

Bates

Short Term Off-Campus Course Handbook: Planning & Management

Teaching a Short Term course with time off-campus requires faculty to be detailed planners, recruiters, budget managers, administrators, logisticians, counselors, community liaisons, and engaging educators. Despite the extra work, most faculty agree that teaching in the field and getting to know your students while they learn *in situ* is energizing and tremendously rewarding. Particularly for those of you taking your first Short Term course off-campus at Bates, please note the following:

- Consult the Off-Campus Study webpages developed for [off-campus Short Term courses](#). This Handbook is designed to be used in tandem with this online information.
- Consult with colleagues at Bates who have taught similar courses in the past. Past Short Term off-campus courses are listed [here](#). Similarly, consult with Tina Mangieri or David Das whenever you have questions or are uncertain of a college policy.
- Rely on individuals and offices at Bates that already serve many of the required functions. [Off-Campus Study](#) will advise on course planning, create and manage online applications, serve as an information source for students, and be a communications point for you and families while the course is underway. [Accounting and Financial Reporting](#) will help with money management and accounting procedures. Academic Administrative Assistants in your departments provide secretarial support. [Health Services](#) and Counseling and Psychological Services ([CAPS](#)) provide general medical advice and support.
- Recognize that courses that take students and faculty off-campus generate extra concerns for students, faculty, and Bates. These concerns are addressed in this Handbook; in information sessions for, and forms completed by, students; and in forms and training meetings for faculty. The Off-Campus Study Office oversees these procedures.
- Anticipate more extensive “student life” involvement before and during your course than you would expect if teaching on campus. Planning and participating in weekend activities with students, coping with emergency health needs and trips to the hospital, counseling students in crisis, admonishing irresponsible behavior, and nurturing positive group dynamics, are all inherent parts of a successful Short Term off-campus course.

1. Proposing and Planning a Course

The course proposal process is detailed in the Short Term off-campus course [webpages](#). There is also an inventory of [past courses](#). You will need to develop a course description, budget, and

itinerary. If not already complete, your itinerary requires extensive details with each day's location, housing, travel, and curricular / experiential activities listed, as it will serve a framework for your time off-campus. Please send final itineraries to [Shelley Palmer](#) in Off-Campus Study by March 1.

Items to consider:

Amount of time off-campus: Some courses are off-campus for the entire Short Term. Others have a week on campus (or more) bracketing the time abroad. The time off-campus depends on the academic goals of the course, the opportunities off-campus, your stamina, and the budget.

Use of local organizations / on-site experts: This use varies among courses and settings. Local knowledge and logistical help provided by an on-site host are valuable in many locations, add a further depth of knowledge to the off-campus experience, bring peace of mind (when reputable), and ease your workload.

Itinerary off-campus: When planning your course schedule, you need to balance the benefits of traveling to multiple sites with the fatigue of frequent movement, the risk of superficial engagement, your plans in place for illness or emergencies, and the added logistics of each additional location.

Extra costs: Please keep extra costs as low as possible, as this directly determines the course's viability and student enrollment. Financial aid is available for those who qualify, but students and families are very sensitive to these extra costs, on top of the already substantial Single Fee.

Safety: There is a more detailed discussion of this in the Safety and Risk Management section below but, even at the start, it is important to consider the basic safety of your locations and the need to maximize safety, such as limiting road travel to daylight hours and avoiding certain activities. When in doubt, please consult with us.

Housing: Housing is a key contributor to student safety and emotional wellbeing. In most cases, students will stay in double rooms, so the gender distribution in the course is important. Staying at hotels with breakfast included saves money and serves as a convenient meeting point at the beginning of each day. Having Wi-Fi available at no cost is much appreciated.

Evening / weekend expectations: Determine your expectations for students during evenings and weekends as you begin course planning. Some faculty intentionally keep students busy every day while off-campus. Others, with more time away, give students days off. Faculty are encouraged to limit independent travel to the location of the course, its immediate vicinity or area, or within the country. Determine your policy in advance and convey this to students prior to their application. Students who wish to travel independently after (or, in some cases, before) the course are permitted to do so, but must sign a release first. Please speak with Tina, if you have any questions.

2. Budget Planning

Budgeting and record keeping are major responsibilities, since budgets are in the tens of thousands of dollars. The [online](#) budget form is a good starting point for most courses. It is important to be conservative when developing the budget to avoid being underfunded or

having to worry about expenditures while off-campus. For example, assume no improvement in exchange rates and do not neglect the cost of seemingly small items that can add up, such as transportation to and from airports. In urban settings on longer programs, faculty have found it helpful to provide students with inexpensive local cell phones (long distance minutes are a student expense). Note that you should include the cost of visas, if required. By contrast, faculty and students are responsible for the cost of any immunizations, if needed, so these should not be part of the budget.

You should meet with [Heather Ward](#) in Accounting as you develop your budget. She will double check your entries and estimates and advise on accounting procedures. She will also discuss the schedule and procedures for obtaining foreign exchange, fund transfers, and obtaining a Bates credit card for use on the course. ***You should arrange to have as many expenses as possible paid directly by Bates prior to the start of the course – airfare, housing, etc.*** In addition to reducing the money management burden onsite, prepayment may keep your foreign bank balance below the \$10,000 level that triggers federal reporting requirements [see below].

Items that cannot be paid in advance are paid by [Bates Accounting](#) with wire transfers to the host institution - if you are working with one - or directly to an account that you set up prior to the start of the course. Depending on the situation, it may be necessary to take a large amount of cash (\$4,000+) to have enough money upon arrival as you and the students get settled. Alternatively, you may seek to open a checking account but, given the short period of each course off-campus, this is not advisable (and may not be possible in some locations).

Find an approach to record keeping that works best for you: a notebook or phone in which you record every expenditure as-it-happens, a laptop spreadsheet where expenditures are recorded in their various categories daily, and an accordion file where receipts are saved is a recommended combination. Our advice: record expenditures and archive receipts daily.

As you develop the budget, you will determine whether you will provide students with a stipend for some meals and other expenses or if these will be paid as a group. If providing a stipend, these funds may be distributed once a week with students signing to confirm receipt of each distribution.

At the conclusion of the course, unused funds are returned to Bates. Student expenses that have been paid with course funds, such as medical costs, need to be recovered from the student or through health insurance payments. A complete financial accounting, supported by receipts, is submitted to Heather Ward in the Financial Office no later than JUNE 15 (use of the categories below works well for the Financial Office). Unused funds are the property of Bates College and help offset the subsidies provide for the courses, fund the College's contingency fund for these courses, and help maintain institutional support.

Money management is complicated by the need to distinguish between course and personal expenses. Trust is at the center of this balancing act, together with the good faith that faculty will make appropriate decisions and clearly manage course and personal expenses separately. Please contact Tina Mangieri or Heather Ward to discuss course versus personal responsibilities if uncertain or uneasy. For the sake of accounting clarity, you should charge personal expenses to separate credit cards and keep personal cash separate from course funds.

The course pays the same expenses for faculty as it pays for students. Family members may not accompany faculty unless approved by the Academic Affairs Committee during the proposal process in October. If approved, expenditures on behalf of these individuals are entirely the responsibility of the faculty member.

(Sample) Budget Categories

Pre-course phase:

- Recruiting expenses (posters, brochures, other expenses)

- Pre-departure meetings (catering)

Off-Campus transportation:

- Travel to / from Bates

- Roundtrip airfare

- Airport transfers

- Field excursion transportation

- Regional flights (if applicable)

- Daily transport on-site (bus, metro, taxi)

Housing:

- Homestays / guest houses / hotels / camping

Food:

- Group meals

- Individual student meal stipends

Educational Expenses:

- Facilities costs

- Books & supplies

- Photocopying

- Lecture fees & Honoraria

- Tours & Entry Fees

Communications:

- Internet

- Cell phones

- Telephone / Fax / Post

Other

- Visas

- Cultural events

Federal Reporting Requirements

You may need to set up a foreign bank account to receive and distribute funds abroad. If so, you will need to submit several reports to the U.S. Internal Revenue Service if the account holds more than \$10,000 at any time. Accounting will review and guide you through these obligations during the planning process. While a new experience for most faculty, the forms are not complicated and are filed routinely by thousands of individuals every year. There is no fee for these submissions, however faculty are responsible for any extra costs if they use an accountant who charges extra for the submissions. The reports include:

1. Schedule B (Form 1040A or 1040), Part III, which is filed with your personal income tax return.

2. If the aggregate value of all your foreign financial accounts exceeds \$10,000 at any time during the calendar year, you are responsible for [FBAR](#) (Foreign Bank and Financial Accounts) reporting. The report is filed [electronically](#).

3. In addition to FBAR reporting, if you have foreign financial accounts that exceed certain thresholds (\$50,000 to \$150,000) at certain times of the calendar year, you must report those assets to the IRS on Form 8938 and file with your personal income tax return. This form is available through the IRS and is included in tax reporting software such as TurboTax. Once again, Heather Ward can explain these reporting requirements in greater detail.

3. Proposal Review Process

Course proposals are submitted to Off-Campus Study electronically in early October for initial review by the Off-Campus Study Committee. The Committee reviews the proposals following the criteria and procedures posted [online](#) and presents its recommendations to the Academic Affairs Council in October for final approval by early November. Faculty considering courses should discuss ideas with Tina Mangieri and their department / program chair in late summer / early fall.

4. Student Recruitment, Application, and Admission

A timetable for recruitment, admissions, registration, and subsequent meetings is provided online and below. The recruiting effort is built around information meetings on campus before and after Thanksgiving vacation and in early January, publicized with email messages, monitor slides across campus, visits to compatible courses, and announcements in *Bates Today*, your own courses, and related classes. The AAA who works with you can help arrange information sessions and publicity.

When speaking with students, it is important to be clear about the intensive nature of the course off-campus, the challenges, and the rewards. Students need to understand that the course is very much a joint undertaking, that you will be creating a supportive and collaborative community of scholars off-campus, that you will depend on them for numerous tasks, and you will expect responsible behavior at all times. Similarly, students need to be aware that many of the services they enjoy on campus will not be available, including certain foods, counseling services, and predictable schedules.

Off-Campus Study has created an [online application](#) including several short-answer prompts for students to articulate their interest in the course, the ways in which it supports their academic goals, their preparation for the course, and an acknowledgement that they do understand that there are extra costs involved. The deadline for submission is mid-January. As applications are received, Shelley Palmer from Off-Campus Study will provide you with the applications for your assessment. You may follow-up with students for additional information or interviews – set aside time for this during the week of January 16th. Your final decisions must be made before the start of the registration period for Short Term, as only students accepted by you in advance will be able to register for your course.

Admission decisions are often a balance of accepting students known to the faculty member and students at the beginning of their Bates career and thus able to build on the experience. Faculty may consult with colleagues regarding the suitability of certain students for the course and each student is asked to provide a faculty reference for you to contact, as needed. Tina

Mangieri can also advise on the process. Faculty should either “over admit” or have a waitlist to respond to withdrawals that occur because of the extra cost, participation in another course, parental resistance, or other reasons. If space remains available, it may be possible to add students later in the semester if financial aid money is available.

Students who receive financial aid may apply for additional aid to cover some of the extra costs of your course. The aid application is on the Short Term Off Campus [website](#) and is submitted electronically to Student Financial Services in Libbey Forum. Students are notified about their aid award prior to registration.

At registration, students will receive a Health Information and Emergency Medical Care Authorization form. Off-Campus Study will provide faculty members with the health forms in hard copy in preparation for the time off-campus. The information obtained in the health form is for you to have and to share with any on-site emergency medical providers. It is separate from admission to the course.

5. Registration, Meetings, Passports, and Visas

Students confirm their participation when they register for the course during Short Term enrollment in late January / early February. You will want to remind students to register or, conversely, to tell you if they have decided to not participate once you contact them with your approval. You will want to follow up with students whom you accepted but who do not register to finalize your registration list. Students are charged a \$500 non-refundable registration fee when they register for Short Term Off-Campus extra cost courses. Once registrations equal or exceed the course’s enrollment requirement, you may start to make necessary expenditures for the course, following the issuance of an org-chart number from the finance department. Heather Ward will contact you once this budget is finalized and you can start spending money. Tina Mangieri will be in touch if your registration numbers are below the approved minimum.

Soon after registration, you should meet with all students who have registered for your course. A pizza dinner in a room reserved in Commons is one option. This meeting is an opportunity to discuss your objectives for the course, establish group expectations, and begin building group cohesion. It is also an opportunity to remind students of the realities of the setting that may be challenging: squat toilets, insects, long bus rides, etc. As a general rule, the fewer surprises the better. Similarly, if a student is going to withdraw, the sooner the better.

For international courses, students must have passports that are valid for at least six months after the end of the course. For US citizens, passport application and renewal forms are available [online](#) from the U.S. Department of State. First time applicants must take the form and required materials to a U.S. Post Office for processing. International students will already have passports, but will need to confirm that they are valid for at least six months after the end of the program. Students are responsible for the cost of their passports and immunizations, since these last beyond the duration of the course.

In many locations, student visas generally are not required for US citizens when travel is for fewer than 90 days, however, it is important to confirm this when planning your course. Visa requirements are often more cumbersome for non-US citizens and may be required even for short periods abroad. Obtaining visas can be a convoluted, time-consuming process. It is often easiest to manage a group application (where possible), with the faculty member (through their

AAA) collecting all student passports and application forms, payment, and submitting the package as a group to a consulate or a visa agent.

Embassy and consulate websites and US addresses are available [online](#). It is helpful to work with a specific individual in the visa office at the consulate. [Dean James Reese](#), who works closely with international students, can provide advice on visas for international students. The Off-Campus Study Office can provide official letters of participation if needed. The course budget pays the cost of faculty and student visas.

Information on health issues at the course site and required / recommended immunizations are available from the U.S. Centers for Disease Control and Prevention's travel [webpage](#). It is important that each student be told of this site and instructed to review the information and recommendations on traveler's health so they may make informed decisions on immunizations and/or prophylaxes prior to and during the course. Depending upon the Short Term location, they should also see a physician for specific recommendations based on their personal health profile. Bates Health Services can provide students with medical advice and will refer students who need immunizations to the [Travel Clinic](#) at nearby Central Maine Medical Center (CMMC). It is college policy that faculty and students pay themselves for any personal immunizations or medicines related to Short Term course travel. Please keep in mind that while some health insurance policies may pay for immunizations related to travel, many do not.

6. Travel Arrangements

Short Term course participants may depart from and return to Bates if spending time on campus or, if the entire course is off-campus, may depart from Portland or Boston. If leaving from or returning to Bates, the faculty member charters a bus through [Northeast Charter and Tour](#) in Lewiston - 784-3159. For flights, we recommend that faculty research ticket options online and then contact [Dube Travel](#) in Auburn (+ 1 207 784 3376) for the actual purchase. Rhonda Tupper (rtupper@dubetravel.com / +1 207 241 5270) is the current Dube Travel agent assigned to work with Bates College. Even if slightly more expensive, ticket purchase through Dube Travel is recommended. In addition to being able to invoice Bates directly, it can be helpful to have a local agency that is able to make flight changes and can work individually with students who do not take both legs of the group flight or who withdraw from the program after tickets have been purchased, etc.

If beginning and ending your course at Bates, faculty and all students should travel together, both ways, as a group. If the entire course is off-campus, initial travel to the location as a group is preferred and expected, unless special circumstances apply. Before purchase, please confirm travel with each student and whether they will travel both ways with the group. Variations to the group flight can be a time consuming process, so faculty will want to leave all variations up to the students and travel agency. Students who purchase their own tickets between their home and the course are reimbursed for the cost of their flights, up to the cost of the group flight. Students not traveling with the group must have your approval to do so and complete an Independent Travel form, available on the website, under [Student Forms](#).

7. Safety and Risk Management

Safety and risk management are central to the planning and operation of any course with time spent off-campus. **The health and welfare of students and faculty is always the top priority – ahead of the budget, the academic program, feelings of the local hosts, etc.**

Most risks can be avoided through careful planning and routine common sense. In litigation involving colleges and universities, the key standard is whether the institution and faculty “acted reasonably and prudently” for the given situation. If ever in doubt, it is best to err on the side of safety, which often means taking extra time and spending extra money. Be prepared to do both if there is any question about student or your safety.

In recent years, vehicular [accidents](#) - with students as passengers or pedestrians - have been identified as the most frequent cause of student injury and death on study abroad programs. It is important to inform students of this and other risks particular to the program location. The US Department of State country-specific information may be helpful to review with students during a pre-departure session. Here is the [China](#) page, as an example.

Health, Safety, and Security Advice and Protocols

Course Development Phase

- Consider health and safety issues when you select your destination(s) off-campus. Secure housing in a safe neighborhood where students can move safely from home to other locations integral to the course and to areas of interest in the city. Double accommodations are safer than singles.
- Review [US Department of State](#) consular information and [CDC](#) information on the program country and locations of field trips.
- Review information regarding the course’s location on Europ Assistance’s webpages. Access to Europ Assistance’s information and additional services is provided through ACE Insurance, the College’s foreign casualty insurance provider. Europ Assistance provides information for the location of your course, including recommended hospitals, and 24/7 emergency assistance through 34 assistance centers stationed around the world with access to 850,000 medical and technical professionals. Register at <https://www.acetravelapp.com>, enter your Bates email address, and the College’s policy number - PHFD38454419. You will receive an email with a temporary password. Use this to log in and set your own password. You can then include information about your destination(s) and the app will issue alerts or updates specific to the site(s). Use the “Contact Us” tab to contact their center in the United States if an issue arises during the course.
- Review the CDC health and immunization recommendations, as applicable, with Cindy Visbaras, R.N., Associate Director of Bates Health Services: cvisbaras@bates.edu / 786-6199.
- Identify the nearest reputable health care facilities to your location(s) during Short Term, including contact information and address. Provide this information on the final, detailed, itinerary submitted to Off-Campus Study by March 1.

- Plan to use more established taxi and bus companies on site. Plan activities with travel on safer roads and plan travel in rural areas during daylight hours only.

Recruiting Phase

- Do not overpromise access to medical care and support, especially counseling services and ability to deal with food allergies. Be clear, but accommodating, about the challenges.
- Tell all students currently being treated for medical or mental health conditions that they should speak with their physician, counselor, or with CAPS to assess whether the course is suitable for them at this time in their lives.
- Start instilling the idea that this is a group venture - an opportunity to create a scholarly and supportive community for learning, during which you will rely on student assistance and responsible behavior at all times. Make it clear that this is not an opportunity for independent travel and student schedules will be dictated by the course, the learning objectives, and the curriculum. Tell students that they should remain on campus if drug use and alcohol consumption are important to them.
- Speak privately with any student whom you sense might be a disciplinary challenge or might not understand its group nature. Students on disciplinary or academic probation are not allowed to participate on Short Term courses with time off campus. The Off-Campus Study office will confirm that no students are currently on probation prior to the course.

After Registration – Pre-Departure Information & Orientation Session

- Off-Campus Study will scan all passports for students studying abroad and will send each student a health information and emergency medical care authorization form. Both a color copy of the passport and the health form will be held securely in Off-Campus Study and provided to you in hardcopy, in a packet, to take with you during your course. Please do not collect passport copies yourselves.
- Bates Health Services is available to consult *in general* about medical issues raised in the forms but cannot speak to specific student health concerns reported on the health forms. The mechanics of this will be discussed at the Health, Safety, and Security meeting detailed below.
- While we recommend holding several meetings to get to know one another and build group cohesion, you must hold at least one mandatory information session for students, with Tina Mangieri, to review the objectives of the course, including your expectations for their help and cooperation. Tina will review the “Agreement of Participation” form to emphasize key behavior expectations, including those related to student safety. Safety topics include use of alcohol, prohibitions on drug use and rental cars, dangers of vehicular accidents as passengers and pedestrians, and culturally sensitive dress and behavior.

- Please point out that many of the support systems available at Bates will not be (readily) available. You should encourage students needing academic accommodations to contact [Accessible Education and Student Support](#). Remind students to discuss the suitability of their participation with Health Services or their CAPS counselor if they have any medical or mental health concerns. It is a good time to review the schedule when abroad and the limits on independent travel. This is also a good time to discuss the students' housing arrangements. The objective is to avoid surprises, conflicts, and anxieties once off-campus.
- The orientation is also a good time to have students load the Europ Assistance information and emergency assistance app into their phones. With this, they can access the services of Europ Assistance when abroad, including information for emergency medical care.
- All students and faculty must have health insurance that applies in the location of the course. The Bates student health insurance applies worldwide. Many family health insurance policies also apply, but monthly policies can also be purchased to augment coverage abroad. Students are responsible for determining if their family health insurance will cover them abroad. They are also responsible for the extra cost of any additional insurance needed and for any medical expenses. Again, Tina will discuss this at the orientation session.
- Attend a health, safety, and security meeting organized by Off-Campus Study with the College's Clery Act representative in Security, Title IX Officer, CAPS Director, and Assistant Director of Bates Health Services in early March.
- Check that your cell phone has the ability to call the United States from the course location or arrange for this service, at Bates expense, for the time abroad. Enter the numbers of the contact people listed at the end of the Handbook.
- Consider how you would respond to incidents such as those listed below. Identify local medical facilities that you would use and payment procedures. Have a plan in case a student:
 - Cannot be located for several hours.
 - Is arrested by local authorities.
 - Is hit by a car.
 - Becomes ill and needs immediate hospital care.
 - Has a serious allergic reaction to a meal.
- Plan your orientation meeting for the day of arrival, with the most critical items – travel safety, alcohol use, sexual assault, crime avoidance. You will be tired upon arrival so having this already prepared can be most helpful. Tell students, in advance, to expect it.

Arrival Phase: Orientation

- Remind students that the course is a group undertaking, that you need their help, cooperation, support and respect for one another. Discuss the need for a buddy system to

account for people and explain that you will ask for their help with some tasks, especially on field trips.

- Discuss how standards of behavior outside of class need to be high at all times, that students are guests in the location, and representatives of Bates and (if applicable) the US while off-campus. Discuss that, in contrast to Bates, support systems may be limited. Students will inevitably stand out and may be seen by some as targets of opportunity, assumed to be wealthy, and not protected by local social networks – increasing their risks for harassment/crime. Repeat this discussion with individual students, as warranted.
- Depending on the location, it may be necessary to warn women of the frequency of unwanted sexual attention and sexual harassment. Have a local woman provide an orientation about life in the location and ways to reduce unwanted attention and harassment and what to do if it happens. Remind students that, as women coming from the US, they may be assumed to be sexually available and, as noted above, they may be seen by some as targets of opportunity protected neither by police nor informal social networks.
- Remind students that provocative clothing, excessive alcohol consumption, and being alone all increase their vulnerability to crime, especially at night. In some settings, these conditions actually invite crime amongst gang members working together. Point out that large men are not immune from these risks.
- Be sure the students have functioning cell phones with key information entered. This includes your telephone number, hotel/homestay address and telephone number(s), a recommended taxi company, the local equivalent of 911, and any other important local numbers.
- Urge students to follow their instincts, to always have taxi money with them, and to spend it, if uneasy in any way.
- Students are seriously injured or die on study abroad programs every year, with drowning and vehicular accidents the most deadly. While studying abroad, Bates students have broken arms, pelvises, and legs; been robbed; been assaulted and have died. Remind students of this. This is intentionally harsh – to help break the Bates bubble and to promote vigilance amongst students for their own safety and security – so please be sensitive and supportive when sharing this information.
- Explain that you need students to bring issues of concern to you so you can discuss it with the student and decide with the student how to manage the issue. Emphasize that you understand the importance of, and will respect, their confidentiality.

If a homestay is included

- Remind students to avoid creating tempting situations, such as leaving money and other valuables, including electronics, visible, etc. Remind students of your need for instant reports of any incidents - even if not serious - and to follow their instincts.

- Discuss transportation safety to and from the homestay. It may be necessary to pay for taxis at night or both ways, change housing, etc. Provide students with the contact information for taxi companies known to be safe. Provide taxi money, if needed.

Arrival Phase: Non-Orientation Items

- Confirm access to English-speaking doctors and payment procedures.
- Confirm procedures for taking a student to a hospital for emergency care. Visit the hospital to familiarize yourself with the location and to confirm conditions, level of care, and what is needed to treat a student. Discuss how payments are handled.
- Call / email Off-Campus Study at Bates to confirm local telephone numbers and other contact information (yours and the host institution's, if applicable).
- Make sure the host institution, if working with one, knows how to contact Bates Off-Campus Study.
- If in one location for a period of time, have students register with US consulate and/or local police.
- Remind students of the limits on independent travel. If allowed, remind them of the need to complete an "Independent Travel Plan" form with detailed information, including dates, locations, and contact information.
- Be cautious when renting buses and other vehicles for field trips. If using a host institution, ask for advice and always hire the most reputable company. Trust your instincts regarding the driver. If you are not comfortable for any reason, insist on a replacement even if you must pay them both. Whenever possible, you should charter buses only from reputable national or transnational companies. It may be necessary to spend an extra night rather than travel at night on a certain road. Similarly, it may be necessary to pay for two students to travel together, even though only one needs to go, or to pay the commuting costs of a student who has a difficult or distant journey to a host family.

Always follow the basic rule: when in doubt, be cautious, take the extra time, and spend the extra money.

Safety and Travel Precautions for Students (this will be provided to students during the pre-departure information sessions). If you are a US citizen - or dress like one - some people will assume you are very wealthy or an advocate of United States foreign policies. This may be true even if you do not consider yourself very wealthy and even if you staunchly oppose US government policies. It is your responsibility to act and dress in ways that minimize your risks and undue/unwanted attention. Common sense precautions include:

- **Pay attention to the security briefing provided in the orientation on-site. Accept your ignorance and vulnerability and follow this advice. Homestay families, if you have one, are also excellent sources of information as to areas of town to avoid or ways to conduct yourself that will minimize unwanted attention.**

- Keep a low profile in demeanor and dress by observing local customs and laws. Get ethnographic! Be observant as to how local people comport themselves, dress, and act. Follow suit.
- Avoid clothes with U.S. logos, college seals, or explicit US references.
- Be aware of your surroundings – always. Do not allow yourself to be distracted by your phone.
- If applicable, speak the local language whenever possible.
- Use an "under-clothes" money pouch - and be discreet with it – or keep money in a few different places in case you are pick-pocketed. Do not pull out wads of cash in public places. Men should never put their wallets in their back pockets.
- Never leave your backpack, phone, laptop unattended. Do not drape your bag over the back of your chair, even while sitting in the chair. Your items will be stolen. Guaranteed. It's not personal – it's an incredible opportunity that some people cannot resist. Don't provide the temptation.
- Carry some cash in reserve - in a few hiding spots - while traveling.
- In some settings, illegal taxis prey on foreigners. It is better to call a registered taxi or Uber, if available.
- Scan your passport, credit cards, and plane tickets and keep them separate from the originals. Store them in an email to yourself - though be cautious with your credit card(s) scans and store these securely – or give them in hard copy to a trusted family member/friend.
- Remember the 1+1=4 safety math (being with one other person when you socialize, travel, walk in your city, etc. is four times safer than being alone).
- If you travel independently, email/text your itinerary to your professor or friend.
- When staying in a hotel, do not accept a room on the first floor and check all locks right away. Do not leave your items around your room – keep things out-of-sight and locked in your bag/backpack.
- Follow the precautions that you would if traveling in the U.S., e.g. do not enter an empty train, bus, or dark street at night, cover your name tags, check the adequacy of your money before going out, be discreet with your money, phone, other valuables, look around you as you walk.
- When necessary, spend extra money if that helps avoid a threatening situation. Just spend it!
- Do not carry, look after, or take other responsibility for any package or suitcase on behalf of a stranger or "new friend." It could contain drugs, contraband or explosives. Similarly, do not drive somebody else's car across a national border.
- Avoid, whenever possible, American hangouts, American embassies, controversial discussion in public places, protests and marches, and areas of religious controversy.
- Recognize that road accidents are the greatest cause of death and serious injury for U.S. travelers abroad. Fatalities caused by cars, buses, motorcycles are up to 40 times higher in some countries. Bicyclists and pedestrians are especially vulnerable. Always assume that cars have the right of way, especially at crosswalks. Look first to the right – or left – depending upon traffic patterns. Learn this immediately!
- **Do not make yourself vulnerable through excessive alcohol consumption - in any context. It lowers your awareness and ability to make good judgement, while increasing your vulnerability substantially.**
- Trust and follow your instincts. If you sense a situation or person is unsafe, it, he, or she probably is. Additional information is [online](#) at Students Abroad.

8. Responding to and Reporting Incidents

Incidents are generally of three types – a criminal act such as a robbery, an explicit medical event such as a broken leg, or a confidential event such as a sexual assault.

The response to a criminal act depends, of course, on the nature of the event. However, you may find that students are deeply unsettled even by relatively small incidents that you consider minor. You should discuss response options with the student(s), reassure them, and work to re-engage them in the course. The crime may be covered by the Clery Act, which requires colleges and universities to collect crime statistics and report them to the US federal government.

Report any/all crimes to Paul Menice – pmenice@bates.edu, the contact person for the Clery Act in the Bates Security Office. Please copy Tina Mangieri on this message – tmangier@bates.edu. Inform him of the location of the event, person involved, type of crime, time, other information that you think might be helpful. Security will follow up requests for additional information if the incident needs to be reported.

If the crime is more serious, if a student is seriously injured, or in any other significant emergency, please call Tina immediately on her mobile – + 1 207 440 4663 – 24/7.

For an explicit medical event, obtain appropriate medical care quickly. Call Tina so she is aware of the incident. If available, payment for services with the injured person's credit card is best, as it facilitates insurance claims later on. Have the student contact her or his family as soon as possible. If not possible, you should call the family so it gets the facts from you. Provide only known facts about the incident, since conjecture about causes or other aspects can be harmful if incorrect. The identity of the student should be withheld from the rest of the group. If other students know, ask them to maintain confidentiality and to keep this information private. Contact Bates Health Services for any follow-up or advice regarding the received treatment.

For a confidential event, it is important to seek professional help for the student and not try to manage the situation on your own. This may include contacting Bates Health Services or CAPS for advice. In the case of sexual harassment or assault, you must contact Gwen Lexow, the College's Title IX Coordinator, as soon as possible. She is the point person for responding to sexual assault as required by Title IX and can provide advice on responding to the situation. She will want to talk with the student about the incident and response options. You should treat information on sexual assault with the utmost concern, confidentiality, and commitment, and must pass this knowledge and information on immediately to Gwen.

It is essential that the student be the one to determine whether any information is shared with her or his family or with the rest of the group. The rest of the group must be alerted to the existence of the risk if it could apply to them, but they do not need to know that someone on the program has already been victimized. Recognize that the student may need time to process the incident, may require immediate and ongoing counseling, and may have to leave the program. If information on the event is shared with other students, some of them may also need support. Once again, confidentiality within the group is essential.

FERPA and HIPAA laws protect student privacy; however, they provide some latitude in the case of an emergency. Faculty may share information with appropriate Bates employees if a student is perceived to be a danger to themselves or others, or if there is a significant health, safety, or security situation affecting the entire program. Similarly, you can discuss a student's information with other appropriate parties if it is necessary to prevent or lessen a serious and imminent threat to the student or other individuals. The laws provide latitude as long as you believe you are acting in the best interest of the student or other students at potential risk.

Reporting and Consultation Contacts:

Bates Security: +1-207-786-6254 (This office is staffed 24/7 and can also reach the individuals listed below.)

Tina Mangieri: tmangier@bates.edu, +1-207-786-6223 work; +1-207-440-4663 cell

Gwen Lexow, Bates Title IX Coordinator: glexow@bates.edu, +1-207-786-6445,
www.bates.edu/sexual-respect

Bates Security: +1-207-786-6254

Paul Menice, Clery Act Contact and Interim Director, Bates Security, pmenice@bates.edu.

9. Insurance Information and Emergency Assistance Programs

Insurance falls into four broad categories: (1) personal health, (2) liability, including automobile accident liability and collision, (3) rental vehicles, and (4) emergency assistance.

Personal Health Insurance: The faculty health insurance policy provided by the College through Aetna provides emergency coverage in most countries. Faculty should contact their insurance provider to confirm insurance abroad if they receive insurance through a different policy. Faculty with routine, non-emergency medical needs should check to see whether these are covered abroad: whether covered by Aetna or another company. Similar to students, the faculty should take the telephone and policy numbers of their health insurance policy and their primary physician with them. Be sure to take the regular long-distance numbers since toll-free numbers do not apply from abroad.

Bates students are required to have comprehensive health insurance coverage, either through Bates or their family. The Bates plan covers emergency care abroad. Claim forms and other information may be obtained from the [Cross Insurance](#) web pages:

<http://www.crossagency.com/bates>. If needed, you can call Doris Ducharme, the insurance coordinator in Health Services and CAPS - +1-207-786-6199 - for advice on the insurance process. Students with their own insurance must confirm that it applies abroad. Students provide the name of their insurance company, policy number, and telephone number on the Short Term Health Information and Medical Release Form. Companies that provide policies specifically for study abroad are listed on that form.

In most cases, it is necessary to pay for medical expenses out of personal or course funds and then seek reimbursement through the injured individual's insurance company. The key to successful reimbursement is thorough documentation, with the patient's name, date, procedure(s), administering physician, clinic or hospital address, payment, and exchange rate on every bill. Payment by credit card confirms the payment, date, and exchange rate and is, therefore, recommended.

Liability Insurance: The College's General Liability and Foreign Liability Insurance policies cover Bates employees participating on College-sponsored activities. These policies are also purchased through Cross Insurance. Coverage includes general liability, contingent automobile accident liability and physical damage as well as employment related injuries. The contingent automobile accident liability coverage applies excess over and above the primary auto liability coverage that is purchased at the time of the rental.

Rental Vehicle Insurance: It is best to rent buses with professional drivers or to travel by public transportation. However, if renting a car or van abroad, you should purchase liability insurance that is at least the compulsory minimum required in that country. If in doubt, purchase \$1,000,000 of auto liability insurance. To ensure protection under the College's policy, include the College's name and address (2 Andrews Road, etc.) on the rental contract, along with your name. You do not need to purchase auto physical damage insurance - also known as collision

and comprehensive coverage - from the local agency since the College's Foreign Liability Policy includes "Hired Auto Physical Damage" insurance which provides up to \$50,000 for any one accident or \$50,000 in any one policy period of physical damage to a rental vehicle in the event of an accident. Employees of the College are considered insured drivers. If the rental agency requires proof of Bates College insurance, we have the card on-file and can provide you with a copy. Students may drive only if an emergency exists which prevents the hired driver or college employee from driving. When renting in the United States, you should decline insurance coverage for Damage Waiver, Personal Accident Insurance, and Supplemental Liability Protection.

If an accident occurs, the first priority is everyone's safety. As soon as time allows, email security@bates.edu with information on the accident including the extent of any injuries and the damage, the time, date and location, name of the driver, name and contact information for the rental car company, and the name of the law enforcement agency handling the situation. The accident must be reported to local authorities as a report will be required from them if a claim is filed.

Emergency Assistance: As noted previously, students and faculty are covered by Europ Assistance when on a Bates sponsored program abroad. The service is provided through ACE insurance. Europ Assistance maintains a worldwide network of health professionals, hospital contacts, and rescue teams. Services include payment guarantees for emergency care, identification of physicians and hospitals, emergency consultation and, if needed, evacuation for the patient and one family member to a recommended location, and a visit by a friend or family member to an employee who is alone and hospitalized for more than seven days. The policy also provides for the repatriation of remains. In addition, the policy provides assistance in locating legal representation abroad, obtaining emergency bail bonds, and in replacing lost documents. Whenever possible, it is best for the faculty member or student to contact Europ Assist before incurring a cost or service that it will pay for, such as a medical evacuation.

The best contact information for Europ Assistance is in the ACE Travel app that you and students should download to your phones. If calling from the United States, the number is +1-800-766-8206; if abroad, the number is +1-202-659-7777, call collect. The plan number is 01-SP-585. The Bates policy number is PHFD38454419 (needed to download the app). The phone lines are staffed 24/7.

Time Line for Short Term Off-Campus Courses 2016-2017

Mid-August &
early September

Off-Campus Study Office issues request for proposals.

Faculty develop proposals, consult with Tina Mangieri, Associate Dean for Off-Campus Study; Heather Ward, Assistant Director of Accounting, in Lane Hall 221; and their department/program chairs. Consultation with faculty who have led successful off-campus Short Term courses is recommended.

October 1

Deadline for proposal submission to the Off-Campus Study Office for review by the Off-Campus Study Committee.

Before October 14	Faculty submit their course for approval using the online course proposal system in Garnet Gateway (under the Course Maintenance menu)
Mid-October	Off-Campus Study Committee submits recommended slate of courses to the Academic Affairs Council.
Early November	Tina Mangieri informs the faculty of the approval or denial of their course and of any concerns raised in the review process.
November, before & after Thanksgiving	<p>Re-assessment of budget with the Financial Office; “org” number issued at this meeting.</p> <p>Faculty develop a recruitment plan, including:</p> <ul style="list-style-type: none"> - reserving room for information sessions at https://events.bates.edu/VirtualEMS/ - an announcement in <i>Bates Today</i> - creating and posting a monitor slide across campus - preparing posters for distribution in Commons and other locations (Post & Print can help) - identifying fall classes where an announcement might be appropriate <p>Faculty provide a paragraph course description with travel dates and updated extra cost for students and time and location of scheduled information sessions. Tina Mangieri uses these for an announcement of all off-campus courses.</p> <p>Faculty publicize and hold information session(s) and visit classes with information. Direct students to online application. Faculty instruct students who receive financial aid to apply for aid using online form. (Students should not be accepted or denied prior to mid-January.)</p>
Early December	<p>Registrar’s Office publishes preliminary information on all Short Term courses, including off-campus courses, and registration procedures / dates in “Bates Today.”</p> <p>Review of course logistics and risk management with Off-Campus Study Office staff.</p>
Monday, January 16, 2017	<p>Deadline to submit online Application to Off-Campus Study.</p> <p>Deadline to submit financial aid application to Student Financial Services.</p>
January 17-27	Faculty select and inform students of their status. Faculty email list of accepted students to Jaime Theriault in the Financial Aid Office < finaid@bates.edu >. On Garnet Gateway, faculty grant an “instructor permission” override to each student accepted into the course. Faculty should have a waitlist in case some students withdraw.
January 25	Financial aid applicants are informed of their awards.
January 25 – January 29	Accepted students meet with faculty advisors; advisors remove the “Advisor Hold’ so students can register.
January 30 - February 5, 4:00pm	Students register during the registration week for extra cost Short Term courses. Faculty follow-up during the week with accepted students

	who have not registered. Medical forms are sent to Health Services and CAPS for review.
After Registration Week	Registered students are billed the \$500 non-refundable deposit. (Students who withdraw after this point are responsible for the \$500 and any non-refundable expenditures made on their behalf, such as non-refundable airplane tickets.)
Beginning of March	Workshop for faculty to discuss safety precautions and procedures; Clery Act; and Title IX reporting requirements. Meeting with Heather Ward to arrange course finances. Meeting with all participants for mandatory information session and to answer outstanding questions, etc., co-led by Tina Mangieri.
Short Term	Itinerary, contact, travel information submitted to Off-Campus Study. Course travels as scheduled. (Faculty contacts Off-Campus Study upon arrival to confirm contact information.)
Early June	Meeting with Heather Ward to review course finances and return unspent funds to the College. Submission of "Post-Course Report" 1-2 pages, summarizing academic, logistical, and financial successes and problems. The report format is online in "Additional Information for Faculty." Return of Health Forms to Off-Campus Study for disposal.

11. Bates Contact Information

Short Term faculty webpage: www.bates.edu/offcampus/faculty

Bates Off-Campus Study: +1 207 786 6223 / fax +1 207 786 8331

Tina Mangieri: tmangier@bates.edu / +1 207 786 6223 wk, +1 207 440 4663 cell

David Das: ddas@bates.edu / +1 207 782 3101 home

Bates Security: +1 207 786 6254 (open 24/7)

TBD, Director of Bates Security: email TBD / +1 207 786 6254

Paul Menice, Interim Director of Bates Security and Clery Act contact: pmenice@bates.edu

Dean of Students Office: +1 207 786 6219

Bates Health Services: +1 207 786 6199

Bates Counseling and Psychological Services (CAPS): +1 207 786 6200

Gwen Lexow, Title IX Coordinator: glexowbates.edu, +1 207 786 6445, www.bates.edu/sexual-respect

Heather Ward, Assistant Director of Accounting: hward@bates.edu, +1 207 786 6444

Human Resources: +1 207 786 6140

Registrar: +1 207 786 6097, fax +1 207 786 8350, registrar@bates.edu

Cross Insurance: +1 207 783 8591

Centers for Disease Control and Prevention: <http://wwwnc.cdc.gov>

Listing of country embassies in the United States: <http://www.embassy.com/embassies/>

US Department of State emergency number: +1-202-647-5225 or <http://travel.state.gov>

Europ Assistance: +1 800 766 8206 (within the US & Canada), +1 202 659 7777, call collect outside the US & Canada