

- Connecticut College -

Faculty/Staff-led International Programs

Pre-departure Orientation Outline

Forms and Paperwork *(To be completed one month prior to SATA departure and at the beginning of the TRIP semester)*

- Faculty leader must complete a [Trip Registration Form](#). The form will prompt you to attach a roster of all participants and leaders. Roster must include: name, e-mail, cell phone, passport/visa information. [See roster example](#). Please also submit a roster to the Office of Study Away and your department head. (SATA participants have already completed this through the online application process.)

- Collect and return completed [International Waiver](#) and [Medical Disclosure Form](#) for all participants to the sponsoring office. (SATA participants have already completed this through the online application process.)

- Collect copies of valid passports (first page) and visas and return to the sponsoring office. Suggest that all students scan and save an accessible electronic copy. (Note that many countries require that the passport be valid for six months after the end date of the scheduled travel and have at least two blank pages available.) (SATA participants have already completed this through the online application process.)

- Distribute to all participants the following:
 - Student participant telephone numbers and addresses (if applicable). It might be a good idea to set up a WhatsApp group with all participants before departure to communicate with the whole group
 - Emergency Contact information
 - [OnCall International Card and Brochure](#)
 - Connecticut College Campus Safety number (860-439-2222)
 - Faculty/Staff directors' cell numbers
 - Local U.S. embassy or consulate (for U.S. citizens)
 - Local law enforcement (country equivalent to "911")
 - Hotel, Homestay, or University address
 - Distribute detailed travel itinerary, including information about flights and in-country activities, accommodations; group communication procedures; and emergency response plan (call OnCall International)

- ❑ Provide sponsoring department with copy of detailed travel itinerary including flights and in-country activities, accommodations; group communication procedures; emergency response plan
- ❑ Faculty register your travel program with the U.S. State Department STEP (Smart Traveler Enrollment Program) service (highly recommended) <https://step.state.gov/step/>
- ❑ Require students to register with the U.S. State Department STEP (Smart Traveler Enrollment Program) <https://step.state.gov/step/>
- ❑ Review information about what to do in the case of emergencies abroad and about current travel advisories on [U.S. Department of State website](https://www.state.gov).

Health and Safety

It is the responsibility of the faculty/staff director(s) of short-term study away programs to review the most up-to-date medical and security information pertaining to your travel location, to assess the risks, and to communicate this information to all student participants.

To assist in this process:

- ❑ Request OnCall International Country Report
- ❑ Determine required and recommended vaccinations for the international off-campus engagement destination; plan for sufficient supplies of current medications. For the most up-to-date global health advisories see: [Centers for Disease Control and Prevention](https://www.cdc.gov)
- ❑ Advise participants to bring a doctor's letter about their medications, as some countries have strict laws regulating prescription drugs. Advise students to bring sufficient supplies of prescription medications, bug repellent, and sunscreen, if these items are not likely to be readily available at your destination.
- ❑ Inform participants that high-risk activities are **strictly prohibited**, including drug use; excessive consumption of alcohol; use of firearms; bungee jumping; scuba diving; sky-diving etc. If you are in doubt as to whether an on-site activity you have planned is considered high-risk, please consult with the Dean of the Faculty or the Dean of the College.
- ❑ Inform student participants that they are **strictly prohibited** from renting and operating motor vehicles of any kind for personal use or to transport others during international off-campus engagement programs.

- ❑ Inform students that the responsible consumption of alcohol is governed by in-country laws; excessive consumption of alcohol by any student is **strictly prohibited** by Connecticut College and violations of this policy may result in a student being sent home at their own expense and/or disciplinary action upon return to campus. (See new [CC Alcohol Policy](#))
- ❑ Distribute [Title IX brochure](#) and review College policy.
- ❑ [OnCall International](#)
- ❑ Download the Rave Guardian App

Emergency Response Plan

In addition to the above, it is the responsibility of the faculty/staff director to develop an emergency management plan as part of pre-departure preparation.

- ❑ Develop a written [emergency response plan](#) (include a group communication plan) and provide a copy to the Office of Study Away.
- ❑ Be aware of your host school and community's COVID 19 protocol and plan for various scenarios around isolation, quarantine, pre-departure testing, positive student cases, etc.
- ❑ Share emergency contact information with all TRIP or SATA participants.
- ❑ See [Case Studies from Forum on Education Abroad](#)
 - ❑ Please note: contact OnCall International for site-specific information (e.g. best local hospitals, contact for local first responders, etc.)

Other Logistics

For CC originated programs, work with the sponsoring office to:

- ❑ Arrange for roundtrip ground transportation to U.S. departure airport.
- ❑ Arrange for ground transportation from airport to hotel.
- ❑ Review options for cell phone use at your destination. You may need to purchase a local SIM card or calling card once you reach your destination.
- ❑ In the case of countries with cash economies, arrange for a cash advance prior to departure.
- ❑ For faculty and staff who do not possess college-issued P-cards, be sure to contact your credit card company to let them know you will be traveling abroad (otherwise, your card may be blocked).

- Be sure to review the College policy on travel reimbursement found [here](#).

Don't Forget to Pack your:

- OnCall international card
- College-issued P-card
- Prescription medications
- Copy of travel itinerary

- Travel Participant Roster
- Copies of all passports and visas
- Contact information for onsite accommodations
- Electrical current converters
- COVID card

Upon Return

- For CC originated programs, process all travel expenses with Office of Study

Away **within 30 days** of return

- Be sure to keep all receipts during the trip
- Stay within budget
- Be advised that you will not be reimbursed for the purchase of alcohol or personal items

For All Engagements:

- Create opportunities for your students to debrief and process their experiences
- Provide opportunities for students to reflect on their experiences
- Coordinate with Walter Commons to provide on-campus event to share outcomes with campus community
- Work with Walter Commons to assess TRIP or SATA outcomes

- For all trips funded by the College, leaders must submit a detailed report within **60 days** of return to campus.
 - Include photos and direct feedback from students