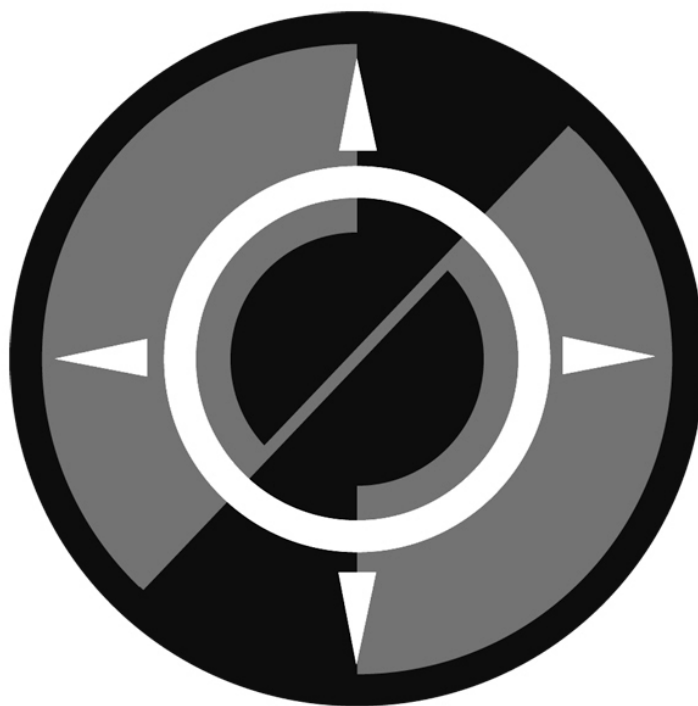


SKIDMORE COLLEGE
OFF-CAMPUS STUDY & EXCHANGES

FACULTY DIRECTOR'S HANDBOOK



TRAVEL SEMINARS

TABLE OF CONTENTS

Faculty Director Checklist	5
Responsibilities & Roles – Before, During & After the Travel Seminar	7
OCSE Role	7
Proposal Submission	7
Preparation and Promotion	8
Admission Process	9
Alternative Participants	9
Accompanying Family Members	10
Pre-Departure	10
On-Site	11
Upon Return	12
Crisis Management	13
First Steps	13
Regional/Global Crisis	13
Sexual Assault	14
Physical and Mental Health Issues	14
Social Behavioral Issues	15
Faculty Director Health Issue	16
Faculty Director's Report ..	16
Appendix A – Applicant Coversheet	17
Appendix B – Contact Sheet	18
Appendix C – Skidmore Code of Conduct	19
Appendix D – Travel Seminar Code of Conduct	22
Appendix E – Student Misconduct Report	23
Appendix F – Student Termination Report	24
Appendix G – Expense Report Template	25
Appendix H – Skidmore Travel & Entertainment Policies	26
Appendix I – Travel Seminar Director's Report	32
Appendix J – Emergency Contact Details	34
Appendix K – Student/Parent Emergency Contact Sheet	35
Appendix L – Student Accident/Incident Report	36
Appendix M – Faculty Director Health Assessment Form	38

FACULTY DIRECTOR CHECKLIST

Proposal Submission

- ✓ Discuss any questions regarding the proposal process and timeline with the Director of OCSE.
- ✓ Design the academic program and all instructional materials, including a detailed syllabus, list of readings and other resource materials, and a detailed itinerary relating sites visited to the subject matters of the course(s) or seminar.
- ✓ Develop a plan for logistics on-site and budget with the Director and Finance Program Manager of OCSE.
- ✓ Submit Expression of Intent to the Director of OCSE by stated deadline.
- ✓ Once Expression of Intent is approved, submit proposal with final course syllabus (ready for Curriculum Committee review) and budget to the Director of OCSE by stated deadline.

Preparation and Promotion

- ✓ Locate and evaluate resources in the host country for classroom space, program housing, local transportation, etc. (with assistance from OCSE).
- ✓ Ensure any changes to the travel seminar proposal are communicated to OCSE in a timely manner and submitted to Curriculum Committee as necessary.
- ✓ Provide OCSE with general text describing the program and developing recruitment materials.
- ✓ Promote the program to students through flyers, information meetings, etc. NOTE: Due to the financial elements of a travel seminar, insufficient student enrollment will jeopardize the ability to conduct the program. The faculty director is responsible for recruiting students sufficient to run the program. OCSE will assist in recruitment; however, the faculty member must take primary responsibility for enrolling the necessary number of students.
- ✓ Finalize itinerary and include all contact information for on-site portion of seminar and submit to the Finance Program Manager of OCSE.
- ✓ Finalize budget and submit to the Finance Program Manager of OCSE for review and approval.
- ✓ Develop program-specific emergency response plan with the Finance Program Manager of OCSE.
- ✓ Develop pre-departure materials to prepare students for the program and to enter the host country and host culture.
- ✓ Plan student orientation with the Finance Program Manager of OCSE.

Admissions Process

- ✓ Review student applications submitted to OCSE.
- ✓ Interview students.
- ✓ Follow up on any academic or social concerns for applicants.
- ✓ In conjunction with OCSE, select participants based on pre-established eligibility criteria and on enrollment minimums/maximums.
- ✓ Develop waitlist as needed.
- ✓ Inform students of acceptance/denial, coordinating with the Finance Program Manager of OCSE. OCSE will inform the Registrar, Bursar and Financial Aid Offices to ensure students are registered and billed appropriately.

Pre-Departure

- ✓ Develop a Participant Agreement with the students during an on-campus meeting to outline specific behavior expectations.
- ✓ Organize a pre-departure orientation which should include but not be limited to country specific information, cultural matters and health and safety.
- ✓ Obtain final student list from the Finance Program Manager of OCSE.
- ✓ Obtain final emergency contact details from the Finance Program Manager of OCSE.
- ✓ Submit personal medical and release forms to the Finance Program Manager of OCSE.
- ✓ Obtain student medical forms from the Finance Program Manager of OCSE.
- ✓ Distribute consular information sheets and travel advisories to students.
- ✓ Confirm budget with the Finance Program Manager of OCSE.

- ✓ Confirm all pre-paid expenses with the Finance Program Manager of OCSE and plan for payment of on-site expenses.
- ✓ Acquire any travel documents (visas, etc.) necessary to lead the program.
- ✓ Collect and distribute students' and faculty director(s)' cell phone numbers to be used while off campus.
- ✓ Request any cash advances for on-site faculty director and program expenses from the Finance Program Manager of OCSE. Student stipends will be processed by the Finance Program Manager as outlined in the program budget.

On-site

- ✓ Deliver on-site orientation, including written information regarding medical facilities, emergency contacts (with local police), and emergency response plans and a tour of the local neighborhood (including medical and police facilities).
- ✓ Develop a relationship with the hosts/staff where the students are staying. Establish an emergency plan that requires them to inform you about any dangerous behavior or emergencies involving a student.
- ✓ Obtain receipts and keep accurate records of all program-related expenses incurred on-site.

Upon Return

- ✓ Submit grades to the Registrar.
- ✓ Submit expense reports to the Finance Program Manager of OCSE within 30 days of last day of travel seminar.
- ✓ Submit final program report to the Director of OCSE within 30 days of last day of travel seminar.
- ✓ Review program evaluations completed by students and collected by OCSE. A summary of the evaluations will be provided to the faculty director.



RESPONSIBILITIES & ROLES – BEFORE, DURING & AFTER THE TRAVEL SEMINAR

As the Faculty Director of a Travel Seminar, this is your program. OCSE is here to guide and support you through the various phases of preparation and implementation; however, the ultimate responsibility for the success of the program falls to you. You are responsible for working with OCSE at all stages to ensure careful collaboration and coordination. Throughout the program, you will be expected to take on a variety of roles that are outside your typical responsibilities on campus. Not to worry – this is a collaborative effort. OCSE will assist you at all stages of the process.

This section of the handbook details OCSE's role throughout the process, as well as the faculty director's specific responsibilities at each stage of the program.

OCSE ROLE

The Off-Campus Study & Exchanges will be responsible for:

- ✓ Advising faculty throughout the development of the proposal for a travel seminar.
- ✓ Working with faculty to develop a realistic program budget and program fee.
- ✓ Assisting faculty with organizing international and domestic transportation, including group flights.
- ✓ Helping create promotional materials (e.g., brochures, flyers), application forms and pre-departure materials by providing templates and samples that the director can customize.
- ✓ Assisting with promotion of the program.
- ✓ Serving as a central resource for information on the program.
- ✓ Setting deadlines and overseeing the application process.
- ✓ Obtaining accurate cost information on the rental fees for classroom space, local transportation, student and faculty housing, and any expenses associated with field trips (e.g., entrance fees, lecturing permits, etc.).
- ✓ Managing program finances, including payment and collection of deposits, billing of students, and establishing payment and withdrawal schedules and policies, and attending to all financial arrangements needed to meet program costs in the U.S. and abroad, according to established Skidmore financial policies and procedures.
- ✓ Providing faculty with general information on cultural adjustment, emergency contacts and procedures, and health and safety resources for orientation.
- ✓ Examining all aspects of students' health and safety with respect to travel in general and the host location in particular.
- ✓ Providing the pre-departure orientation in collaboration with the faculty director.
- ✓ Assisting faculty with visa applications and/or other necessary documents to lead the program overseas.
- ✓ Provide local U.S. Embassy/Consulate with names of students' and faculty director(s)' names and passport numbers.

All of these responsibilities are completed in collaboration with the faculty director.

PROPOSAL SUBMISSION

The Curriculum Committee, in conjunction with OCSE, has developed guidelines for developing proposals for Travel Seminars. These guidelines outline deadlines and proposals structures and are available on the OCSE and Curriculum Committee web sites. Please review these guidelines carefully to be sure you understand the various stages and requirements of the proposal process.

The Director and Finance Program Manager of OCSE are available for guidance and support as you develop your own program proposal. Because Travel Seminars are developed and implemented in collaboration with OCSE, it is best to consult with them as soon as you have an idea for a program. They can provide feedback regarding program ideas,

assistance in preparing the preliminary program budget, ideas about how to successfully promote the program, etc. While the academic program falls fully under the purview of the faculty director, OCSE can help you determine if on-site services are available to properly support the proposed curriculum. Most importantly, OCSE can alert you to any potential issues (and solutions) regarding implementation of your proposed program.

The proposal process involves two separate but related documents. The Expression of Intent is the first step and allows you to give a short description of the proposed course and plan to deliver the course on-site. This is short form but still requires you to give important details regarding the Travel Seminar, which means you must have a very good idea of what you hope to deliver on-site and how you plan to do so. In the past, some faculty have submitted Expressions of Intent without appropriate details regarding how the course will be delivered, how they will promote the program, or how they plan to manage on-site logistics. Those programs will not be given the same consideration as fully developed program proposals because we simply cannot be sure how the program will be implemented on-site. In the past, many faculty also have submitted a fully-developed (ready for Curriculum Committee) proposal at the Expression of Intent phase. This is certainly acceptable and can save faculty time later at the next stage.

NOTE: All programs – even those that have been sponsored previously – must be re-submitted for consideration. Faculty interested in offering a “repeat” program, must submit an Expression of Intent, including their previous proposal, an updated budget and an updated promotion plan. OCSE cannot consider programs for which an Expression of Intent has not been submitted.

OCSE, the Advisory Committee on Off-Campus Programs (ACOP) and the Dean of the Faculty review the Expressions of Intent and OCSE informs faculty of those programs that are being considered for further development – those that will move to the next stage of the process. Because of financial and staffing limitations, OCSE can only sponsor three Travel Seminars each year. Therefore, not all proposals can be approved each year. However, if you have worked with OCSE during the development of your proposal, you should have a good idea of strengths and weaknesses of your program and have had the opportunity to work through any issues prior to submitting the Expression of Intent.

The next stage of the proposal process requires you to submit a more fully developed proposal, one that includes a Curriculum Committee-ready course proposal, a fully realized list of on-site activities, and a well-developed budget estimate and promotion plan. This final proposal will be reviewed and endorsed by OCSE and ACOP. Programs that are endorsed by OCSE and ACOP are sent to the Dean of the Faculty's office for final review and endorsement. Proposals are then forwarded to Curriculum Committee for final review and approval.

PREPARATION AND PROMOTION

Once your proposal has been approved by Curriculum Committee, you will need to focus your efforts on program preparation and promotion. This is the time you will rely most heavily on the Finance Program Manager of OCSE. The logistics of any Travel Seminar are a moving target; keep this in mind and approach this stage with flexibility and patience. Some pieces will fall into place immediately; others will not be finalized until you arrive on-site and are able to confirm details in person. OCSE will do everything possible to confirm and pre-pay all on-site services and will help you ensure all other details are set up before you arrive on-site.

This stage involves finalizing the on-site itinerary and logistics and, with them, the budget. Some faculty directors are very familiar with their destination and are comfortable with locating housing, classroom space, local transportation, etc. Other faculty directors may not be comfortable with this stage of the process. Whatever end of the spectrum you occupy, you will partner with OCSE for all logistical arrangements. If you have contacts and know how and where you want to make arrangements, you should share that information with OCSE right away. We can help you negotiate fees and be sure the locations and establishments you choose meet OCSE's expectations. If you do not have contacts in the destination of the Travel Seminar, you can call on OCSE to help you find appropriate partners on-site that can meet your needs and OCSE's expectations.

In all cases, you should not make any final plans or commitments until you have consulted with and gained endorsement from OCSE. OCSE will need to confirm fees and costs within the pre-established budget and will need to sign any contracts or agreements.

Any changes to the program – curricular or co-curricular – must be communicated immediately to OCSE. OCSE will develop promotional materials based on the information you provide; therefore, we must be aware of where the program is at any given time. We also must determine how any changes will impact the program budget. Any significant curricular changes must also be submitted to Curriculum Committee.

Promotion of the program is a shared responsibility between the faculty director and OCSE. Having said that, you will hold primary responsibility for recruiting for the program and must be prepared to provide brochure text and photos for the program brochure, hold informational meetings with OCSE, and work with your students and colleagues to generate sufficient interest in the program.

Remember, due to the financial elements of a travel seminar, **insufficient student enrollment will jeopardize the ability to conduct the program**. OCSE will help as much as we can; however, you are primarily responsible for recruiting a sufficient number of students to run the program.

Two areas that will require a great deal of guidance from OCSE are the development of a program-specific emergency response plan and a program-specific pre-departure orientation and student handbook. Both of these are areas that OCSE manages for all off-campus programs; we have templates and standards that can be adapted to your program. Your role is to share location-specific information so that we can assure that our plans and orientation are appropriate to your program in that location.

ADMISSIONS PROCESS

Students will submit applications to OCSE directly. We will organize them and inform you when they are complete, providing copies and an Applicant Information Coversheet. (**See Appendix A.**) Some faculty members want to conduct student interviews; some do not. This is your prerogative. If you choose to require interviews, you will need to plan additional time for this step in the application process. Because the Finance Program Manager in OCSE will have had contact with most applicants during the application process, you should include her in the application review process. Also, OCSE will check for academic and social infractions for all applicants. While an infraction will not automatically disqualify a student from participating, it is important that any infractions (especially repeat offences) be taken into consideration when reviewing program candidates. As the faculty director, you will know what types of behavior are more or less risky given the location of the Travel Seminar. OCSE will depend on you to inform us about specific concerns that might make a student less viable for program participation. Should a student have a history of significant academic or social infractions, OCSE may be required to disqualify that student. This follows the practice in place for semester and academic year programs.

You will have already set eligibility criteria and a deadline for submission (which may or may not be flexible given the program dates and student interest). These should be foremost in your mind when reviewing applications. Please remember, all students must have a 3.0 or better to be considered eligible for off-campus study. There is a petition process for students with below a 3.0. You may determine if you want to consider those applicants, who would need to go through Skidmore's established petition process.

Finally, you and the Finance Program Manager in OCSE will inform students of their acceptance to or denial from the program. We recommend you develop a waitlist of students who are interested in joining the program should one of the accepted students drop out. OCSE will track student participation and inform you of any changes. In return, we ask that you inform OCSE of any students who indicate to you that they are dropping the program.

ALTERNATIVE PARTICIPANTS

There are often times when other faculty members, staff or adult auditors express an interest in participating in a Travel Seminar. First and foremost, these Travel Seminars are developed for student participants and OCSE needs to ensure that non-student participants do not take spaces in the program that could serve our students. In addition, OCSE has found that non-student participants tend to change the dynamic of the program for the students, leading to a very different on-site program than that which was originally envisioned. Again, we must ensure that the Travel Seminars remain student focused and delivers the curricular and co-curricular program as planned in the proposal stage. Therefore, it is with rare exception that OCSE will approve the participation of these individuals.

If approved for participation, alternative participants must pay the same program fee required of student participants and they will be expected to fully participate in all aspects of the program. Additionally, while these non-student participants may be employed by or affiliated with Skidmore College, they are not allowed to represent Skidmore in any official capacity. They can have no authority over the student participants and must be seen as full participants of the program rather than additional “help” for the faculty directors.

ACCOMPANYING FAMILY MEMBERS

Faculty directors may occasionally wish to have family members accompany them on the Travel Seminar. While students may benefit from the personal interaction with the faculty director's family members, it has been found that family members can serve as distraction, taking the faculty director's attention away from the students themselves. In addition, family members are NOT covered under Skidmore's risk and liability coverage. Therefore, they would be quite limited in the events and activities they could participate in, again leading to possible division of attention for the faculty director. For these reasons, OCSE strongly recommends that family members join the faculty director prior to the program commencing or upon its completion rather than joining the program itself.

PRE-DEPARTURE

Before you depart you will be expected to collaborate and coordinate with a variety of areas as the needs of the students and program demand: Curriculum Committee, Disability and Accessibility Services, Financial Aid Office, International Student Services, Opportunity Programs, and the Registrar, among others. OCSE will serve as a liaison for most of this coordination and will ensure smooth communication among all areas involved in the process.

You will need to apply for any travel documents needed to travel to your destination (passport, visa, etc.). Students also will need to apply for any necessary documents. OCSE will assist in the process for you and the students, but you will be responsible for submitting appropriate documents to the government departments charged with issuing the needed documents in the required timeline. OCSE cannot apply for you.

In preparation for the group's departure the Finance Program Manager will work with the faculty director(s) to finalize all logistics, ensuring reservations are confirmed and any pre-payment to vendors has been made. The faculty director(s) will receive a Contact Sheet that will outline all logistical information for the program. (**See Appendix B.**)

Before departing you will collect and distribute a variety of information from and to the students. OCSE will coordinate these efforts and let you know what needs to be collected/distributed and when. You will need to submit forms regarding your medical history. These forms will be kept in case of an emergency while on-site. OCSE will share these forms only in case of an emergency. We suggest you share the medical forms with your co-director if applicable. Students will submit medical forms to OCSE as well. We will give you copies to ensure you have them available in the case of a medical emergency on-site.

It is highly recommended that you schedule several pre-departure meetings; this is required for the travel seminars without an on-campus component. The meetings provide an excellent opportunity to build a cohesive group and establish the purpose and goals of the travel seminar.

Suggested areas of discussion:

- ✓ Academic and cross-cultural goals of the program
- ✓ Course books/reading materials
- ✓ Grading assessment tools (i.e., presentations, papers, exams, journals, etc.)
- ✓ Attendance policy and assignment schedule
- ✓ Health and safety concerns and protocols
- ✓ Program itinerary and logistics
- ✓ Special student support issues (i.e., sexual orientation, women's issues, ethnicity concerns, disabilities)

Finally, you'll need to establish a Participant Agreement for the students on the program. Most directors do this with the group as a whole, allowing students to develop their own rules to govern the on-site program. The intimate nature of the group merits a careful look at group dynamics and expectations for appropriate and respectful conduct.

These documents typically include guidelines on alcohol consumption, respecting fellow group members, expectations for behavior in the accommodations on-site, etc. Any Participant Agreement will supplement, rather than replace, the Skidmore Code of Conduct and Travel Seminar Code of Conduct. **(See Appendices C and D.)** The Participant Agreement should be signed by all members of the program and distributed at pre-departure orientation, which is a good moment to reiterate expectations for the on-site program.

ON-SITE

Your role on-site will be quite different from what you are used to on campus. Specifically, as the faculty director of a Skidmore Travel Seminar, you could be asked to take on any of the following roles as the needs of the students and program demand: academic advisor, alcohol and drug counselor, campus security, concierge, conflict arbitrator, counseling coordinator, crisis management coordinator, dean of students, dietician, disabilities coordinator, emergency response coordinator, facilities manager, health services coordinator, information technology coordinator, librarian, money changer, multicultural affairs advisor, public relations coordinator, recreations coordinator, residence life coordinator, student activities coordinator, tour guide, teacher, and transportation coordinator. This can be daunting, but the preparation you have done with OCSE and with the students will ensure you are ready for the challenge.

Of utmost importance is the role of crisis manager. In order to ensure you have an idea of how to work effectively in this role, OCSE has developed brief guidelines that should give you enough information to handle the immediate crisis. In all cases, you are asked to call on OCSE to assist you in dealing with any and all crises. This is an area that we are well-prepared to manage, having developed protocols and procedures for all of our off-campus study sites.

Also of importance is the overall group dynamic. While it is not your role to ensure students all get along and have a great experience, a tense group dynamic can impede the successful delivery of the curriculum. We recommend you stay alert to common problems that can occur: clichés, perceived favoritism (professor to certain students), students who are not respectful of others' space and schedules (i.e. up late so their roommate cannot sleep), etc. A quick reminder of the Code of Conduct and Student Agreement can be helpful, as can a reminder that the group is together for short time to accomplish an academic goal or a brief one-on-one with the offending students. Addressing these issues early and in a non-threatening way can reduce tensions in the long-run; however, there may be an instance where you will be required to formally address a student's behavior.

If the brief one-on-one with an offending student does not dissuade the behavior, it may be necessary to issue a written Student Misconduct Report. **(See Appendix E.)** The ability to issue this report in writing may be hindered by the program location; thereby requiring you to verbally convey its content. However a written report must be submitted to OCSE and the student within two weeks of the program end date.

In extremely rare cases a student's behavior may be so egregious that you may consider dismissing him/her from the travel seminar. If that should occur, you should consult with the Director of OCSE. In the event the student is dismissed from the travel seminar, you will need to issue a Student Termination Form. **(See Appendix F.) This form must be completed at the time of the student's dismissal from the program to indicate that the director(s) and Skidmore no longer can be held responsible for the student's behavior.** When a student is dismissed from a program, they will be sent home at their own expense. OCSE will assist in coordinating their departure from the program site.

You will also have to manage on-site finances and ensure expenses remain within the budget. While on-site you will need to collect receipts for and keep a record of all expenses. **(See Appendix G** for sample expense report.) For expenses where a receipt cannot be reasonably obtained, please make note of the expense in your records. You must indicate what the expense was for, amount and date. Receipts must be obtained for any expense costing \$25 or more. You must follow all Skidmore Travel & Entertainment policies in order to be reimbursed for on-site expenses. **(See Appendix H** for current T&E policies.) NOTE: Skidmore will NOT pay for alcoholic beverages for faculty or students. While students may purchase alcoholic beverages at a dinner or other function, it is the responsibility of the faculty director to ensure students behave responsibly in their alcohol consumption during program events. In no case can Skidmore funds be used to purchase alcohol for students. In addition, Skidmore funds cannot be used to purchase medicines, vitamins or other health/hygiene supplies for students.

UPON RETURN

The role of faculty director continues once the group returns from the Travel Seminar. You will need to submit an expense report and program report to OCSE within 30 days of that last day of the Travel Seminar. The templates for each are provided in **Appendices G and I**. OCSE can provide electronic copies as well. Once the program returns to campus, OCSE will distribute program evaluations to the students and will collect them and distribute a summary of them to the faculty director. Finally, you may want to plan an event with the group that brings the students back together to discuss the program, share photos, and plan a more formal presentation of the outcomes of the program (i.e. Academic Festival). This can be as small or large as your remaining program budget will allow.

CRISIS MANAGEMENT

While faculty and OCSE have done everything possible to ensure the health and safety of our students, there is always the chance that you will face an emergency involving a student while on-site. Students may become ill, suffer accidents, face a robbery or sexual assault, or exhibit socially unacceptable or dangerous behavior, or there may be a more regional or global crisis that affects the program. In all cases, you will be called upon to manage the emergency on-site. It is most important that you react in a responsible and level-headed way and that you provide consistent and predictable measures to safeguard the health and well-being of the students. In doing so, you must also take measures to limit the College's legal liability. OCSE has prepared this section to help you do so.

FIRST STEPS

Examples of emergencies which require the faculty director to contact OCSE include:

- Robbery
- Physical assault
- Sexual assault
- Rape
- Disappearance or kidnapping of a student
- Serious physical or emotional illness
- Significant accident or injury
- Hospitalization for any reason
- Terrorist threat or attack
- Local political crisis that could affect students' safety or well-being or interfere with the delivery of the program
- Arrest, detention or questioning by police
- Any legal action involving a student(s)

In the event of an emergency, the faculty director must first ensure the immediate safety of the student(s) using local services (i.e. hotel staff, local police, program provider support, etc.). Once the student(s) safety is assured, you must contact Off-Campus Study & Exchanges as soon as possible. Use the emergency contact list found in **Appendix J** for details. (OCSE will also provide a list of student/parent emergency contact information. **See Appendix K.**) When you call, please be sure to have the following information available:

- ✓ Name(s) of student(s) involved
- ✓ Details of the situation
- ✓ Telephone number where you can be reached
- ✓ What, if any, immediate assistance you need from OCSE/Skidmore

It will be useful to utilize the Student Accident/Incident Report as a means to organize the information. (**See Appendix L.**)

In the event of a serious emergency (death, disappearance, arrest/detention, serious medical crisis), one of the first contacts should be the nearest U.S. Embassy or Consulate, American Citizens Services Section. You can also contact the American Citizens Services of the Department of State directly at 202-501-4444. (This number can be dialed from overseas; however, the office is in the States so you will want to try the Embassy first.) The web site of the American Citizens Services is http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html. Here you can find steps to take in an emergency. As soon as you have spoken with the Embassy or American Citizens Services, contact OCSE.

REGIONAL/GLOBAL CRISIS

In the case of a natural disaster, terrorist attack or other regional or global emergency, the faculty director is asked to contact OCSE as soon as possible to confirm that the group is safe. OCSE will work with you to determine an appropriate response depending on the crisis.

Students should be encouraged to contact a family member or friend at home. OCSE is likely to receive calls from concerned family/friends, even when the site of the emergency is distant from the actual program location. We need to be able to reassure family and friends that the students and directors are safe.

When you contact OCSE, here are some questions to consider:

- ✓ What is the imminent risk to the group if they stay where they are?
- ✓ Are food, water and adequate medical attention available?
- ✓ Is adequate and secure housing available?
- ✓ Has the U.S. Embassy/Consulate advised a certain course of action?
- ✓ What is the proximity of the events to the group?
- ✓ What/Who is the targeted group of the crisis?
- ✓ Is there a curfew or is travel being restricted in any way?
- ✓ Have classes been disrupted and for how long?
- ✓ Is there a local military presence?
- ✓ What is the general tenor of the local community and the student group?

This information will help as you work with OCSE to determine an appropriate course of action.

SEXUAL ASSAULT

Unfortunately, students studying off campus often feel invulnerable and find themselves in dangerous situations without any idea how they got there or how they can extract themselves. If a student contacts you and says he/she has been attacked or sexually assaulted, we recommend the following steps. Please remember, though, you cannot force a student to take part in any of these steps. Your main role is to ensure the student is safe and to protect him/her from further harm. You must also always respect the students' privacy and choices.

- ✓ Make sure he/she is somewhere safe.
- ✓ Help him/her get medical attention as soon as possible.
- ✓ Help him/her speak with local authorities (if appropriate and if he/she so desires).
- ✓ Direct him/her to local and campus counseling and support resources.
- ✓ Call the Director of OCSE and let her know what happened.
- ✓ Record the details of the attack/assault, the on-site response and the follow-up action. Continue to record actions tied to the student's situation. Utilize the Student Accident/Incident Report (**See Appendix L.**)
- ✓ Determine next steps according to student needs and wishes. (Does he/she want to go home? Does he/she want to continue on the program but in a different housing/living situation? Does he/she want to talk to his/her parents or not?) Work with OCSE to implement a follow up plan that takes into consideration the student's wishes and the general well-being of the other students on the program. An incident of this type can cause wide-spread anxiety which can affect the entire group dynamic.
- ✓ Contact appropriate on-campus resources to help you deal with the issue. Remember, the student is the victim but the incident may affect you or other members of the group in unexpected ways.
- ✓ Continue to communicate and consult with OCSE to ensure the student and group receives the support they need.

You will need to file an incident report with Campus Safety when you return to campus. OCSE can help you navigate that process.

PHYSICAL AND MENTAL HEALTH ISSUES

Occasionally, students will experience physical or mental health issues while studying off campus. OCSE collects a full medical report for all students participating on Travel Seminars and will share that information with you. If a student experiences a health emergency, immediately get them to an appropriate medical facility and share their health form with the attending health professional. Once the student is stable, contact OCSE. When you contact OCSE, here are some questions to consider:

- ✓ What is the physical or psychological condition of the student?

- ✓ What is the precise nature of the medical/psychological treatment the student is receiving/has received?
- ✓ What are the names, phone numbers and addresses of the attending physician, clinic or other health professional?
- ✓ Who is in close contact with the student?
- ✓ What additional support do you need from OCSE?

OCSE will help develop a plan of action, including a timeline for contacting the student's family. It is important to ensure that the remainder of the group is not in danger due to one student's medical emergency. Therefore, OCSE will help you develop a back-up plan that allows students to remain safe and engaged with the program in case of a medical emergency.

SOCIAL/BEHAVIORAL ISSUES

While studying off campus, students are held to the Skidmore Code of Conduct. (**See Appendix C.**) Travel Seminar faculty directors also develop their own Code of Conduct based on the specific culture and circumstance of the on-site program. Compliance with these rules will help ensure a safe, academically nurturing environment for all students. Because the Travel Seminars are short in duration and because the group is so small and intimate, behavioral issues can be even more destructive to the group than would be the case on campus. Therefore, students must be held accountable to both codes of conduct and should expect there to be repercussions should they break the codes. Violations to the policies will result in disciplinary action on-site. This can range from a public apology for bad behavior to immediate removal from the program for more egregious behavior.

As faculty director, it is your role (in consultation with OCSE) to determine the severity of the violation and the level of disciplinary action that should be taken. As soon as you discover there has been a violation, you should contact the Director of OCSE. If a student has put himself/herself or another person in danger, we must consider removal from the program. Again, the program is too small and too short to allow for any behavior that will disrupt the academic and cultural goals of the seminar. If the student's behavior is severe enough, you also may choose to bring a complaint to the Integrity Board upon returning to campus.

If a student has been arrested, you will need to notify the U.S. Embassy/Consulate right away; you should then contact the Director of OCSE. Skidmore cannot secure counsel for the student, nor can we advocate for his/her release. OCSE will help develop a plan of action to ensure the student receives the support he/she needs.



FACULTY DIRECTOR HEALTH ISSUE

Just as student can experience health issues during their time off campus, so can faculty directors. Be sure to practice healthy habits to prevent an issue. If you do find you are ill, seek help immediately to ensure your quick recovery. Before you seek treatment, develop a plan to engage the students in productive ways while you are out of commission. Typically, Travel Seminars are sponsored by two faculty directors. This allows some flexibility in times of emergencies. While you are attending to a student's or your own needs, your partner director can take charge of the rest of the group. However, if this is not the case, please be sure you inform the students of the situation and the alternative plan. Do not put a student participant "in charge" of the group. This is not appropriate; we cannot charge a student with the well-being of other students.

In order to be able to respond quickly in the event of a medical emergency on-site, OCSE requires all faculty directors to submit a Health Assessment Form. (**See Appendix M.**) OCSE asks that you submit the form in a sealed envelope, marked with "Confidential" and your name. The form will be held at OCSE and only opened to transmit to your treating physician. However, to expedite treatment OCSE encourages you to carry a copy on your person and/or share a sealed copy with your co-director as well. If there is no occurrence which requires use of the form, upon your return to Skidmore College the sealed envelope containing the form will be returned to you.



FACULTY DIRECTOR'S REPORT

At the conclusion of your travel seminar OCSE requests that you submit the Faculty Director's Report. (**See Appendix I.**) This is an important tool that will assist us in the event of a repeat or new program that travels to your location. It will provide valuable information on the level of service provided by vendors, as well as allow us to assess OCSE's internal processes. It will assist in our ongoing evaluation of our policies and procedures. Additionally, the report will allow for you to advise OCSE of possible concerns regarding a student and the viability of them participating on future programs.

APPENDIX A

APPLICANT INFORMATION COVERSHEET

[illegible]



Off-Campus Study & Exchanges

Contact Sheet

Program Name: _____

Program City/Country: _____

Dates of Program: _____

Faculty Director (s): _____ Telephone Number: _____

_____ Telephone Number: _____

OCSE Contact: _____ Telephone Number: _____

Campus Safety Telephone Number: _____

Transportation from Campus:

<u>Vendor/Telephone Number</u>	<u>Pick-Up Location</u>	<u>Date</u>	<u>Pick-Up Time</u>	<u>Drop-Off Location</u>

Transportation from Campus:

<u>Vendor/Telephone Number</u>	<u>Pick-Up Location</u>	<u>Date</u>	<u>Pick-Up Time</u>	<u>Drop-Off Location</u>

Travel Agent: _____ Telephone Number: _____

<u>Airline</u>	<u>Departing Airport</u>	<u>Date</u>	<u>Departure Time</u>	<u>Arrival Airport</u>	<u>Arrival Time</u>

Hotel (s):

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Contact Person</u>	<u>Reservation #</u>

Onsite Vendor (s):

<u>Vendor</u>	<u>Telephone Number</u>	<u>Contact Person</u>	<u>Contractual Obligation</u>

APPENDIX C
SKIDMORE CODE OF CONDUCT



Skidmore College

Student Handbook

2009-2010

Honor Code

Established at the request of the student body in 1921, the Skidmore Honor Code defines the guiding principles of honesty, respect, and integrity that should inform all choices and behavior patterns in the Skidmore academic and social communities. Each student, in matriculating at Skidmore College (or engaging in any Skidmore-sponsored activity or program as a non-matriculated student), agrees to the following code:

I hereby accept membership in the Skidmore College community and, with full realization of the responsibilities inherent in membership, do agree to adhere to honesty and integrity in all relationships, to be considerate of the rights of others, and to abide by the College regulations.

It is the responsibility of every student and every member of the faculty and staff, both by example and by instruction, to encourage students to embrace the standards of the Honor Code. If a student is aware of a violation, he or she is honor-bound to speak to the student, and if necessary, to report the student to the Dean of Student Affairs or other appropriate member of the staff or faculty. If a member of the faculty is aware that someone has committed an academic violation, faculty legislation requires that the faculty member report the violation to the Dean of Studies. It is only through a combination of ethical commitment, guidance, and sanctions that the Honor code can become a living set of principles for our community.

Student Code of Conduct

Basic College regulations are vital to community welfare, student safety, and high standards of ethical integrity. Skidmore expects all members of the community to conduct themselves in a manner supportive of the educational mission of the College. The College considers abuses and violations of these regulations major breaches of the College Honor Code that may lead to various sanctions, including the withdrawal of membership from the Skidmore community. In addition to following basic College regulations, community members are also obligated to observe the laws and ordinances of local, state, and federal governments. The College may press charges against community members engaged in criminal activities on or off the campus. All currently enrolled Skidmore students are required to report any circumstance that results in their arrest to the Associate Dean of Student Affairs/judicial counsel.

Respect for the person, property, ideas, and perspectives of others and a commitment to intellectual and personal growth are values essential to membership in the College community. The policies listed below are illustrative only, not exhaustive; the College has the right and obligation to act upon conduct not in accord with the informing principles of the Honor Code or Code of Conduct.

Social Policies

Good social conduct in the large majority of cases is a matter of common sense and the ordinary principles of fairness, respect, and honesty. Considering how we ourselves would like to be treated will usually provide guidance on how to interact with other members of the community. The social policies listed below cannot capture the essential value of a respectful and cooperative community. The items listed do, however, suggest some of the more serious issues that sometimes confront our community. Violations of the Skidmore Honor Code and Code of Conduct include, but are not limited to, the following:

1. Obstruction or disruption of teaching or other educational activities on the College campus or other property used for educational purposes.
2. Obstruction that unreasonably interferes with the freedom of movement, both pedestrian and vehicular, on the College campus or other property used for educational purposes.
3. Any action or situation that recklessly or intentionally endangers mental or physical health.
4. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on the College campus or other property used for educational purposes without the permission of the Dean of Student Affairs.
5. Damage to, misuse, or theft of College property or the property of any person.
6. Physical harm or threat of physical harm to any person or persons, including but not limited to assault, sexual abuse, or other forms of physical abuse.
7. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual or groups of individuals, or easily construed as "fighting words" and likely to cause an immediate breach of the peace.
8. Abusive or disruptive behavior, verbal or physical, directed toward any member of the College community.
9. Failure to comply with the lawful directives of College officials who are performing the duties of their offices, especially as they are related to the maintenance of safety and security.
10. Forgery, alteration, fabrication, or misuse of identification cards, records, etc., or misrepresentation of any kind to a College office or official.
11. Unauthorized entry, use, or occupation of College facilities that are locked, closed, or otherwise restricted for use.
12. Disorderly conduct, including but not limited to public intoxication and lewd, indecent, or obscene behavior.
13. Illegal purchase, use, possession, or distribution of drugs, or drug paraphernalia, or alcohol, or paraphernalia associated with the dangerous consumption of alcohol (e.g., a funnel or "beer pong" table).
14. Unauthorized entry into another person's computing directory, data theft, or unauthorized alteration of data, inappropriate use of the College's computing system (e.g., harassment using the College's electronic or news network systems), and other malicious or dishonest computer activities. For more specific information on news and network systems, please see the Skidmore College policy on news network conduct. The College treats violations of the computer codes of conduct as social or academic infractions or both.
15. Any action or situation that involves the forced consumption of alcohol or drugs by students, visitors, or other licensees and invitees for the purpose of initiation into or affiliation with any organization. The College will consider such behavior as hazing.

Academic Policies

The Skidmore pamphlet on "[The Ethics of Scholarship](#)" defines some of the positive reasons why an academic community needs to observe the highest principles of intellectual honesty. These expectations include the bond of trust among faculty and students, without which there can be no truly educational enterprise; the need for students to embrace the rewarding struggles inherent in challenging intellectual endeavors; the excitement of mastering research and discovery processes in various disciplines; and the rewards of becoming a genuine participant in the larger community of scholars past and present. The academic Honor Code requires students to attend closely to such issues as the following:

1. Plagiarism is representing the work of another person as one's own: for example, the words, ideas, information, data, evidence, organizing principles, or style of presentation of someone else. Plagiarism includes paraphrasing or summarizing without acknowledgment, submission of another student's work as one's own, the purchase of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else. Failure to indicate accurately the extent and precise nature of one's reliance on other sources is also a form of plagiarism. The student is responsible for understanding the legitimate use of sources; the appropriate ways of acknowledging his or her academic, scholarly, or creative indebtedness; and the consequences for violating the Skidmore Honor Code. The Integrity Board and the Board of Appeals will not regard claims of ignorance, unintentional error, or academic or personal pressures as adequate defenses for violations of the Honor Code.
 - a. Minor plagiarism offenses: for example, failure to acknowledge the source(s) of a few phrases, sentences, or an idea (though not an idea of importance to the thesis or central purpose of the paper or project).
 - b. More serious plagiarism offenses: for example, failure to acknowledge the quotation or paraphrase of a few longer, paragraph-length sections of a paper; failure to acknowledge the source(s) of a major idea or the source(s) of important pieces of evidence or information; or the source(s) for an ordering principle central to the paper's or project's structure.
 - c. Major plagiarism offenses: for example, failure to acknowledge the source (quoted, paraphrased, or summarized) of major sections or passages in the paper or project; the unacknowledged use of several major ideas or extensive reliance on another person's data, evidence, or critical method submitted as one's own; and work borrowed, stolen, or purchased from someone else.
2. Cheating on examinations by giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include collaboration of any sort during an examination (unless specifically approved by the instructor); collaboration before an examination (when such collaboration is specifically forbidden by the instructor); the use of notes, books, or other aids during an exam (unless explicitly permitted by the instructor); looking upon someone else's exam during

the examination period; intentionally allowing another student to look upon one's own exam; discussing test items during the exam period; and the passing of any exam information to students who have not yet taken the examination. There can be no conversation while an examination is in progress. Any prohibited or unauthorized interaction (e.g., talking or other communication) between students while an examination is in progress may constitute "cheating," regardless of the content or intent of the interaction.

3. Multiple submission of substantial portions of the same work for credit, without the prior explicit consent of the instructor(s) to whom the material is being (or has been) submitted.
4. Forging another person's signature or name on academic or other official documents (e.g., the signing of a faculty advisor approval, the misuse of attendance sign-up sheets, the mishandling or misappropriation of registration materials or other official documents).
5. The deliberate destruction, damaging, or theft of another's work or working materials (including lab experiments, computer programs, term papers, works of art, or other projects undertaken for academic purposes).
6. The effort to remove uncharged library materials from the library, defacing or damaging library materials, intentional displacement and hoarding of materials within the library for unauthorized private use, and the abuse of reserve-book privileges. These and related offenses constitute an abuse of the College community's central resource for the advancement of learning. The College may treat the failure to return materials to the library in a timely fashion, when other members of the Skidmore community need these materials, as an academic integrity infraction.
7. Computer abuse and fraud includes the abuses defined in these guidelines under "plagiarism," "multiple submission," and "alteration." The College expects members of the Skidmore community to observe the highest standards of academic and social integrity as they use computers for class, office, and individual projects. Such offenses as computer plagiarism, unauthorized collaboration, entry into another person's computing directory, data theft or unauthorized alteration, inappropriate use of the electronic mail, and other malicious or dishonest computer activities will be treated as serious infringements of integrity. Consult the "[Code of Ethics for Academic Computing at Skidmore College](#)."

The College recognizes the following EDUCOM policy statement:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment; the right to privacy; and the right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

8. Software piracy: The College forbids the unauthorized duplication or use of copyrighted software. Even if a program does not contain copy protection to prevent unauthorized duplication, it is illegal to copy commercial software for your own use or use by others. Likewise, knowingly accepting or using copies of "pirated" software violates the Skidmore College Honor Code.
9. Unauthorized collaboration (closely related to plagiarism or cheating): Student collaboration on projects, papers, or other academic exercises regarded as inappropriate by the instructor(s). Although the most common faculty assumption is that work submitted for credit is entirely one's own, standards on appropriate and inappropriate collaboration vary widely among individual faculty members and each discipline. Students who want to confer or collaborate with one another on work receiving academic credit (for example, homework assignments, lab reports, exam preparations, take-home exams, research projects, essays) should be certain of the instructor's expectations and standards.
10. The misrepresentation or purposeful mishandling of material or fabrication of information in an academic exercise, academic process, or assignment (for example, the falsification of experimental or computer data, the construction of false documents or the misleading alteration of documents, the false or misleading citation of sources, the purposeful mishandling or misappropriation of registration materials).
11. Altering material without the instructor's knowledge and consent in negotiation for a higher grade.



Off-Campus Study & Exchanges

Travel to Rome — Code of Conduct

You will be traveling to Rome as part of a group. It is important that we all agree upon a common code of behavior in order to ensure everyone's safety and well-being. Traveling with others has its challenges and rewards. As a group we need to be respectful of others and create an environment conducive to learning. In order to make this seminar successful, it is imperative that we all commit to a positive educational experience. Realizing this, would you please sign and adhere to the following pledge:

I, the undersigned, promise to follow the following rules during our trip to Rome:

1. **I will be prepared for and attend all classes and outings, and understand that failure to do so may result in failure of the course.**
2. I will arrive at all class activities (tours, class meetings, etc.) on time.
3. I will not engage in rude and/or disruptive behavior.
4. I will be respectful at all times of Italian customs and culture.
5. I will respect the physical remains of antiquity, whether indoors or outdoors, and I will comply with all regulations for handling and photographing them.
6. I will not drink alcohol to excess, **either in public or in private.**
7. I will not bring, buy, or use illegal drugs on this trip.
8. I will dress decently and appropriately.
9. I will stay with the group. I will not go anywhere alone, or without telling others where I am going.
10. If I break the law, I know that I cannot expect the course leaders nor Skidmore College to protect me from legal action by or on behalf of Italian authorities.
11. I understand that these rules apply from the time we gather for departure at the airport to the time we return as a group to the US.
12. **I understand that I could be sent home, at my own expense, for violating any of the rules listed above. If I am dismissed from the program I will not earn credit or be refunded any expenses that have been paid. I know that a decision to terminate my participation in the program is final and un-appealable. Moreover that my misconduct/behavior may be subject to further disciplinary action by the Dean of Student Affairs.**

Signed,

_____ Date _____

Please Print Name



Student Misconduct Report Travel Seminar

SKIDMORE COLLEGE

Off-Campus Study & Exchanges (OCSE)
815 North Broadway, Starbuck 202
Saratoga Springs, NY 12866
Tel: 1-518-580-5355/Fax: 1-518-580-5359
ocse@skidmore.edu

Skidmore expects all members of the community to conduct themselves in a manner supportive of the educational mission of the College. By enrolling in this travel seminar you have agreed to a common code of behavior and thus will be held accountable for any violation.

You are being issued this written statement as formal notification that you are in violation of the Code of Conduct.

Student Name: _____

Program Name: _____

Program Location: _____

Faculty Director(s) Name(s): _____

Date of Report: _____

Date of the Infraction: _____

Details of the Infraction: _____

I hereby understand the nature of my infraction and recognize that if I again violate the Travel Seminar Code of Conduct and/or the standard of behavior expected of a Skidmore College student and member of an academic community as prescribed in the Honor Code, that steps will be taken to have me dismissed from the program and that I will not earn credit or be refunded any expenses that have been paid. Additionally, my infraction will be reported to the Dean of Student Affairs and I may be subject to further disciplinary action.

Student Name (print): _____

Student Signature and Date: _____

Faculty Director Name (print): _____

Faculty Director Signature and Date: _____

Faculty Director Name (print): _____

Faculty Director Signature and Date: _____

Provide a copy to Off-Campus Study & Exchanges.



Student Termination Report Travel Seminar

SKIDMORE COLLEGE

Off-Campus Study & Exchanges (OCSE)
815 North Broadway, Starbuck 202
Saratoga Springs, NY 12866
Tel: 1-518-580-5355/Fax: 1-518-580-5359
ocse@skidmore.edu

Skidmore expects all members of the community to conduct themselves in a manner supportive of the educational mission of the College. By enrolling in this travel seminar you have agreed to a common code of behavior and thus will be held accountable for any violation.

The issuance of this report is a result of a serious infraction on your part. The misconduct/behavior may have been deemed serious enough to warrant immediate dismissal without benefit of a prior warning.

Student Name: _____

Program Name: _____

Program Location: _____

Faculty Director(s) Name(s): _____

Date of Report: _____

Date of the Infraction: _____

Details of the Infraction: _____

Faculty Director Name (print): _____

Faculty Director Signature and Date: _____

Faculty Director Name (print): _____

Faculty Director Signature and Date: _____

If a Student Misconduct Form was issued please attach.

Provide a copy of all materials to Off-Campus Study & Exchanges.

APPENDIX G

[illegible]

SKIDMORE COLLEGE TRAVEL AND ENTERTAINMENT POLICIES

Effective August 1, 2009

PURPOSE

These policies are intended as a guide to reimburse individuals for College-related travel and entertainment expenses. The responsibility to observe the guidelines rests both with the traveler and the chairperson or administrator who certifies conformance to these guidelines by approving the expenditure(s). This policy applies to anyone who incurs travel or entertainment expenses paid by Skidmore College, regardless of the source of funds. The College will reimburse for reasonable travel, meals, lodging and out-of-pocket expenses incurred in the transaction of College business. This document outlines policies and procedures in general terms to allow reasonable discretion for travelers. Departments may implement more restrictive policies and procedures that departmental personnel should adhere to. The policy is not expected to cover every possible situation. Federally funded awards may have additional requirements.

RESPONSIBILITY

These policies and procedures are also necessary to comply with Federal tax law and third party sponsoring agency regulations. They will ensure consistent and fair treatment between departments throughout the College and the uniform reporting of financial results. In general, the quality of travel, accommodations, entertainment and related expenses should be governed by what is reasonable and appropriate to the purpose involved. The College respects the personal integrity and discretion of each member of its faculty and staff and conducts expense account affairs accordingly. Skidmore's travel meets the IRS definition of an "accountable plan." As a result, travel reimbursements do not have to be reported as income to the traveler. Under the accountable plan, travel advances and reimbursement of expenses must meet three requirements:

- They must have paid or incurred deductible expenses while performing services as your employees.
- Travelers must provide a statement substantiating the amount, time, use and business purpose of expenses within a reasonable amount of time (not to exceed 60 days) after the expenses are incurred. Original detailed receipts must be attached to the statement.
- Employees must return any advance amounts in excess of substantiated expenses within a reasonable period of time (not to exceed 60 days).

If an employee does not substantiate expenses and/or return any excess advance within a reasonable period of time (60 days), this amount must be treated as if it were paid under a non-accountable plan and must be treated as salary, subject to withholding, on the employee's Form W-2.

In order for business travel expense reimbursements to remain tax-free to the employee, the policies and procedures that follow must be adhered to.

SKIDMORE COLLEGE TRAVEL POLICY

MODES OF TRAVEL

The most cost effective mode of travel should be used based on itinerary

Air Travel

- Southwest Airlines is the preferred airline.
- Appropriate for travel beyond a 200-mile radius from campus
- Arrangements should be made through the Skidmore travel on-line website at (<http://www.skidmore.edu/administration/travel/>) with your corporate visa card, not your departmental purchasing card (We encourage use of the corporate card because the College receives a rebate based on the total volume of the card usage)
- If you find a more economical flight outside of the Skidmore Travel website, please book it and forward a copy of the itinerary to the Purchasing office to be logged into our travel database
- Coach travel only (otherwise individual covers incremental cost)
- Personal excess baggage charges, flight insurance, etc. are not reimbursed
- The College is not responsible for costs associated with lost luggage (In extenuating circumstances, please discuss with your Supervisor or Chair)
- Credit card bill is mandatory for airline ticket reimbursement prior to trip

Personal Automobile

When employees use their own vehicle on authorized College business, it is their personal insurance policy that is primary coverage for liability and physical damage coverage. It is important that the individual have adequate coverage, as Skidmore's insurance provides non-ownership liability for exposure to the College only (this means the insurance covers only the College in the event of a lawsuit).

- Appropriate for travel within a 200-mile radius of campus
- Reimbursed at 50 cents per business mile for 2010 (adjusted annually per IRS guidelines)
- Maximum reimbursement for mileage is 400 miles round trip
- Tolls and parking fees reimbursed at actual cost
- Gas, oil, repairs, maintenance, fines, etc. are not reimbursed
- The College will reimburse personal insurance deductible for damages sustained while on business when employee is not at fault (police report required)

Automobile Rental

The College's insurance provides for both liability and physical damage for employees who rent vehicles while on authorized College business. The coverage extends for car rentals in the US, Canada, Puerto Rico and US territories (therefore please waive the rental agency's insurance coverage). For vehicles rented in a foreign country - the College's international policy covers liability only, and therefore, you must secure physical damage coverage from the rental agency. If any rental vehicle will be in your custody for a period in excess of 30 days, please notify Business Services. Employee's personal effects, while within the vehicle, are not covered by College insurance unless the vehicle is no more than 1000 feet from campus (limit of \$25,000). If a loss or damage occurs to your personal property outside of this radius, please submit the loss directly to your homeowners/renters insurance.

- Local rental appropriate only when cost effective
- Recommend arrangements to be made through AAA Northway
- Luxury vehicles not allowed
- Collision damage coverage is not reimbursed

- Return car with full gas tank. Refueling charges by the rental agency are not normally reimbursed

Train Travel

- Encouraged when cost effective, especially to New York City
- Recommend arrangements to be made through Skidmore travel website. Contact AAA Northway if assistance is needed
- Coach travel only (otherwise individual covers incremental cost)

LODGING, MEALS, AND INCIDENTALS

Lodging

- Recommend arrangements to be made through Skidmore Travel website
- Lodging costs should be kept to a minimum
 - Cost up to \$150 per night
 - Cost up to \$300 in High Cost Areas* (see list below).
 - Conference rates are reimbursable
- Staying with friends or family is encouraged (appropriate gift is reimbursed, up to \$50)

Sales Tax Exemption (hotel rooms)

- Exempt from sales tax in New York, Florida, Massachusetts, New Jersey and the city of San Francisco
- Obtain appropriate forms from Accounts Payable or from Purchasing web page (NY only)
- Some states accept NYS exemption; check with vendor

Meals, Alcoholic Beverages and Incidentals

- Actual cost of meals and incidentals up to an average of \$60 per full day is reimbursed
- For partial days, allowance is \$10 breakfast, \$15 lunch, \$30 dinner, \$5 incidentals
- For High Cost Areas* an additional \$20 per day is reimbursable
- If conference fees include meals, daily allowance is reduced accordingly (see above)
- Entertainment expenses (meals for guests) should be reported separately

The general College policy is not to reimburse for alcoholic beverages. If incurred, payments for alcoholic beverages should be billed separately and paid for by the employee directly and are not eligible for reimbursement. An exception is allowed only in special circumstances for certain donor, advancement, and similar purposes, determined in advance by the Cabinet member responsible for approving the expense.

Note: if the cost exceeds the above guidelines - Director or Chair must approve

- Reimbursable incidentals include such things as tips, brief phone calls home, and laundry
- Personal hygiene items, child care, etc. are not reimbursed
- Personal entertainment (movies, games, etc) are not reimbursed

In an effort to promote a healthy lifestyle, we will reimburse health club fees if the hotel that you are staying at does not have a fitness room for use free of charge.

OTHER ITEMS

Cash Advances

- Cash Advance must be approved by supervisor, Director or Chair
- \$25 dollar minimum; over \$1,000 must be pre-approved by Vice President or Dean
- Request made on standard "Check Request Form" with purpose and dates of trip
- Cash obtainable up to \$250; otherwise check (Tuesday request issued Friday)
- Previous advances must be cleared before new advance is issued. Advances must be cleared within thirty-days after returning from your trip

Reporting and Approval of Expenditures

- Requests for reimbursement must be on a fully completed Travel Expense Report Form within thirty days upon returning from trip
- Original receipts for all items \$25 or over must be attached; receipts for all expenditures are encouraged
- Travel Expense Report must be approved by supervisor, Director or Chair
- Reimbursement up to \$250 paid in cash, otherwise check

College Guest Travel

- When College is paying for guest travel (job candidates, trustees, consultants, etc.), we encourage arrangements be made through AAA Northway or Skidmore travel website for Southwest Airlines reservations

International Travel

- Please use your corporate card whenever possible
- Include your credit card bill with your expense report, (this enables exchange rates to be handled efficiently) for cash transactions, please include exchange rates

Exceptions to the Policy

- Exceptions must be recommended by the appropriate Dean or Vice President (in such cases, please submit written explanation with Travel Expense Report), but final disbursement authority rests with the Office of Financial Services

*High Cost Areas: New York City, Boston, Newark, Philadelphia, Washington, D.C., Atlanta, Miami, Chicago, Dallas-Ft. Worth, Los Angeles, San Francisco, Seattle. This list is not all inclusive. Other cities may qualify as well.

SKIDMORE COLLEGE POLICY ON ENTERTAINMENT AND SPECIAL GESTURES

GENERAL PURPOSE

- Reasonable expenses when interacting with external constituencies are reimbursed (trustees, donors, alumni, parents, vendors, job candidates, professional guests, etc.)
- Interactions among faculty/staff/students are not generally reimbursed

ENTERTAINMENT

Meals

Expenses for local dining involving non-College personnel are reimbursable when the purpose of the meeting is to conduct College business and when it is necessary or desirable to have the meeting in conjunction with, or during a meal. This includes our guests such as speakers, visiting artist, writers etc. Reimbursement up to \$50 per person. Please use the Downtown discount business cards whenever possible.

Note: if the cost exceeds the above guidelines - Director or Chair must approve

Entertainment expenses should be reasonable in relation to the nature of the function and the resulting business benefit expected to be derived from the expenditure. A list of names must be indicated on the expense report along with the purpose of the entertainment. Some examples of this type of entertainment would be for alumni functions and entertaining donors or prospective donors.

- Generally no more than 2 or 3 faculty/staff should dine off-campus with each guest
- Spouse/partner may be included if guest's spouse/partner is present

Entertainment of Students

- Light refreshments for receptions, lectures, and other special events are reimbursable (Food Service should cater such events if more economical)
- Occasional entertainment of student volunteers by Chairs/Directors as a "thank you" is reimbursable
- Occasional (at most once per semester) inexpensive entertainment (pizza, etc.) of paid student workers by Chairs/Directors as a "thank you" is reimbursable

Entertainment of Faculty/Staff Members

- Entertainment of fellow faculty/staff is not normally reimbursed
- The College will not normally pay for meals (on or off campus) for faculty/staff meetings
- Annual staff retreats are reimbursable; such events should be budgeted and charged to Account Number 7430
- Individual Faculty/staff going away parties, retirement, or holiday celebrations are not reimbursed (Campus wide parties must be catered by Food Service)

SPECIAL GESTURES

Gifts

- Individual and /or departmental gifts for parting, retirement, thank you, holidays, etc. are not reimbursed
- A gift for the non-faculty/staff host of a gathering is reimbursable up to \$50

Illness, Birth and Condolence Gestures

- For employee inpatient hospital stays, please contact Human Resources and they will send an appropriate gift (approximately \$35)
- For birth or adoption, the College will send a \$50 savings bond and congratulatory card (contact Human Resources)
- In case of death of member of employee's immediate family, the College will send a memorial contribution of \$25 (contact Human Resources)
- Further gestures made by individuals are not reimbursed

REPORTING AND APPROVAL OF EXPENDITURES

- Entertainment expenses should be charged to Account Number 7420
- Requests for reimbursement must be on Check Request Form indicating date, purpose, and Names of those participating
- Original detailed receipts for all items \$25 or over must be attached; receipts for all expenditures are encouraged
- Check Request Form must be approved by supervisor, Director or Chair
- Reimbursement up to \$250 paid in cash, otherwise by check

EXCEPTIONS TO THE POLICY

- Exceptions must be recommended by the President or appropriate Dean or Vice President (in such cases please submit written explanation to Accounts Payable), but final disbursement authority rests with the Office of Financial Services

APPENDIX I



Travel Seminar Director's Report

Skidmore College • Off-Campus Study & Exchanges • Starbuck Center
518-580-5355 • ocse@skidmore.edu • www.skidmore.edu/ocse

This report is designed to help OCSE evaluate its procedures and Travel Seminars in an attempt to maintain high quality programs and to troubleshoot as needed.

Note: This report is due to OCSE within one month of completing the Travel Seminar.

Introduction

Title of Program:

Faculty Director(s):

Dates of Program:

Location(s) of Program (City, Country):

Number of Participants:

Please include a copy of the program itinerary/schedule.

Academic Issues

Describe the academic content.

If onsite faculty, instructional staff or speakers were utilized, please comment. (For example: quality of instruction, relationship with program, etc.)

If a host institution was utilized, describe the relationship.

If onsite facilities (i.e., classrooms, computer labs, etc.) were utilized, please describe and comment.

Provide suggestions for future programs to this location and/or addressing this academic subject matter.

Non-Academic Issues

Housing

Faculty Director

Accommodations Name & Address

Please describe and comment on quality, location and value. Were needs met?

Student

Accommodations Name & Address

Please describe and comment on quality, location and value. Were needs met?

Vendors

Please comment on services provided by:

Airline(s)

Restaurant(s)

Transportation Company (in NY and/or in country)

Tour Guide(s)

Travel Agent

Group excursions/activities

How were arrangements made?

What sites were visited?

Any suggestions for alternate sites?

Communications

What means (phone, fax, e-mail) were available to director and students?

Were they adequate?

Student Issues

Describe group dynamics.

Were there any behavioral difficulties? Please indicate student by name and specifics of infractions.

How were they handled?

Health and Safety Information

Were there health issues that affected students and/or the director?

Were there personal safety issues that affected students and/or the director?

Overall Evaluation/Conclusions

How well were the programs goals and objectives met?

Any suggestions or recommendations for future programs to this location?

Administrative Issues**Application Process/Student Selection**

Comments/Suggestions

Budget

Did the budget meet the program's needs?

Were there unexpected costs?

What method was used to access program money (i.e., Traveler's checks, advance/cash, ATM, P-card)?

Efficiency of method(s) utilized?

Did you have to exchange currency? Where was the best exchange rate found? What was the average rate?

Marketing of Program

What marketing/recruiting strategies were used?

Were they effective?

Comments/Suggestions

APPENDIX J
EMERGENCY CONTACT DETAILS

SKIDMORE CAMPUS

OCSE (main line)	1-518-580-5355
OCSE (fax)	1-518-580-5359
Lisa Hobbs (office)	1-518-580-5348
Lisa Hobbs (home)	1-518-584-6273
Lisa Hobbs (cell)	1-518-879-7103
Cori Filson (office)	1-518-580-5358
Cori Filson (home)	1-518-580-1160
Cori Filson (cell)	1-518-366-7934
Campus Safety	1-518-580-5566

INSURANCE COVERAGE (outside of the US and Canada)

AIG International Services

Name of Insured Organization: SKIDMORE COLLEGE

Policy Number: WR10005762

Lisa: Is there a phone number they can use?

Provides assistance finding or arranging services such as:

- Medical Assistance and Travel Medical Emergency Services
- Person and Pre-Trip Services
- Legal Assistance
- Emergency Cash – from personal funding source
- Lost Baggage or Passport Assistance
- Insurance Coordination
- Evacuation and Repatriation
- Emergency Message Center
- Other General Assistance

Inside the U.S.: (800) 401-2678

Outside the U.S.: Call collect at +01 (713) 260-5508

OTHER RESOURCES

Department of State

American Citizens Services 1-202-501-4444

APPENDIX K

Travel Seminar

Student/Parent Contact Information

[illegible]



Student Accident / Incident Report / Travel Seminar

SKIDMORE COLLEGE

Off-Campus Study & Exchanges (OCSE)
815 North Broadway, Starbuck 202
Saratoga Springs, NY 12866
Tel: 1-518-580-5355/Fax: 1-518-580-5359
ocse@skidmore.edu

Student Name: _____

Program Name: _____

Program Location: _____

Date & Times of Accident/Incident: _____

Location of Accident/Incident: _____

Details of Accident/Incident: _____

Was medical attention offered to student? ☐ Yes ☐ No

If no, why not? _____

Did the student accept the offer of medical attention? ☐ Yes ☐ No

If no, why not? _____

If yes, where was the student taken? (name and address of hospital and attending physician): _____

What was the result? _____

Was the student offered assistance or encouraged to report the incident to authorities? ☐ Yes ☐ No

If no, why not? _____

Did the student contact authorities? ☐ Yes ☐ No

If no, why not? _____

If yes, who was contacted (i.e., police, consulate) and what was the result? (give name and address) _____

Who reported the accident/incident to OCSE? _____

Who was contacted in OCSE? How and when? _____

Who reported the accident/incident to the student's family or guardian? How and when? _____

Family member or guardian's name and his/her response: _____

Additional comments: _____

Faculty Director Name (print): _____

Faculty Director Signature and Date: _____

Faculty Director Name (print): _____

Faculty Director Signature and Date: _____

Provide a copy to Off-Campus Study & Exchanges.

APPENDIX M

Skidmore College Faculty Director Health Assessment Form

Name: _____ Gender: _____
Age: _____ Date of Birth: _____ Country of Residence: _____
Department: _____ Office Phone #: _____
Address: _____
Home Phone: _____ Cell Phone #: _____

PURPOSE OF FORM *This form will only be utilized in the event of a medical emergency on-site during the course of a travel seminar. The document will be sent directly from OCSE to your treating physician. Please submit the form to OCSE in a sealed envelope, marked **CONFIDENTIAL**. If there is no occurrence that requires the use of the form, it will be returned to you, unopened, at the conclusion of the travel seminar.*

MEDICAL SERVICES INFORMATION *Skidmore College provides all faculty and staff traveling internationally on behalf of the college with medical assistance and travel medical emergency services. Faculty Directors are covered for the period of their travel seminar by Worldrisk (AIG International Services) under policy number WR10005762.*

Note: This policy only covers you for the term of the program. If you are traveling overseas prior to the start of the travel seminar, or staying after the program completion date, you are not covered through the Skidmore provided policy. Please check with your personal insurance carrier as to whether your health insurance policy offers international coverage.

PERMISSION FOR EMERGENCY TREATMENT On rare occasions a faculty director leading a travel seminar faces a health emergency requiring hospitalization and immediate treatment. To prevent dangerous delay in such an emergency, Skidmore College strongly recommends that you sign the following statement and that you carry it on your person at all times while abroad. It is also recommended that you provide a copy to your co-director.:

In the event of an emergency illness or injury affecting myself _____
(your name), born _____(date), the undersigned hereby authorizes immediate hospitalization and treatment recommended and carried out under the supervision of a qualified physician, including administering an anesthetic and performing necessary surgery.

Signature of Faculty Director

Date

Name of Faculty Director (please print)

In the event of an emergency while overseas, please provide us with the contact information for an individual you would like OCSE to notify on your behalf should an incident occur that demonstrates a physical or psychological condition is exacerbated, as well as cases of illness, accidents or questionable behavior.

Emergency Contact Name: _____

Relationship: _____

Telephone #: _____

Known allergies to medications/food/insects: _____

List any medications taken on a regular basis: _____

Are there any other health considerations the program needs to be aware of should you require emergency medical care? (i.e., previous hospitalization, history of family illness, treatment of a psychological condition, etc.)-

THIS SIDE TO BE COMPLETED BY YOUR PHYSICIAN/HEALTH CARE PROVIDER

IMMUNIZATIONS: The following required immunizations must be completed before the Health Assessment form will be accepted and before the program starts: (Note: Two measles shots are required one year beyond the date of birth.) There may be additional location specific immunizations required or recommended.

REQUIRED: (please provide immunization dates)

Tetanus-Diphtheria Booster (within last 10 years) (1) _____ Mumps Vaccine (1) _____
Measles (Rubeola) Vaccine (1) _____ (2) _____ Poliomyelitis Vaccine Booster (1) _____
German Measles (Rubella) Vaccine (1) _____

RECOMMENDED (please consult with your health care provider):

Bacterial Meningitis Vaccine: _____ Menomune (polysaccharide) _____ OR _____ Menactra (conjugate) _____
Hepatitis A: (1) _____ (2) _____
Hepatitis B: (1) _____ (2) _____ (3) _____ OR Twinrix (Hepatitis A & B): (1) _____ (2) _____ (3) _____
Varicella Vaccination (if no history of chicken pox): (1) _____ (2) _____ OR History or Chicken pox ☐ yes ☐ no

PERSONAL HISTORY

Circle the disease or conditions this individual has or has had and give details below:

Asthma	Epilepsy/seizure disorder	Orthopedic problems
Chronic intestinal problems	Heart problems	Sleep Disorder
Diabetes	Kidney disease	Surgeries (please specify)
Eating disorders	Lung problems	Tuberculosis or TB contact
Emotional Instability	Malignancy	Other (please specify)

Details: _____

Current Medical Problems: _____

PHYSICAL EXAMINATION

Weight _____ Height _____ Blood Pressure _____ No problems found _____

Problems as noted below: _____

Is it necessary for this individual to be on a specific diet? If yes, please give details _____

What allergies, including medication allergies, does this individual have? _____

Is this individual taking any medication? If yes, what? _____

Is there any additional medical information which would be of help to Skidmore College during this individual's time travelling? _____

TREATMENT Full details of any medical treatment to be given during the Skidmore Travel Seminar must be recorded. (This means any treatment prescribed for this patient by any physician or licensed provider.)

EXAMINING PHYSICIAN / HEALTH CARE PROVIDER:

Name: _____ Telephone: _____

Address: _____

Signature: _____ Date: _____

Creative Thought Matters

OFF-CAMPUS STUDY & EXCHANGES
815 N. Broadway Saratoga Springs, New York 12866 USA
Tel: +1-518-580-5355 • Fax: +1-518-580-5359
ocse@skidmore.edu • www.skidmore.edu/ocse