements for each program).
- Roundtrip ground transportation to and from the U.S. departure airport.
- All ground expenses related to the program overseas as included in the program budget.
- Accommodation while overseas per the program budget and/or 3rd party provider. It is understood that to minimize expenses, accommodations will be comfortable but modest.
- Meals and incidentals stipend based on the length of the program and costs in the host country consistent with the office of [Procurement guidelines and rates](#).

PROGRAM EXPENSES

Program expenses can be defined as either fixed or variable. Fixed costs do not change based on the number of participants – for example, the payments to the faculty /co-leader. Variable costs are dependent on the number of participants—for example, room and board costs, tours and museum fees. It is important to be aware of which operational costs are fixed and which are variable, because the fixed costs determine the minimum funding necessary to run the program and will thus determine the number of participants needed.

Typical program expenses may include, but are not limited to:

- Honoraria to lecturers, guides
- Classroom rental
- Ground transportation costs
- Guides at museums and sites
- Admission costs at museums and sites
- Tips to drivers, guides and for meals
- Housing for students and faculty
- Meals for students and faculty
- Trip leader(s) airfare
- Trip leader(s) participation in program activities
- Local program related cell phone costs for trip leaders
- Travel health insurance
- Any applicable taxes, licenses, or visas required by the host country.

The dean of each school/college determines the final program budget based on consultation of program details with the program provider and the trip leaders. All program budgets must be finalized with and approved by the Office of the Provost and School/College Dean. Once finalized, the budget cannot be changed except with the specific approval of the dean. Any expenses incurred by the trip leader(s) which have not received prior approval (except in case of extreme emergency and with the approval of the School/College Dean) will not be reimbursed.

Upon return, the trip leader is responsible for settling all program related travel expenses. Receipts must be submitted to the staff designated by the school/college for all expenses other than those paid for in advance as part of the group or for the authorized meals and incidentals stipend. Expenses incurred for which there are no receipts may not be reimbursed. All travel expenses and reimbursements are subject to all applicable policies, including but not limited to the Policy on University System Travel, [USM 301.0 VII-11.00](#). International travel is reimbursed at actual cost with receipts or at the applicable U.S. Department of State meal and incidental (M&IE) rate without receipts.

Please keep in mind:

Program fees and payment timelines need to be established with the divisional business partner prior to finalizing program registration. Participants must pay all fees for the program. Program deposits are submitted to the Office of the Bursar or designated staff member at the time of application. Trip leaders should not collect fees from students.

Schools/ College Business Partners

For CPA: Cindy McGowan

Phone: 410.837.6209

Email: lmcgowan@ubalt.edu

For MSB: John Burns

Phone: 410.837.5743

Email: jburns@ubalt.edu

For SL: Brian O'Connell

Phone: 410.837.5623

Email: boconnell@ubalt.edu

For CAS: John Burns

Phone: 410.837.5743

Email: jburns@ubalt.edu

IV. PLANNING THE GFS PROGRAM

Once a global field studies proposal is approved, the trip leader and the associate dean of the school must meet with a staff member in the Office of Diversity and International Services to discuss the planning and implementation of the program.

By agreeing to direct a program abroad, faculty (trip leaders) will have the opportunity to enjoy many of the benefits of overseas travel, but along with these are responsibilities that are not usually a part of regular teaching duties on campus. The following highlights the responsibilities of the trip leader of a short-term global field studies program as well as the administrative services the Office of DIS and the office of the dean/associate dean provides to support these efforts.

TRIP LEADER RESPONSIBILITIES

Program Design

- Identify appropriate course(s) and corresponding number of credits with the academic school(s)/college(s)
- Set admission criteria
- When applicable, work with counterpart at destination to coordinate joint agenda/schedule, activities, and site visits.
- When applicable, work with Office of DIS to determine host institution/provider abroad and provide contacts (if any)
- When applicable, work with the Office of the Dean, the Office of DIS, and other relevant partners to determine program excursions and field trips, including possible experiential learning opportunities. Faculty incorporating service-learning into a short-term faculty-led program may be eligible to apply for UBalt faculty grants and other Foundation awards.

- Consult with the Office of Student Support and Office of Disability Access Services regarding student accommodations, student conduct, and Title IX requirements.

Recruiting

Recruiting participants for the program is one of the primary responsibilities of the trip leaders or associate dean. A minimum number of participants (per the program budget) must be enrolled in the course for the program to run. Other peer advisers in your school/college (student returnees, alumni, or travel faculty and the dean's office) and staff in the Office of DIS are available to assist you with recruitment efforts, upon request.

- Recruit participants on-campus through in-class presentations, information sessions, and colleagues.
- Recruit participants off-campus through contacts at other institutions or organizations.
- Refer to the UBalt Office of Marketing and Creative Services for recommended methods for marketing your program.

NOTE: Due to the critical role the trip leader plays in recruitment for the program, faculty who will be absent from campus (sabbatical, extended leave, etc.) for any part of the academic year prior to the proposed program may not be eligible for approval. Please contact the office of your dean for more information prior to submitting a proposal.

Pre-Departure Planning

- Prepare students for cultural experience in host country(ies).
- Read and be familiar with the contents of the *Global Field Studies Handbook*.
- Read and be familiar with the [Student Code of Conduct](#), Sexual Harassment and Other Sexual Misconduct Policy, the Non-Discrimination Policy and Procedures- Complaints of Discrimination Against Students as well as other student policies.
- Participate in trip leader workshop (required for first time leaders/assistants) arranged by the Office of the Provost.
- Participate in pre-departure student orientation arranged by the trip leader with risk management support from the Office of Diversity and International Services.
- Make arrangements for any required accommodations prior to departure if requested by students (see Academic and Other Accommodations section below) in consultation with the Office of Disability and Access Services.
- Ensure that all necessary licenses, international student visas, or other documentation required by the host country have been approved and obtained by DIS.
- Meet with your dean/associate dean to discuss your itinerary and possible partnership and recruitment initiatives while abroad.
- Meet with the Office of Student Support / [Title IX Coordinator](#) and review your reporting responsibilities and protocols under Title IX, the Clery Act, and all applicable UBalt policies.
- Review iNext travel insurance (iNext is currently selected as a 3rd party travel and medical provider) with DIS and Assistant Provost for Financial Administration.

While Abroad

- Confirm the group's safe arrival with the Associate Dean and Office of Diversity and International Services by email or phone / Teams within the first 24 hours.
- Communicate with your Associate Dean and the Office of Diversity and International Services regarding any incidents, necessary changes to the program, etc. throughout the program.
- Accompany students and participate in all scheduled activities.
- Teach/coordinate with any overseas faculty/lecturers.
- Act as resident director overseeing the overall well-being of students/participants.
- Resolve any housing or other issues that may arise on-site.
- Supervise excursions, coordinating with on-site staff, if applicable.

- Ensure the onsite cooperating institution/organization is delivering services according to the contract (a copy is provided to the Office of Diversity and International Services). If problems arise, the trip leader should alert the dean and/or the Office of Diversity and International Services immediately so any discrepancies can be resolved in a timely manner.
- Facilitate intercultural learning and reflection.
- Report any incidents or issues in accordance with UBalt policies, included but not limited to Title IX regulations, Student Code of Conduct, Sexual Harassment and Other Sexual Misconduct Policy, the Non-Discrimination Policy and Procedures- Complaints of Discrimination Against Students.
- Report any crimes in accordance with the Clery Act (as temporary designated Campus Security Authorities for the duration of the program abroad).

Upon Return

- Complete your travel expense reconciliation within 2 weeks of the travel return date.
- Submit a written report of the program to the dean and copy the Office of Diversity and International Services within 30 days of return.

OFFICE OF DIVERSITY AND INTERNATIONAL SERVICES

Program Design

- Investigate and evaluate program location, proposed activities, security situation, service provider contract, administrative/travel requirements and licensing for host country, etc.
- Serve as resource for trip leaders and co-leaders on all issues relating to the global field studies.
- Consult on risk issues, such as student health, travel and medical insurance (for all travelers), and safety.
- Trip leader negotiates contract with third party study abroad provider and coordinate with DIS and the Office of the Provost.
- Commit to running the program, if at all financially feasible, when enrollment targets are not met and school/college) dean approves the travel.
- Trip leader(s) collect all consent forms, passports and all other risk management related documentation.
- Arrange training session for all new trip leaders and co-leader (optional for repeat trip leaders /co-leaders).

School/College Administrative Staff

- Create program webpage.
- Assist with print marketing materials to trip leaders.
- Prepare financial aid budgets for students as requested.
- Collect and evaluate online student applications based on established admission criteria if required by your School / College.
- Send out admission emails to students (trip leaders are copied on all admission emails).
- Collect medical information and accommodations requests from students and share with trip leader(s) if required by your School /College.

Pre-Departure Planning (Office of the Provost in cooperation with the Office of DIS)

- Meet with trip leaders / co-leaders to aid and prepare them for their overseas programs.

- As needed, finalize arrangements at host site regarding logistics such as lodging, meals, ground transport, etc. (often in coordination with on-site agency/organization or third-party provider and trip leader).
- Arrange mandatory pre-departure orientation session at a predetermined date, time, and location.
- Assist with arrangements for academic (e.g., note takers, recording devices, etc.) and/or other accommodations as needed prior to departure if requested by students (see Academic and Other Accommodations section below) in consultation with DAS, and the trip leader.
- Enroll students in U.S. State Department Smart Traveler Enrollment Program (STEP; registering with U.S. Embassy).
- Enroll students and trip leaders /co-leaders in Travel Insurance and Medical Insurance plan, enable offering of Trip Cancellation/Trip Interruption.
- Arrange for all program payments to provider(s).

While Abroad (Office of the Provost, Associate Deans, Campus Safety, and DIS)

- Serves as University communications contact while students and trip leader are overseas.
- Report any sexual harassment complaints in accordance with Title IX regulations and University policy.
- Report any crimes in accordance with the Clery Act (in their capacity as permanent designated Campus Security Authorities) and University policy.

V. APPLICATION AND ADMISSION PROCESS

APPLICATIONS

- There is a standard on-line application form for all faculty-led programs.
- If trip leaders wish to supplement this data or establish specific eligibility requirements (e.g., specific pre-requisites, GPA higher than 2.5, etc.) they should discuss it with their Associate Dean when developing the program. All requests must be approved by the deans, and the Provost office.
- Trip leaders may not require in-person meetings with applicants as part of the admission process unless there are extenuating circumstances.

ADMISSION PROCESS

- Applications are processed by the trip leaders.
- Applications will not be processed until all items are received. Spaces cannot be 'held' for students.
- Admission is made on a rolling basis. If a waitlist becomes necessary, students will be admitted on a first come, first serve basis.
- Complete applications will be reviewed by the trip leader.
- Should a student wish to withdraw from the program for any reason after admission, only recoverable expenses may be refunded.

REGISTRATION

- Students accepted into winterim and spring break programs will normally be registered by early to mid-November, and students accepted into summer programs will normally be registered by mid-April (dates might change each year).
- Upon registration, the student will be billed for the full balance of the program fee.
- Payment schedules and deadlines follow the University calendar for a particular term.

VI. FINANCIAL AID AND SCHOLARSHIPS FOR GLOBAL FIELD STUDIES

Federal financial aid might not apply. Contact the offices of financial aid and bursar for guidance.

Advise students who wish to apply for aid to reach out to UBalt's Office of Financial Aid.

Students may also be eligible to apply for additional scholarship funds from outside sources such as the Gilman Scholarship. For information on scholarship resources, contact the school's Associate / Assistant Deans.

VII. TRIP LEADER PRE-DEPARTURE RESPONSIBILITIES

Program orientation begins when students first see a program flyer or visit the program page and continues throughout the pre-departure process. All distributed information about the program must be clear and accurate.

WHAT TO DISCUSS IN YOUR PRE-DEPARTURE ORIENTATION MEETING(S) WITH YOUR STUDENTS

A pre-departure orientation meeting will be held in conjunction with the Office of Diversity and International Services after participants for programs have been selected. This date, time, and location will be determined in advance by the travel leader(s) and associate dean.

The trip leader in cooperation with the Office of Diversity and International Services will facilitate a 45-minute session covering logistical and administrative matters, such as billing, registration, health insurance, disability accommodations (as set forth in detail below) money, general health and safety abroad, travel documentation, travel arrangements, modes for communication, and cultural adjustment issues. Trip leaders will then facilitate break-out meetings and should be prepared to discuss program specific details with the group including the course syllabus and assignments; academic and behavioral expectations; program itinerary; packing (what to bring and what not to bring); safety, health, legal, environmental, cultural, and religious conditions in the host country; potential health and safety risks in the host country; and appropriate emergency response measures.

The trip leader in cooperation with the Office of Diversity and International Services will provide each student (and co-leaders) a global field studies orientation packet which contains general information on these issues, as well as on the host site for their program. Trip leaders should provide additional materials to DIS in advance to be included in the orientation packet.

Trip leaders should hold additional group meetings with students prior to departure. This will allow the students to get to know them and each other. It will also provide more time to discuss expectations and motivations for participating in the program. In their evaluations, students express a desire for more of these types of meetings.

SETTING ACADEMIC AND BEHAVIORAL EXPECTATIONS FOR THE GROUP

On faculty-led global field studies programs, students are required to attend all classes and all activities associated with the program itinerary. The only acceptable excuse for missing a class or an excursion is illness. Trip leaders should take attendance at all classes and excursions, and are encouraged to communicate a penalty (grade reduction) on the syllabus for any student who is late or absent from a class or required activity.

Participants are expected to serve as ambassadors of The University of Baltimore. It is often difficult for students to understand what is expected of them in this regard, so it is important for trip leaders to stress these issues in the pre-departure meeting(s) and again upon arrival. Students need to be aware that behaviors with minimal or no consequences at UBalt may have major implications on the program. Students should be reminded that they are bound by all UBalt policies, including but not limited to Title IX regulations, the Sexual Harassment and Other Sexual Misconduct Policy, the Non-Discrimination Policy and Procedures-Complaints of Discrimination Against the students, and the Student Code of Conduct while overseas and any breach of the policy may result in ramifications upon return to campus.

These topics should be presented repeatedly to students—not just at the pre-departure orientation but also after arrival in the host country. Topics include:

- ✓ appropriate dress
- ✓ local laws and customs
- ✓ local mobility (which neighborhoods in the area are safe)
- ✓ gender dynamics
- ✓ food and meal etiquette
- ✓ how to recognize signs of displeasure on the part of host country nationals
- ✓ safe behavior.

ACADEMIC AND OTHER STUDENT ACCOMMODATIONS

Students are asked to self-disclose any disability (chronic medical or psychological condition, learning disability, ADHD, an autism spectrum disorder, or a mobility, vision or hearing disability, etc.) to the Office of Disability and Support Services as early as possible after admission to their program.

Sometimes students are reluctant to disclose information formally to the trip leaders or may feel more comfortable self-reporting to their advisors. If a student approaches you to discuss special needs or accommodations related to their global field studies program, you are required to notify the Office of Disability and Support Services so you can work together to address their needs.

Arrangements for most academic accommodations (note taking services, recording devices, smart pens, extended testing time, etc.) are typically made by the trip leader just as if you were teaching a course on campus. If special circumstances unique to the global field studies program make providing these accommodations difficult, please consult with the University's Disability and Access Services (DAS) team regarding possible alternate arrangements. Accommodations pertaining to non-academic components of the program (housing, transportation, additional on-site support) will be assessed and organized by associate Deans and in consultation with DAS, the student, the trip leader, and the on-site provider /local trip coordinator (if applicable).

Remember! Information related to a student's disability is confidential and protected under FERPA. The student should be afforded the opportunity to meet with you and/or our office privately to discuss disability-related matters.

For more general information please see the [Faculty Guide for Teaching and Accommodating Students with Disabilities at UBalt](#).

HEALTH AND SAFETY ISSUES

To support a healthy and safe experience, the GFS program must budget a comprehensive health insurance and travel assistance plan to all students, as well as all trip leaders participating on UBalt administered global field studies programs. This is not an optional benefit—every participant on a UBalt administered global field studies program will be covered by a travel and medical insurance and the cost is included in the program fee. Students must purchase supplemental Trip Interruption/Trip Cancellation insurance through the same insurance provider.

Note: All participants will be automatically enrolled and will have access to an individual ID card that includes contact information for plan services.

Certain behaviors and activities cannot be condoned or implicitly supported by The University of Baltimore because they carry potential unacceptable risk both to the individual and to the University. Participants need to be alerted to the dangers of such activities during orientation and as necessary throughout the program. Because neither the University nor the trip leader can control the actions of any individual, trip leaders must ask students who intend to engage in any risky activities to sign a statement to the effect that they are doing so outside the auspices of The University of Baltimore. The signed statement thus documents that the student was informed of the potential risks of his/her behavior. Such activities include, but are not limited to:

- bungee jumping
- participating in political demonstrations
- scuba diving
- renting and operating motor vehicles of any type
- solitary travel
- other 'extreme sports'

COMMUNITY BUILDING

Seasoned trip leaders report their biggest challenges abroad are not public transportation strikes, fluctuating currencies, or language barriers, but student behavior problems. Those who have successfully traveled with students for many years, advocate discussing appropriate student conduct and behavior-related problems in the pre-departure orientation as well as upon arrival.

To begin, trip leaders should reinforce the message that a faculty-led GFS program is an academic experience and that academic responsibilities take priority over personal interests. Planting this idea helps to combat the occasional notion that global field studies is simply a travel opportunity. Also, trip leaders should refrain from referring to the experience as a "trip" and instead use the word "program," as it denotes a difference between global field studies and vacation. The concept of students as cultural ambassadors should be reinforced, emphasizing that their conduct will be seen as representative of the University as well as the State of Maryland. Students need to be reminded that while the consequences of poor behavior at UBalt reflect solely on themselves, their misconduct abroad will be attributed to the entire group. In addition, violations of the UBalt Student Code of Conduct abroad, may also have ramifications when they return to campus.

In addition, be honest with students about how their behavior reflects on the trip leader(s) to their local colleagues. Most importantly, participants need to understand that the viability of a program rests in their hands. Offensive or indifferent behavior resulting in negative evaluations by colleagues abroad could lead to the discontinuation of a program in the future.

The trip leader might consider creating a student-faculty contract, specifically tailored to their program.

It may be more important to emphasize what the students should *do*, rather than what they should *not* do. This applies to bystanders. For instance, if one student sees another student displaying inappropriate behavior, the

observer should step forward to stop it. Trip leaders should encourage this type of response, as well as the peer pressure that students with leadership skills can provide.

If trip leaders experience excessive complaining, the group could set specific times during the day when all complaining is allowed – then none is allowed throughout the rest of the day. This may seem like an extreme action, but it has been proven to work.

Trip leaders should address any concerns about alcohol misuse and abuse up front, including any legal consequences in the host country- such as open containers, driving under the influence, public intoxication, and the legal drinking age, if any. In addition to posing a health and safety risk, alcohol abuse is the primary source of behavioral problems and interpersonal conflicts between group members. By addressing this issue in advance, trip leaders not only inform students of their concerns, but also alert them to possible past problems that have had a negative effect on the program. Many trip leaders of GFS programs state that this proactive approach has been successful in reducing the number of alcohol-related problems.

To begin this discussion, it is helpful to ask students to discuss the consequences of alcohol and other drug misuse, such as the following:

- tardiness or poor attendance at classes and activities
- negative student interactions as a result of alcohol-induced “bad” behavior
- animosity/break down of community among members due to such behavior
- poor reflection of group to local community/faculty/contacts
- undue stress to trip leader /local coordinator that requires excessive attention and time.

It can be useful to brainstorm with students on their perception of alcohol use in the host culture, comparing and/or contrasting with alcohol use in the United States, then sharing knowledge of alcohol use in the host culture, comparing and/or contrasting this with the students’ perceptions. In addition, students should be reminded of the difference between alcohol use and alcohol misuse/abuse. Excessive drunkenness is not tolerated in any country, and is, in fact, considered an illness/addiction in most cultures.

Lastly, this conversation on any abusive or concerning practice should be reviewed before and after arrival on-site. Trip leaders should be alert to group dynamics and address any concerns they may perceive. Don’t make light of incidents of abuse (such as joking about hangovers). Make sure stated consequences are followed up on. Follow previously stated guidelines if students violate agreed-upon rules.

PROGRAM FINANCES

Travel Authorization

Trip leader(s) and co-leader(s) are responsible for submitting their travel authorization form for all expenses related to the program as determined by the program budget (to be reviewed by academic dean).

Program Expenses

Program expenses and trip leader /co-leader allowances, including the per diem meals and incidentals stipend, are determined by the program budget. The Policy on University System Travel, 301.0 VIII-11.00 will apply to the incurring and reimbursement of all travel expenses. International travel is reimbursed at actual cost with receipts or at the applicable U.S. Department of State meal and incidental (M&IE) rate without receipts.

Trip leaders and co-leaders cannot be compensated for any monies spent that were not previously authorized in the program budget except in case of emergency, and with approval of the trip leader's Dean.

Trip leaders and co-leaders may work with their business manager to request a travel cash advance for the following:

- meal and incidentals stipend for the trip leader /co-leader per the program budget
- ground transportation within the USA per the program budget
- any approved program expenses which cannot be paid in advance and must be paid for in cash on-site (e.g., purchasing minutes for provided cell phone).

All other program expenses which cannot be paid in advance and must be paid for on-site should be paid using a UBalt business travel credit card, if possible. These expenses include but are not limited to:

- program group meals included in the budget
- entrance fees to museums, sites etc. per the program schedule and included in the student program price
- discretionary funds for additional meals, activities, excursions, etc., per the budget.

NOTE: The primary trip leader is required to obtain and carry a UBalt business travel credit card (or Pcard) for the duration of the program in case of emergency.

Expense Reconciliation

IMPORTANT: Trip leaders /co-leaders are responsible for reconciling all program related expenses. Receipts are required for all expenses (paid in cash or using the UBalt business travel credit card) and to be coordinated with the Office of Fiscal Operations.

VIII. GUIDELINES FOR ACCOMPANYING FAMILY MEMBERS

Family members of the trip leader(s) /or co-leader(s) should **not** be accompanying, unless explicitly approved by the Provost or designee.

IX. ON-SITE RESPONSIBILITIES

The trip leader should fulfill the following duties on-site:

- Provide an initial on-site orientation to introduce students to the host site and culture (may be in conjunction with on-site program organizer).
- Contact the Office of the Provost and the Office of Diversity and International Services within 24 hours after arrival to confirm all participants are safe and accounted for.
- Notify the Office of Diversity and International Services immediately if any student leaves the program.
- Be responsible for the academic integrity of the course and coordinating class activities.
- Cooperate with other on-site faculty members or staff regarding the program objectives.
- Act as liaison between the students and any individuals or entities providing services to the program.
- Ensure the onsite cooperating institution/organization is delivering services according to the contract. If problems arise, the trip leader should alert the Dean's office and the Provost's office so any discrepancies can be resolved in a timely manner.

- Enforce the policy that non-program participants are not allowed to accompany the participants on program-sponsored excursions or activities.
- Communicate academic and disciplinary roles clearly to the students.
- Respond to any emergency situations or serious incidents which may arise (e.g. illness, accident, crime involving participant(s), severe behavioral issues, natural disaster, political uprising) and notify the Office of Diversity and International Services as soon as possible by email or phone (see section on Emergencies).
- Report any sexual harassment complaints in accordance with Title IX regulations and university policy.
- Report any crimes in accordance with the Clery Act (in their capacity as permanent designated Campus Security Authorities) and university policy.
- Report any other violations of University Policy.
- Itemize usage of any fund advances and other necessary expenses and collect receipts which will be submitted for reconciliation upon return to the USA.

Meet with students regularly throughout the program to discuss non-academic issues. Topics for discussion may include cross-cultural adjustment, personal activities, inappropriate behavior, etc. These sessions build group cohesiveness and alleviate possible divisions.

Be aware of possible indicators of culture shock. These can include: feelings of helplessness, loneliness, alienation, sleeping more than usual, depression, getting angry easily, decline in flexibility, stereotyping of host culture; increase of physical ailments, eating problems, inability to concentrate, and uncontrollable crying. Most, though not all, students experience some level of culture shock. The concrete indicators of culture shock vary greatly from individual to individual.

SAFETY AND SECURITY ISSUES

Safety is a prime concern of all who are involved in Global Field Studies ventures – participants, their families, advisers, UBalt, the host institutions, Trip leaders, DIS staff and any other UBalt personnel associated with our programs. It is generally considered that travelling in another country is no more dangerous than being in the United States. On the other hand, there are risks that are unique to settings abroad and, when incidents occur, the impact on participants and their families is often more profound because of the unfamiliarity of the context and the distance that separates participants from their primary sources of consolation and support.

The provisions of the Family Rights and Privacy Act (Buckley Amendment) often come into conflict with (a) the Provost's Office and leaders' needs to have full information about the participants we serve, and (b) the desire of parents and the UBalt to be briefed fully when something goes wrong (Public Office). This conflict is not unique to global field studies – the issue is faced continually on campus – but it does pose a more delicate challenge in global field studies situations because of the heightened sensitivities and the distance involved.

If students or parents should inquire about how UBalt deals with safety and security issues, the following information should be provided:

UBalt is dedicated to offering a wide variety of GFS opportunities to meet the needs of a diverse student population and is committed to maintaining a safe and secure environment for its students. UBalt recognizes the importance of establishing policies and procedures in the effort to protect the safety and well-being of global field studies participants, while acknowledging that no single plan can address all contingencies. Listed below are a few of the ways UBalt strives to keep global field studies, before and during participation, as safe as possible:

- The Office of the Provost and the Office of Diversity and International Services regularly and responsibly monitors safety issues in each of our program locations. A review of all global field studies programs is conducted in which safety, security, and overall quality are measured.

- All participants are required to attend one or more pre-departure orientation sessions that stress safety issues and understanding cultural differences.
- Emergency procedures are in place, including medical and general emergency evacuation procedures. In any emergency, the Office of the Dean and the Office of Diversity and International Services will be in contact with faculty and students abroad as necessary.
- UBalt mandates that all travelers participating on UBalt Global Field Studies programs purchase an international health insurance and travel assistance plan.

Country-specific information where students will visit is included in the program orientation packet. Additionally, the trip leaders facilitate the enrollment all UBalt program participants in the U.S. State Department Smart Traveler Enrollment Program (STEP) for the respective host country prior to departure. It is the trip leader's responsibility to be familiar with the U.S. State Department website (<http://travel.state.gov>) regarding safety and security updates pertaining to the program destination. The Office of Diversity and International Services will notify of any updates occurring while programs are abroad.

Students should be advised to avoid travel to or through any location where tensions exist and travel may be dangerous. Travel to countries (or areas within countries) with Level 3 or 4 U.S. Department of State Travel Advisories by UBalt faculty or staff leading or assisting with a faculty-led global field studies program and students enrolled in UBalt faculty-led programs is prohibited except in the rare circumstances where specific pre-authorization has been granted by the appropriate university oversight committee. Students will be required to sign a waiver confirming they have reviewed the U.S. Department of State Travel Advisory for the host country(ies) as a component of the online application.

On-Site Safety

The trip leader is responsible for communicating applicable codes of conduct and the consequences of noncompliance to participants. In the event there are U.S. State Department public announcements, worldwide cautions, changes in travel advisories, the Office of the Provost and the Office of Diversity and International Services will communicate with trip leaders abroad, program participants, and emergency contacts (if appropriate). Trip leaders should relay any applicable information to group participants and the on-site provider.

In the event of a local, regional or global crisis, trip leaders should maintain contact with the local U.S. Embassy or Consulate for updated security information. If a crisis should occur, they must review precautions with participants so they can better secure their safety. Also, in emergency situations the trip leaders must contact the Office of Diversity and International Services as soon as possible to confirm the wellbeing of the group and discuss appropriate actions as needed.

Trip leaders must also brief students on safe behavior, depending on the local situation and culture. This may include advising students to maintain a low profile, avoid crowds and protest groups.

Students should keep up with local news through online media outlets, radio, and television and, in the event of disturbances or protests, not to get involved. Students should be asked to exercise caution when divulging information to strangers about themselves, the program, and their fellow students.

In cases of serious health problems, injury, or other significant health and safety circumstances, trip leaders must follow the emergency procedures as indicated in this handbook and review UBalt's student conduct policies including the Drug and Alcohol Policy, the Policy on Sexual Harassment, and the Statement on Sexual Assault.

Sexual Harassment and Title IX

In accordance with university policy and Title IX regulations, global field studies trip leaders and co-leaders are required to report any sexual harassment complaints. For more information contact:

Suzanne Tabor
Office of Government and Public Affairs
Phone: 410.837.5036
Email: stabor@ubalt.edu

Tiwana Barnes
DEI and Title IX Coordinator
Phone: 410.837.5020
Email: tbarnes@ubalt.edu

Clery Act Crime Reporting Requirements

Global field studies trip leaders and co-leaders are required to report any crimes that occur during the course of the program and involving participants in the program to the University of Maryland, Baltimore Police Department (“UMBPD”).

Due to the unique responsibilities associated with leading a global field studies program, it has been determined that all global field studies trip leaders and co-leaders meet the criteria for Campus Security Authorities (per Clery Act regulations) for the duration of the global field studies program. The function of a Campus Security Authority is to report to The [UMBPD](#) allegations of crimes that he, she, they receive. Note: If a sexual harassment, crime, or other health and safety incident should occur, faculty must contact the Office of the Dean and the Office of the Provost directly.

For more information contact Lieutenant Kunz or the [UMB Police and Public Safety Office](#).

Jason Kunz
Lieutenant
Phone: 410.706.3874
Email: jkunz@ubalt.edu

Transportation and Vehicle Safety

Use of automobiles driven by trip leaders /co-leaders and students should be avoided. All risks associated with travel in the USA are present, as well as difficulties involving cars, roads, laws and traffic, all of which will, to varying extents, be governed by customs and rules different from those found in the United States. While these risks may be managed with experience, obtaining valid and effective insurance in the countries being visited may be problematic.

When traveling on program-related activities, participants should be transported via public transportation or in vehicles rented by UBalt for that purpose and driven by professional, hired drivers.

EMERGENCIES ABROAD

The safety and wellbeing of students and faculty /trip leaders participating in a University of Baltimore faculty-led global field studies program is of utmost concern. Trip leaders of a short-term global field studies program may find themselves facing an emergency involving one of more of the students who are in their care, or an emergency of their own. Participants can and do become ill, suffer accidents, are the victims of muggings, thefts, and assaults, find

themselves caught up in potentially violent political situations, or fail to return on time to programs after a day off or free time. While it is impossible to plan for all contingencies, the Dean / Associate Dean in collaboration with the Office of Diversity and International Services and the Office of the Provost need to follow procedures that will allow for reaction in a responsible and levelheaded way when emergencies do arise. We also need to take reasonable and prudent measures to limit the University's legal liabilities.

The Office of the Provost is responsible for coordinating the University's management of emergencies affecting participants in University of Baltimore global field studies programs. It is the responsibility of trip leaders of a University of Baltimore program to follow the procedures outlined below and to be sure to inform students.

What is an Emergency?

For faculty-led global field studies purposes, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of the program participants. Emergencies include, though are not limited to, the following:

- physical assault
- disappearance or kidnapping of a student
- robbery
- sexual assault or rape
- serious illness, physical or emotional
- significant accident and/or injury
- hospitalization for any reason
- terrorist threat or attack
- local political crisis that could affect the students' safety and well being
- arrests or questioning by police or other security forces
- any legal action involving a student.

How to Prepare for Emergencies

The trip leaders /co-leaders and the Office of Diversity and International Services work together to registers all participants on UBalt faculty-led global field studies programs in the U.S. State Department Smart Traveler Enrollment Program (STEP). Once on site, students should be informed of the location of the nearest U.S. Embassy and Consulates.

Health and medical care are important topics to be discussed with students and should be incorporated into the orientations and discussed at other points throughout the program (preferably during class meetings/pre-departure meetings). Students should be reminded to notify the trip leader immediately about any health problems that may arise. The need for hospitalization can often be prevented by prompt treatment. The program's location is a major factor in health risks and available medical care. Trip leaders and co-leaders are responsible for doing appropriate research to compile a list of reputable local medical clinics or hospitals, in consultation with local program coordinators (if applicable) and disseminating that list among participants prior to departure.

If the students are to be housed with local families, the families should be informed that they are required to notify the trip leaders immediately of any emergency involving the student(s) in their care. If the students are housed in a residence system or other rented facility, the local housing supervisor must be similarly informed. If the trip leader is not being housed with the students, the students must be given the address and phone number of where they are staying. They should carry this with them at all times.

The trip leader is required to obtain and carry a University of Baltimore Business Travel Credit Card for the duration of the program in case of emergency.

On-Site Briefing for Students

Trip leaders and co-leaders should explain to the students that they are required to inform them about any emergency, and they will in turn contact the Office of Diversity and International Services and/or the Office of the Dean as soon as possible in order to report the emergency. Trip leaders should assure students that this information will be treated with the strictest confidentiality, and that it will be shared only on a “need to know” basis consistent UBalt policy and any applicable laws. Participants should also be informed that if a crisis involving a student is serious enough to jeopardize his or her safety or wellbeing, the emergency contact given on the affected student’s application will be informed. Any communications to emergency contacts should strictly involve information necessary to resolve any emergency and not contain and extraneous confidential or educational information consistent with the trip leader’s and UBalt’s obligations under FERPA.

Trip leaders should discuss preventable accidents with participants, such as traffic patterns, pub and drinking culture, drug laws, unsafe swimming, and the type of things that can happen when walking down a street alone at night in a foreign city. It’s helpful to get very specific about safe and unsafe behavior, such as certain types of sexual behavior and how to dress and behave to avoid unwanted attention.

Participants should be instructed where to go in case of a terrorist attack. Unless movement will jeopardize their safety, it is suggested that all students meet at their place of residence to be accounted for and to receive further instructions.

Trip leaders, in conjunction with local program coordinators (if applicable), must provide students with a list of names and phone numbers for:

1. 24-hour emergency contact
2. Nearest US Embassy and Consulate Offices
3. Law enforcement/police department
4. Nearest hospital/emergency facility and English-speaking doctors and/or health care providers.

All participants are provided with a wallet-sized “EMERGENCY CONTACT CARD” with space on the back to include local contact numbers.

Responding to Emergencies

Emergencies range from the irritating, but benign (e.g., a lost or stolen passport) to the imminently dangerous (motor vehicle accidents; political unrest). Each situation must be assessed in its own context. In all cases, trip leaders must notify the Office of Diversity and International Services via telephone /Teams or email (depending on the urgency of the situation) as soon as possible and submit a UBalt Faculty-Led Global Field Studies Report Form for each occurrence as soon as the emergency situation allows. Trip leaders must maintain regular contact with their Associate Dean, the Office of Diversity and International Services, the Office of the Provost and with local (host country) key partners. Members of the host culture may be best able to assess the seriousness of any given situation and provide excellent advice.

In an emergency, the trip leader’s first responsibility is to ensure the safety and wellbeing of program participants. They should do whatever is necessary to ensure safety and wellbeing, whether this assurance means obtaining prompt and appropriate medical attention, U.S. Embassy intervention, or police protection. In compliance with all

UBalt, USM, and State of Maryland policies, rules, and regulations, UBalt will endeavor to cover or reimburse expenses relating to the management of a reported emergency.

In the event of a significant emergency, trip leaders should notify the local U.S. Embassy or Consulate about the crisis, and follow whatever procedures they may require. If there is a continuing risk to the students (during a terrorist threat, for example), they should ask the appropriate Embassy or Consulate officials to advise on a regular basis about the evolution of the crisis, and about how the trip leader(s) and the students should respond. When possible, trip leaders should relay information to the Office of Diversity and International Services regarding the status of evolving situations.

During a political crisis or some other emergency during which international visitors in general or U.S. citizens in particular may be at risk, students should be told to keep a low profile. They should avoid demonstrations, avoid behavior that could call attention to themselves, avoid places where Americans are known to congregate, and avoid using luggage tags and wearing clothing which identifies them as potential targets.

It is highly unlikely that participants will need to be evacuated from a site abroad. In many situations, it is much safer to lie low than to draw attention to the group through an evacuation process. UBalt and the Office of the Provost will, however, bring students and trip leaders home if a situation was to deteriorate to the point where the degree of potential risk to participants was deemed unacceptable. If this unlikely event were to happen, the director of DIS, in consultation with the school/college dean, the trip leader, the U.S. Embassy and State Department, the Office of the Provost, and any other necessary personnel, would develop an evacuation plan in as much detail as possible. The plan would be transmitted to the trip leader(s) in confidence, and officials on the home campus would work closely with the trip leader(s) throughout the evacuation process. The Office of Provost and the Office of Public Affairs at UBalt should also prepare and handle communication with external parties.

When appropriate for the other emergencies, the trip leader should notify the local police about the situation and follow the procedures the police may require of them and/or the student.

In general, trip leaders must follow these guidelines when communicating with the students during an emergency situation:

- **Share information:** Give students as much, and as accurate, information as possible. Document the situation and communicate with the Office of the Dean on an ongoing basis.
- **Assess the situation:** How long will it last? Is it an inconvenience or a threat?
- **Keep calm, and keep others calm:** Do not panic. Discourage students from gossiping and thus escalating the situation.
- **Give participants choices:** In an emergency, allow students when possible to make their own informed decisions about whether to leave the program or to stay. Remember that this option is only ethical when students have enough information to make a reasonable choice. In a serious emergency, the Office of Diversity and International Services, the Dean of the school/college and the Office of the Provost will determine whether the program will continue and possible evacuation procedures.

If the host country emergency services are not readily available and participants feel there is a threat to their personal safety, they should follow these procedures:

1. Dial the UBalt Campus Safety at (+1) 410.837.4444
2. Identify themselves as a UBalt global field studies student and give the country where they are currently located
3. State their name
4. Tell the person what is wrong and to contact the Office of Diversity and International Services

5. Tell the person how to contact them
6. Respond to questions and listen carefully to any instructions.

Medical Emergencies

If case of a medical emergency, the trip leader should call the local travel and medical insurance policy representative, as soon as (or even prior to) a student seeks medical treatment. In addition to assisting with treatment, they may be able to arrange direct payment. For additional guidance consult with our iNext representative in the Office of the Provost:

Karen Karmioli
Phone: 410.837.4854
Email: kkarmioli@ubalt.edu

Emergency Assistance:

- List toll-free number of the provide
- List point of contact and email of local representative

DISCIPLINARY PROBLEMS

If the trip leader(s) experiences disciplinary or behavior problems with students, they should be dealt with immediately. If allowed to continue, they may adversely affect the atmosphere and morale of the entire group. Depending on the circumstances, the trip leader may wish to discuss the problem individually with the student(s) concerned, or where the behavior involves the entire group, discuss it openly during a general non-academic meeting with the group. If the behavior persists after discussion, put into writing the expected change and the consequences if the behavior does not change. Have the students sign this, and email a copy to the Office of the Provost. Should the inappropriate behavior persist, the Office of the Dean must approve a decision to dismiss the student(s) from the program. Students should be reminded that any disciplinary problems involving violations of the Student Code of Conduct, Sexual Harassment and Other Sexual Misconduct Policy, Non-Discrimination Policies and Academic Integrity Policies, as well as any allegations of sexual harassment, threats, physical violence, or any other significant health or safety risk will be reported to the University and assessed consistent with UBalt's policies (to the extent possible given the nature of the parties involved), Title IX regulations, and other applicable laws. Trip leaders should not attempt to resolve these issues in informal group settings or without consultation of the Office of Student Support.

The Office of the Dean / Provost's Office should be notified immediately about any serious disciplinary problems with any student on the program, whether or not arrest is involved. In serious cases, the student may be dismissed from the program and sent home with no credit awarded and no refund. Damage control may be necessary at the host site and within the local community. The trip leader should make amends for inappropriate behavior in a culturally appropriate way. Trip leaders should consult with the Office of Diversity and International Services prior to incurring any costs caused by student's disciplinary issues (for example, for property damage). UBalt assumes no financial responsibility for negligent or intentional damage caused by any program participant.

In cases of arrest, UBalt assumes no financial responsibility for legal aid to students. However, it is appropriate for the trip leader, with the Office of the Provost, to assist students in contacting their families and appropriate government offices.

Students using or transporting/selling illegal substances will be immediately dismissed from the program, with no credit awarded and no refund.

Alcohol Use

Laws concerning alcoholic beverages vary greatly from country to country and in many countries abroad it is legal for university students to purchase and consume alcohol. In general, it is wise to follow these guidelines:

- Students should be educated about legally and culturally appropriate behavior regarding alcohol, as well as the consequences of inappropriate behavior.
- Be aware that alcohol abuse is not tolerated anywhere in the world and will not be tolerated on UBalt faculty-led Global Field Studies programs. Violation of local laws and/or UBalt policy may result in immediate dismissal from the program.
- **Use of alcohol is not permitted during the programmatic experience portion of the study.** During social hours responsible use of alcohol is required on the part of the trip leader as well as each program participant.

Sending Students Home

Students that disrupt the smooth execution of the program while overseas (for example, threatening the safety of themselves or other participants, or causing general disruption to the group) may need to return to the USA early. Trip leaders, with the approval of the Dean of Students, may decide to send individual students home in response to the following non-exclusive list of conduct:

- criminal activity on the part of the individual: arrest, drug use, physical or sexual assault, etc.
- inappropriate behavior on the part of the individual (a continuing pattern of culturally inappropriate behavior which does not improve with advising and which endangers the program's relationship with the host institution and/or community; or behavior which is insensitive to other group members and/or damaging to the program group's morale)
- an emotional crisis which greatly affects the individual: death of a program participant, or death or serious illness in the family
- serious violations of UBalt policies or applicable laws
- serious illness, either physical or psychological.

The trip leader, in consultation with the dean and/or associate dean of the school/college sponsoring the trip may decide to cancel the program in response to:

- death of a program participant
- kidnapping of a program participant
- an outbreak of highly infectious disease at the host site
- a natural disaster
- a political or civil emergency
- a terrorist attack or significant threat
- any other event which the Office of the Provost deems a serious threat to the safety and/or well-being of program participants.

The decision to send students home, even when made for the best reasons, may result in negative responses, including lawsuits instigated by the students or their families and difficulty in re-establishing the program in future. It is therefore essential when contemplating an expulsion or an evacuation to consult immediately with the Office of the Provost who will, in turn, consult with other appropriate offices on the UBalt campus. The Dean of Students must approve the decision to send a student home early.

In the case of serious illness, injury, or other emergency incurred by the trip leader, the designated co-leader may be called upon to take their place. This will be determined in discussion with the dean/associate dean, and, with the Office of the Provost. The designated alternative trip leader /co-leader is responsible for reviewing this Handbook, including all applicable emergency protocols set forth herein, in advance of departure.

Student Code of Conduct

The University of Baltimore's educational mission - one joining access and excellence - can succeed only within a framework of fair treatment, interpersonal respect and appropriate behavior. This framework makes it possible for members of the community to teach, learn freely and prevents community members from interfering with each other's strides toward learning and success, whether that interference appears as behavior disruptive of a classroom, unfair or arbitrary grading, or submission of work that does not fairly represent a community member's own intellectual effort. These policies and procedures:

- provide and clarify those standards of behavior by and toward students that are necessary to support the university's educational mission, and
- provide processes for addressing failures to meet those standards.

The policies and procedures in this handbook apply to all students of the university unless the language of the handbook specifically indicates otherwise. The University of Baltimore publishes this handbook annually, but the policies and procedures may be subject to change during the academic year.

<http://www.ubalt.edu/campus-life/student-handbook.cfm>

All UBalt policies, including but not limited to the Student Code of Conduct, are applicable at all times during any global field study program. A full list of all UBalt policies can be accessed here:

http://www.ubalt.edu/policies/#student_affairs

FERPA/Buckley Amendment

FERPA (the Buckley Amendment) regarding the privacy of student records may conflict with the desire of parents and others to be fully briefed on both student progress and on-site emergencies. Students participating in UBalt programs are given the opportunity to sign a release form which recognizes that program staff will disclose information to their families in the case of a medical emergency. If the trip leader believes that certain information must be disclosed for a participant's wellbeing without his/her/their consent, they should first contact the Office of the Provost who will seek the advice of university counsel. In rare cases when that is not possible—in cases of a serious and urgent medical emergency, for example—the best guideline is to act in the way which will be of most benefit to the student's wellbeing. Remember to document all emergencies thoroughly on the Global Field Studies Incident Report Form and to communicate with the Office of the Provost about the situation as soon as possible.

Trip leaders are prohibited from communicating with parents or any other third parties about a particular student's grades, personal relationships, or cultural adaptation without express prior written permission from the student in the form of a FERPA release.

APPENDIXES AND FORMS