**Draft Policy for Approval of Non-Credit, Short-Term Faculty Sponsored International Projects**

Loyola has developed policies and procedures for approval and administration of Loyola sponsored credit programs abroad. There are instances when there are non-credit opportunities for students to go abroad with faculty through obtained grants or recommendations of faculty. While faculty may not view this as an official program, there are similar risk management issues that must be addressed or the faculty may be personally liable.

Universities owe their students and employees a higher level of duty than an ordinary entity, corporation or employer. Specifically, Loyola is expected by the public to act in a reasonable way to ensure the safety of its students and employees. When a faculty member involved in a project encourages (or otherwise solicits) Loyola students to participate that project, the University’s special duty of care is invoked. That is, Loyola is expected by parents and the public to supervise and manage such projects in a manner that does not expose students to harm. Any such projects must be managed with proper oversight and supervision. Student housing, transportation, orientation, conduct, and safety must all be considered. Students must have appropriate medical insurance including medical evacuation and repatriation of remains protection. Emergency protocols must be established. Counseling and open communication with the faculty supervisor and host contacts is vital. Essentially, we must operate the project as we would any other education abroad experience.

CIE proposes the following policy guidelines for establishing wide range of potential non-credit short-term international projects.

Faculty wanting to take students abroad or sponsor must follow the following procedures:

1. Obtain a letter of support from the department and the college.
2. Complete the Application and Health, Safety, and Security Inventory for short-term projects. (See below)
3. Education Abroad Committee reviews the proposal and makes a recommendation to the Provost.
4. If the project is approved then faculty must work with CIE to
   a. ensure that students have insurance,
   b. have completed all online waivers and other health and safety information,
   c. have received adequate orientation.
      i. On health and safety issues
      ii. On the Loyola emergency protocol,
      iii. On adjustment to the host culture,
      iv. About the host location and society
   v. As part of the materials for the program, the director shall supply
      1. the U. S. State Department Consular Information Sheet for the country(ies) in which the program will be conducted.
      2. the CDC Health Information for the country.

**Health, Safety, and Security Inventory for Short Term Projects Abroad 2012**

1. Please provide a description of the project, a clear statement of project objectives and the benefits to the students, proposed dates, information on the site including how it relates to the academic program and mission of the sponsoring department/unit and college, and activities and/or excursions involved. Include any country specific issues.

2. Please provide a list of staff/faculty including the names and addresses and biographies of on-site coordinator and participating faculty and staff if non-Loyola. Provide previous experience in host country, language of host country or in related academic area for all faculty. Qualifications of guides/staff in country.

3. Please describe any known religious or local traditions, cultural norms or political attitudes that may necessitate modification of participant behavior and how students will be informed about these cross-cultural differences.
4. Please give dates and times of pre-departure and on-site orientation meetings.

5. What information do you cover in your pre-departure and on-site orientation sessions regarding health, safety and security issues? (Include any handouts you may have.) Please provide a detailed description of the student living accommodations for this program.

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7. If students are housed with host families, please describe the selection, supervision and evaluation process for the families. As per Loyola’s emergency protocol, please verify that if the students in your group are to be housed with local families, the families will be informed that they are required to notify the on-site coordinator or director if there is an emergency involving a student. If the students are housed in a residence system or rented house the local housing supervisor will be informed that he or she must notify the on-site coordinator if an emergency occurs.

8. Do the students need to take any special health precautions?

9. Are there any State Department or Center for Disease Control Travel Warnings or alerts relevant to your program and how and when do you present this information to the students?

10. What are the safety and security risks at the proposed program site, and how will these be addressed?

11. Are there any ongoing religious, political or ethnic conflicts that could compromise the safety of the program participants?

12. Are there any potential natural disasters (earthquakes, active volcanoes, hurricanes) in the country that could compromise the safety of the program participants? If yes, please explain what the program will do to address these.

13. Please attach a detailed program itinerary.

14. Please describe all modes of transportation to be used by the program in the host country for travel, program tours or excursions. Attach any related contracts with transportation companies, travel agents, etc. (You should hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place.)

15. Provide an overview of the logistical arrangements, including travel to and from the host country and transportation within the host country for project. Please provide information about the organization making these arrangements and attach any related contracts.

16. What infrastructure is needed on site? Please provide detailed information on housing, local field trips, etc? How will this be provided? Is there a partner university or institution or travel agent? What are Loyola’s responsibilities? What are host institution responsibilities?

17. Do you have codes of conduct for your program? How do you communicate the code of conduct to your students and the consequences of noncompliance? (It is important that if you have a code of conduct for your program, that you take appropriate action when you are aware that participants are in violation.)

18. In the participant screening process, do you consider factors such as disciplinary history that may impact the safety of the individual or the group? If you do not consider this currently, would you be interested in requiring this?

19. Please review the Loyola University Emergency Protocol (http://www.loyno.edu/cie/education-abroad-emergency-protocol) and explain how this will be applied in this project.