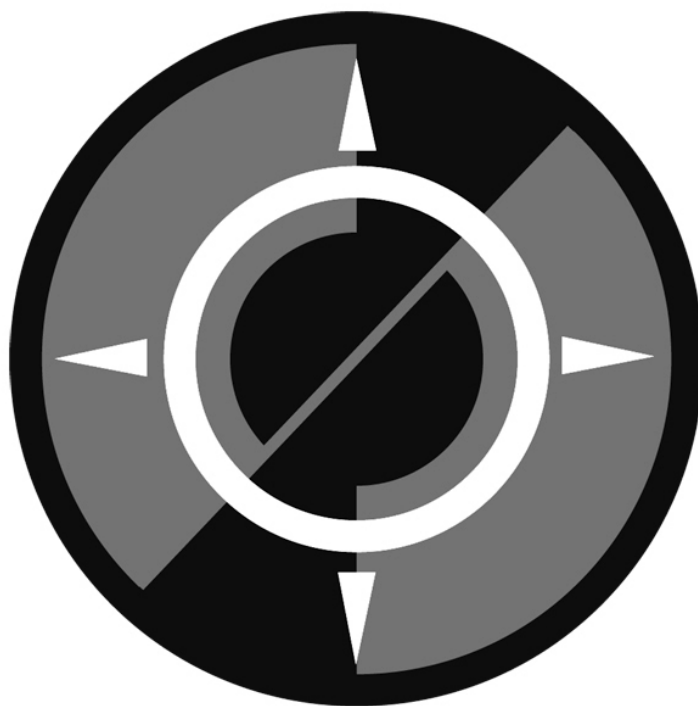


SKIDMORE COLLEGE
OFF-CAMPUS STUDY & EXCHANGES

FACULTY DIRECTOR'S HANDBOOK



TRAVEL SEMINARS



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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 with grading structure, list of readings and other resource materials, and a detailed itinerary relating sites visited to the subject matters of the course(s) or seminar. In regards to grading structure, OCSE highly recommends that travel seminars are not offered as Pass/Fail. Students should earn a letter grade that is factored into their GPA. It is our belief that this helps maintain the academic integrity and more serious tone of the travel 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).
- ✓ OCSE will review and enter into contract with all vendors and speakers. The Finance Program Manager of OCSE can provide contract and honorarium agreement templates.
- ✓ 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.

The primary recruitment tool utilized for travel seminars is the program specific brochure. **(See Appendix A.)** While it is designed to provide students with basic program information (i.e., itinerary, cost, academic credits, etc.), it also should be developed with the objective of attracting students to the seminar topic and location of the program through text and pictures. OCSE will work with a graphic artist in Communications to produce a professional brochure. The graphic artist will advise on layout, color scheme and can also provide stock photos of historical sites, popular tourist attractions and landmarks/landscapes of the travel seminar destination.

The brochure will be posted on the OCSE webpage, distributed at interest meetings and available for pickup in the OCSE office. It is advisable that faculty directors retain copies in their offices, as well as their department offices, to provide easy access for interested students.

It is expected that faculty directors will hold two interest meetings for the travel seminar. Interest meetings are vital to the recruitment process. Students attend excited to learn more about the fascinating place they will visit and things they will do and see. This is a great opportunity to provide detail that isn't outlined in the brochure. The interest meeting should be held on either Monday or Wednesday, and the other meeting held on either Tuesday or Thursday; this allows for all students to attend regardless of class schedule. It is advisable that faculty directors develop a PowerPoint presentation and/or bring materials related to the travel seminar topic and/or location to further develop student interest.

Other recruitment suggestions are outlined in the Recruitment Template. **(See Appendix B.)** The Finance Program Manager will assist the faculty directors in implementing these recruitment initiatives.

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 **(See Appendix C.)** to OCSE directly. We will organize them and inform you when they are complete, providing copies and an Applicant Information Coversheet. **(See Appendix D.)** Some faculty directors 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. The Finance Program Manager will then distribute to all accepted students acceptance packets containing the requisite materials for studying off campus. Once students have submitted the materials to OCSE, the Finance Program Manager will work directly with the Registrar's Office to enroll students in the travel seminar.

There may be a number of students that cannot be accepted to the program due to enrollment caps. We recommend you develop a numerically ordered waitlist comprised of students who are interested in joining the program in case one of the accepted students drops 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 E.)**

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. Students will receive a Student Information Sheet, which outlines specific group travel information, and a Travel Tips Sheet, which provides location specific information. **(See Appendices F and G.)** While OCSE will assist with formatting and distributing these documents to the student participants, faculty directors as experts on the travel seminar location will be responsible for providing much of this information.

You will need to submit forms regarding your medical history. **(See Appendix H.)** 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
- ✓ Pertinent information on location and local culture
- ✓ Special student support issues (i.e., sexual orientation, women's issues, ethnicity concerns, disabilities)

It is important during these meetings to review the onsite Preparedness Plan **(See Appendix I.)** and the US Department of State Consular Information Sheet **(See Appendix J.)**, and in some cases Travel Alert **(See Appendix K.)**. 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 L and M.)** 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.

One such challenge is traveling as a group. It can be fraught with unexpected events and emergencies, especially when it involves air travel. There can be flight delays or cancellations, as well as the possibility of missing student(s)

or forgotten passports. For this reason, FACULTY DIRECTORS ARE REQUIRED TO TRAVEL WITH THE STUDENT TO AND FROM THE PROGRAM DESTINATION. It is important to work with the Finance Program Manager prior to departure to plan out and review the appropriate steps should these incidents arise during your travel seminar.

The Finance Program Manager will provide you with a Student/Parent Contact Information Form (**See Appendix N.**). This sheet will list the cell phone numbers of all students. In the event that a student has not yet checked in for the flight or has left the gate area, you will be able to contact them immediately. You also will be required to provide students with your cell phone number so they can contact you in an emergency. You can choose to utilize your own telephone or OCSE can obtain a rental cell phone for use during the travel seminar.

If a student is late or missing before the scheduled flight departure, you should make every effort to contact and locate him/her. However, you cannot delay the entire group's departure for individual students. As you can imagine, it is a difficult process to re-accommodate an entire group on an alternative flight. Students are made aware that the group cannot delay departure for individuals. This is documented in their student handbook and will also be reviewed during pre-departure orientation. Students that miss the group flight will be advised to immediately contact the faculty directors, informing them of the situation, and then contact the travel agent. The Finance Program Manager will work with the travel agent in helping to obtain alternative flight arrangements for the student. Faculty Directors will need to remain in contact with the Finance Program Manager as much as feasibly possible in order to coordinate the student's reconnection with the group.

Please be aware that this is the best case scenario. There is a possibility that if a student is late for a departing flight, they could possibly miss the entire program due to the inability to arrange alternative flights or the pace of the program itinerary. Again, this warning is stated in the student handbook and will be reiterated prior to departure. Ultimately it is their responsibility to present themselves in a sufficient amount of time before the scheduled group departure.

If there is a flight cancellation, faculty directors are to adhere to the following protocol:

- First, work with the ticket agent at the airport – not the OCSE travel agent – to re-accommodate the group. This is the quickest and most efficient way of dealing with these incidents.
- If there is a long line or assistance is delayed for other reasons, immediately telephone the OCSE travel agent. She/he will assist you with alternative travel plans.
- The Finance/Program Manager should be contacted at the earliest possible moment to be made aware of the situation. She/he will also provide assistance in coordinating any other onsite logistics affected by the change in travel plans.
- If there is a flight cancellation and the group needs to be split up to accommodate you on alternative flights, each faculty director must accompany a group of students. If the group is split in more than two groups, one faculty director should depart with the first group and the remaining faculty director must be on the last flight out of the airport. This means that some students may need to fly alone but the second director can ensure the students get on their flights as planned. This also means one faculty director can coordinate students and flights – and respond to emergencies – at the point of departure while the other can coordinate details at the destination site.

Immediately, upon arrival, a tour of the local neighborhood, including medical and police facilities, must be conducted and the preparedness plan that you have developed should be reviewed with students.

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 O.)** 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 P.) 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. Please follow the financial guidelines as outlined in "Money Matters." **(See Appendix Q.)** While on-site you will need to collect receipts for and keep a record of all expenses. **(See Appendix R** 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 S** 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. However, there may be a need to loan a student money in the event of theft or loss. The student is required to complete a Student Promissory Note. **(See Appendix T.)**

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 R and U**. 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. In preparation for onsite emergencies OCSE requires that faculty directors develop an onsite, country specific preparedness plan. This plan should be approved by OCSE and reviewed with students prior to departure during the on-campus pre-departure meeting. (**See Appendix I**) 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 V** for details. (OCSE will also provide a list of student/parent emergency contact information. **See Appendix N.**) 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 W.**)

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 W.**)
- ✓ 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 (**See Appendix X.**) 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 L.**) 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 H.**) 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.



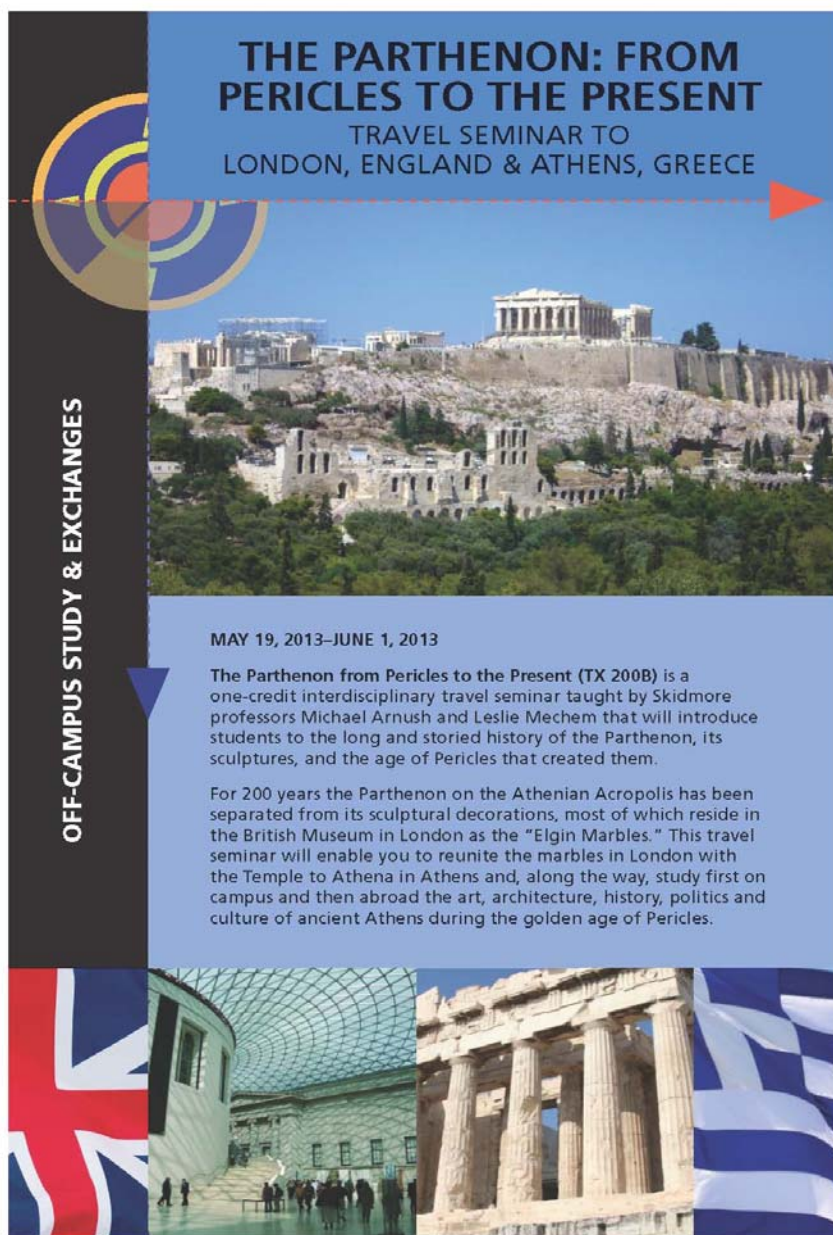
FACULTY DIRECTOR'S REPORT

At the conclusion of your travel seminar OCSE requests that you submit the Faculty Director's Report. (**See Appendix U.**) 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.

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APPENDIX A – Travel Seminar Brochure (Sample)

SAMPLE TRAVEL SEMINAR BROCHURE



The brochure features a dark vertical sidebar on the left with a colorful circular graphic and the text "OFF-CAMPUS STUDY & EXCHANGES". The main content area has a blue header with the title "THE PARTHENON: FROM PERICLES TO THE PRESENT" and subtitle "TRAVEL SEMINAR TO LONDON, ENGLAND & ATHENS, GREECE". Below this is a large photo of the Acropolis in Athens. The text block includes the dates "MAY 19, 2013–JUNE 1, 2013" and two paragraphs describing the seminar. The bottom section contains three images: the Union Jack, the interior of the British Museum, and the Parthenon in Athens, flanked by the Greek flag.

OFF-CAMPUS STUDY & EXCHANGES

THE PARTHENON: FROM PERICLES TO THE PRESENT

TRAVEL SEMINAR TO
LONDON, ENGLAND & ATHENS, GREECE

MAY 19, 2013–JUNE 1, 2013

The Parthenon from Pericles to the Present (TX 200B) is a one-credit interdisciplinary travel seminar taught by Skidmore professors Michael Arnush and Leslie Mechem that will introduce students to the long and storied history of the Parthenon, its sculptures, and the age of Pericles that created them.

For 200 years the Parthenon on the Athenian Acropolis has been separated from its sculptural decorations, most of which reside in the British Museum in London as the "Elgin Marbles." This travel seminar will enable you to reunite the marbles in London with the Temple to Athena in Athens and, along the way, study first on campus and then abroad the art, architecture, history, politics and culture of ancient Athens during the golden age of Pericles.



? WHY ATHENS & LONDON



As major international cities, these metropolitan capitals have something in common: they share a majestic legacy, for each contains portions of the Parthenon, one of humanity's greatest artistic achievements. The story of the Parthenon combines the beauty and epitome of Western art and architecture with the drama of looting antiquities, all in the name of "empire." Your mission will be to put the Parthenon back together.

PRELIMINARY TRAVEL SCHEDULE *(subject to change)*

5/19	Sun	EVE	Flight from NYC-area airport to London (evening departure)
5/20	Mon	AM PM EVE	Arrival in London. Settling in. British Museum: the Grand Tour Free Welcome dinner
5/21	Tues	AM PM EVE	British Museum: Elgin Marbles, Erechtheum and Greek daily life Late afternoon ride on the London Eye (tentative) Free
5/22	Wed	AM PM EVE	Flight from London airport to Athens (morning departure) Walk through Plaka, 19th century market Group dinner at base of Acropolis
5/23	Thurs	AM PM	Acropolis: Parthenon as architecture Theater of Dionysus
5/24	Fri	AM PM EVE	Acropolis Museum: Parthenon's sculptural program Free Group dinner
5/25	Sat	AM PM	Acropolis: Propylaia, Athena Nike, Erechtheum Agora: Athens' civic center
5/26	Sun	AM PM	National Archaeological Museum Climb Mt. Lykavittos for views of the city
5/27	Mon	AM PM EVE	Ferry boat to island of Aegina and Temple of Aphaia Ayia Marina Beach Group dinner
5/28	Tues	AM PM EVE	Bus departure for Eleusis: Eleusinian Mysteries Attica fortress at Phyle; quarries at Mt. Pentelikon Group dinner and overnight stay in Kifissia
5/29	Wed	AM PM	Bus departure for Marathon: Battle of Marathon Sanctuary of Artemis at Brauron. Stay in Vravrona
5/30	Thurs	AM PM EVE	Bus departure for Thorikos. Theater of Dionysus Laurion: silver mines. Temple of Poseidon at Sounion Group dinner in Athens
5/31	Fri	AM PM EVE	Acropolis: Wrapping up. Phyx Free Farewell dinner
6/1	Sat	AM	Departure for NYC-area airport via London



FACULTY

Michael Arnush, Associate Professor and Chair of the Classics Department. Professor Arnush specializes in Greek and Roman history, especially the origins, development and collapse of Athenian democracy in the archaic and classical periods. His latest project is a book-length e-study of the major stone inscriptions issued by the Athenians that illuminate the Periclean age.

Leslie Mechem, Lecturer in the Classics Department and Director of the Gender Studies Program. Professor Mechem specializes in Greek and Roman art and archaeology, especially the propagandistic significance of 5th century Athenian architecture and sculpture, and the roles of women in ancient Greece and Rome. Her most recent work focuses on the looting and marketing of antiquities, including the Parthenon marbles, today conveniently called the “Elgin Marbles.”

Professors Arnush and Mechem are both alumni of the University of Pennsylvania and the American School of Classical Studies in Athens, and they look forward to sharing their passions for London and Athens with students interested in the ancient world.

COSTS

The anticipated fee for the travel seminar to London and Athens is \$4,000 (subject to fluctuation). This includes round-trip airfare from the New York City area to London and Athens, ground transportation for program excursions, on-site accommodations (generally double occupancy), two meals per day, international medical insurance, entrance and performance fees, local guides, cultural excursions, Skidmore faculty on site, and the support of Skidmore’s OCSE. The fee does not include transportation to and from the New York City area, passport and visa costs, or personal expenses. **Financial Aid is available for eligible students.**

REQUIREMENT

Enrollment in the accompanying spring 2013 on-campus course Topics in Classical Civilization: The Parthenon from Pericles to the Present (CC 265 – 3 credits).

TO APPLY

Please apply by the following deadline: **MONDAY, OCTOBER 22, 2012**

Applications are available on the OCSE Web site at cms.skidmore.edu/ocse.

Applicants are required to submit a \$250 non-refundable deposit at time of application to hold their space on the program (100% refundable if not accepted to program). This deposit will be applied to the program fee.



ADDITIONAL INFORMATION

For details about cost and travel logistics, please contact:

LISA HOBBS
FINANCE/PROGRAM MANAGER
Off-Campus Study & Exchanges
Starbuck Center 202
518-580-5355
lhobbs@skidmore.edu

For details about course content and academic requirements, please contact:

MICHAEL ARNUSH
ASSOCIATE PROFESSOR OF CLASSICS
Ladd Hall 209
518-580-5462
marnush@skidmore.edu

LESLIE MECHEM
LECTURER IN CLASSICS
Ladd Hall 211
518-580-5464
lmechem@skidmore.edu

For details on available financial aid, please contact:

Financial Aid Office
Starbuck Center 101
518-580-5750



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APPENDIX B – Recruitment Template

<u>Travel Seminar Recruitment Plan</u>			
Travel Seminar:			
Semester:			
Dates of program:			
Application Deadline:			
<u>Interest Meetings -</u>	(Held jointly with OCSE. Finance Program Manager will assist with coordinating, advertising meeting.)		
Create PowerPoint presentation ____	(Utilize images of places group will visit, locals, popular landmarks, etc.)		
Invite past participants to meeting(s)	(for repeat programs)		
	_____	_____	_____
Interest Meeting 1			
Day of the Week:			
Date:			
Time:			
Location:			
Modes of Advertising Interest Meeting:			
	Posters:		
	Dates Posted:		
	Location to Post:		
	Emails:		
	Class Lists:		
	Majors:		
	Course Lists:		
	SGA Announcements:		
	Dates Sent:		
Interest Meeting 2			
Day of the Week:			
Date:			
Time:			
Location:			
Modes of Advertising Interest Meeting:			
	Posters:		
	Dates Posted:		

	Location to Post:	
	Emails:	
	Class Lists:	
	Majors:	
	Course Lists:	
	SGA Announcements:	
	Dates Sent:	
<u>Targeted Informational Emails</u>	(OCSE will assist with distribution.)	
Majors:		
Course Lists:		
<u>Class Visits</u>		
Course:		
Instructor:		
Day of the Week:		
Time:		
Course:		
Instructor:		
Day of the Week:		
Time:		
<u>Faculty Department</u>		
Highlight Program on Department Website (link to OCSE travel seminar page)	_____	
Update colleagues at department meeting (request they inform their students)	_____	_____
<u>Brochures</u>		
Leave copies in main office of department	_____	
Provide copies to dept. colleagues to distribute in their classes	_____	



Travel Seminar Application

The Parthenon from Pericles to the Present (TX 200B)

London, England and Athens, Greece • May 19th – June 1st, 2013

NOTE: If accepted to TX 200B you **must** also enroll in the accompanying spring 2013 on-campus course, Special Topics in Classic: The Parthenon from Pericles to the Present (CC 265 – 3 credits).

I. APPLICATION CHECKLIST: Please submit all of the following:

- ☐ Completed and signed application form
- ☐ Signed Statement of Understanding
- ☐ Unofficial Transcript
- ☐ Statement of Purpose

Attach **1-2 double-spaced, typed pages** explaining why you have chosen this program and what your interests and expectations are, academically and personally.

- ☐ Code of Conduct
- ☐ Two letters of recommendation from faculty (Please use attached forms.)
- ☐ \$250.00 non-refundable deposit

Completed applications must be received by Off-Campus Study & Exchanges (Starbuck Center – Room 202) no later than 4:30pm on Monday, October 22, 2012.

Applications must be complete and accompanied by the \$250.00 non-refundable deposit, made payable to Skidmore College, with "London/Athens Travel Seminar" in memo line.

NOTE: HEOP/AOP and highly aided students should speak with the Office of Off-Campus Study & Exchanges and Financial Aid about a possible deferment of the non-refundable deposit.

II. PERSONAL INFORMATION

Name (exactly as it appears on your passport): _____

Student ID #: _____

Skidmore Academic Advisor: _____

Date of Birth: _____ Place of Birth: _____

Gender: ☐ Male ☐ Female Citizenship: _____ If dual citizenship: _____

Campus Mailbox Number or Saratoga Springs Mailing Address: _____

Saratoga Springs Phone: _____ Cell Phone: _____

Email: _____

Skidmore College ~ Off-Campus Study & Exchanges

Starbuck Center 202

Tel: 1-518-580-5355

Email: ocse@skidmore.edu

Web: www.skidmore.edu/ocse

Home Address: _____

Home Phone: (____) _____

Father's (or guardian's) Name: _____

Father's (or guardian's) Address: _____

Home Phone: (____) _____ Day/Work Phone: (____) _____

Father's Email: _____

Mother's (or guardian's) Name: _____

Mother's (or guardian's) Address: _____

Home Phone: (____) _____ Day/Work Phone: (____) _____

Mother's Email: _____

Emergency Contact Name: _____**Phone #:** _____ **Relationship:** _____

Please indicate any dietary restrictions that must be addressed during the trip:

_____**To the Student:**

By signing your name below, you permit Skidmore College's Off-Campus Study & Exchanges to release information to the guardian/parent(s) you have listed above. This information will include, but is not limited to, pre-departure information regarding the program, billing statements and other financial information, and information regarding your whereabouts while you are abroad.

If you choose not to sign below, we will NOT be allowed to release any type of information to your guardian/parent(s) while you are abroad, except in the case of an emergency.

By signing your name below, you authorize the faculty director(s) and/or OCSE to consult/inform the Emergency Contact Person you have listed should an incident occur that demonstrates a physical or psychological condition is exacerbated, as well as cases of illness, accidents or questionable behavior.

I, _____, permit Skidmore College's Office of Off-Campus Study & Exchanges to release information to the guardian/parent(s) I have indicated above.

Student Signature_____
Date**Skidmore College ~ Off-Campus Study & Exchanges**

Starbuck Center 202

Tel: 1-518-580-5355

Email: ocse@Skidmore.eduWeb: www.skidmore.edu/ocse

III. ACADEMIC INFORMATIONCurrent class standing: ☐ 1st Year ☐ Sophomore ☐ Junior ☐ Senior

Month and year of expected graduation: _____

Cumulative Grade Point Average (4.0 scale): _____

Overall: _____ Major(s): _____

NOTE: A minimum GPA of 3.0 is required for all off-campus study programs. Any student whose GPA is below a 3.0 should address the reasons why, their plan to improve their current GPA and how the travel seminar supports their overall academic goals in their Statement of Purpose.

First Major: _____

Second Major: _____

Minors: _____

How many college-level courses and credit hours will you have completed prior to the beginning of the program?

Total # of courses: _____ Total Credit Hours: _____

Please list the names and course numbers of college-level Classics courses that you have taken:

Please list the names and course numbers of other relevant college-level courses that you have taken:

Skidmore College ~ Off-Campus Study & Exchanges

Starbuck Center 202

Tel: 1-518-580-5355

Email: ocse@Skidmore.eduWeb: www.skidmore.edu/ocse

If you have lived, studied or traveled in a foreign country, state where and when:

IV. OTHER INFORMATION

Do you have any special needs of which we should be informed? **Please note:** This information will be kept confidential and is NOT considered as part of the application process. By informing us of special needs now, you will allow us to make arrangements that will best serve you while you are overseas and ensure that we can identify necessary resources abroad. Please use a separate sheet if necessary.

V. RECOMMENDATIONS/REFERENCES

List the individuals who are writing references for you. Submit reference forms to two faculty members.

faculty	department/office	phone	e-mail
faculty	department/office	phone	e-mail

VII. CONSENT FOR USE OF PHOTOGRAPHS, INFORMATION AND EVALUATION EXCERPTS

At the completion of the travel seminar, OCSE requests participants to complete an evaluation to gauge what went well and what did not. This information is utilized for future program structures or possible repeat programs. At that time, you will also be asked to share any photographs or comments concerning the program. If you are willing to provide photographs and/or permit publication of excerpts from your travel seminar experience, please complete the following consent.

I, _____, hereby grant permission to Skidmore College, its employees, or agents to use the following information and photographs in any medium for educational or promotional purposes that support the mission of Off-Campus Study & Exchanges and/or Skidmore College.

Skidmore College ~ Off-Campus Study & Exchanges			
Starbuck Center 202	Tel: 1-518-580-5355	Email: ocse@Skidmore.edu	Web: www.skidmore.edu/ocse

Please check all that apply:

- Photographs. (Photos should be sent via e-mail to lhobbs@skidmore.edu)
- Excerpts from my evaluation form.
 - Including my name, class year, major or •Anonymous

Student's Signature

Date

VI. STATEMENT OF UNDERSTANDING

Studying abroad is a privilege that is available to students who have demonstrated the ability to adjust academically and emotionally to college, and who are ready to benefit from the challenges of off-campus study. Only students in good academic, financial, and social standing are eligible to study abroad.

By signing your name below, you authorize Skidmore College's Office of Off-Campus Study and Exchanges to have access to information regarding your academic, financial, and social standing. You also authorize Skidmore's Office of Off-Campus Study and Exchanges to share any pertinent information with the faculty directors. The existence of a disciplinary record does not preclude admission, but will be considered in the overall evaluation of the application.

Please be aware that the stress of travel and adjusting to a new culture can exacerbate physical or psychological conditions that may be under control at home. Physical or psychological disorders can become serious under the stresses of a new environment. Therefore, if you have a physical or psychological condition it is important that you meet with your physician or counselor to discuss how studying off campus could affect your medical condition. Addressing your health issues prior to studying off-campus will help you to identify those resources that will and will not be available during this program.

I, _____, have read and understand the above statements.

Signature

Date

Skidmore College ~ Off-Campus Study & Exchanges

Starbuck Center 202

Tel: 1-518-580-5355

Email: ocse@skidmore.edu

Web: www.skidmore.edu/ocse

Travel to London and Athens — Code of Conduct

You will be traveling to London and Athens 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 London and Athens:

- 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 British and Greek 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 the British or Greek 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 unappealable. Moreover that my misconduct/behavior may be subject to further disciplinary action by the Dean of Student Affairs.**

Signed,

_____ Date _____

_____ Please Print Name

Skidmore College ~ Off-Campus Study & Exchanges			
Starbuck Center 202	Tel: 1-518-580-5355	Email: ocse@Skidmore.edu	Web: www.skidmore.edu/ocse

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Skidmore College ~ Off-Campus Study & Exchanges

Starbuck Center 202

Tel: 1-518-580-5355

Email: ocse@Skidmore.edu

Web: www.skidmore.edu/ocse



ACADEMIC RECOMMENDATION FORM

The Parthenon from Pericles to the Present

London, England and Athens, Greece

May 19th to June 1st, 2013

This recommendation will be used for admission to the international travel seminar TX 200B: The Parthenon from Pericles to the Present. It will not be made part of the students' educational record and no reference will be made to it for educational purposes after a decision is made on the applicant's admissibility. Therefore, this recommendation is not subject to the Family Education Rights and Privacy Act of 1974. The applicant will not have legal access to this recommendation.

TO THE APPLICANT:

Fill in your name and Skidmore graduating class on each form. **This recommendation form should be given to a professor or teaching associate from whom you have taken a class within the last two years. Preferably, this faculty member should be from the department of your intended major.**

Applicant's name (Last, First, Middle): _____ Anticipated Graduation date: _____

TO THE FACULTY MEMBER:

Your comments will be helpful in the selection process for *the Parthenon from Pericles to the Present* Travel Seminar, an intensive one credit program that will take place in London, England and Athens, Greece. Please provide a frank and full statement regarding the applicant. The student's application cannot be reviewed until we receive your input. Thank you for your assistance.

Faculty member's name: _____ Faculty Appointment: _____

Phone number: _____ E-mail: _____

Address: _____

On a separate piece of paper please write a brief assessment of the applicant which addresses the following:

1. How long have you known the applicant? In what capacity?
2. In which course(s) have you taught this student?
3. Discuss the applicant's intellectual and academic strengths and weaknesses.
4. For success in group projects, positive interactions with hosts and resource faculty during the groups travel, and for the safety of all participants, we need to be able to count on each member of the group to be a reliable and full participant in group activities. Please comment upon the candidate's contributions to group endeavors. Does the candidate arrive at class and for field trips on time, fully prepared to participate in activities?
5. Because the candidate's ability to tolerate and adapt to small and very intense group living situations is extremely important for this program, please give us your assessment of the applicant's personal qualities and social skills, including positives and negatives.
6. Does the applicant have any personal problems that might interfere with his or her academic performance or relationship with other students? Has the candidate been subject to any disciplinary censure? Please explain.
7. Does the candidate have strong personal and academic motivation for studying in England and Greece? Please explain.
8. How would you feel if this applicant were to be a member of a study abroad group for which you were the director?
9. Additional comments regarding this applicant.

	Not recommended	Without enthusiasm	Fairly strongly	Strongly	Enthusiastically
For academic promise					
For character and personal promise					
For ability to work effectively in groups					
For personal reliability and punctuality					
Overall recommendation					

Signature: _____ Date: _____

Please return your completed recommendation to OFF-CAMPUS STUDY & EXCHANGES, Skidmore College, 815 N. Broadway, Saratoga Springs NY 12866-1632 no later than 4:30pm on Monday, October 22, 2012.

Skidmore College ~ Off-Campus Study & Exchanges			
Starbuck Center 202	Tel: 1-518-580-5355	Email: ocse@Skidmore.edu	Web: www.skidmore.edu/ocse

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Skidmore College ~ Off-Campus Study & Exchanges

Starbuck Center 202

Tel: 1-518-580-5355

Email: ocse@Skidmore.edu

Web: www.skidmore.edu/ocse



ACADEMIC RECOMMENDATION FORM

The Parthenon from Pericles to the Present

London, England and Athens, Greece

May 19th to June 1st, 2013

This recommendation will be used for admission to the international travel seminar TX 200B: The Parthenon from Pericles to the Present. It will not be made part of the students' educational record and no reference will be made to it for educational purposes after a decision is made on the applicant's admissibility. Therefore, this recommendation is not subject to the Family Education Rights and Privacy Act of 1974. The applicant will not have legal access to this recommendation.

TO THE APPLICANT:

Fill in your name and Skidmore graduating class on each form. **This recommendation form should be given to a professor or teaching associate from whom you have taken a class within the last two years. Preferably, this faculty member should be from the department of your intended major.**

Applicant's name (Last, First, Middle): _____ Anticipated Graduation date: _____

TO THE FACULTY MEMBER:

Your comments will be helpful in the selection process for *the Parthenon from Pericles to the Present* Travel Seminar, an intensive one credit program that will take place in London, England and Athens, Greece. Please provide a frank and full statement regarding the applicant. The student's application cannot be reviewed until we receive your input. Thank you for your assistance.

Faculty member's name: _____ Faculty Appointment: _____

Phone number: _____ E-mail: _____

Address: _____

On a separate piece of paper please write a brief assessment of the applicant which addresses the following:

1. How long have you known the applicant? In what capacity?
2. In which course(s) have you taught this student?
3. Discuss the applicant's intellectual and academic strengths and weaknesses.
4. For success in group projects, positive interactions with hosts and resource faculty during the groups travel, and for the safety of all participants, we need to be able to count on each member of the group to be a reliable and full participant in group activities. Please comment upon the candidate's contributions to group endeavors. Does the candidate arrive at class and for field trips on time, fully prepared to participate in activities?
5. Because the candidate's ability to tolerate and adapt to small and very intense group living situations is extremely important for this program, please give us your assessment of the applicant's personal qualities and social skills, including positives and negatives.
6. Does the applicant have any personal problems that might interfere with his or her academic performance or relationship with other students? Has the candidate been subject to any disciplinary censure? Please explain.
7. Does the candidate have strong personal and academic motivation for studying in England and Greece? Please explain.
8. How would you feel if this applicant were to be a member of a study abroad group for which you were the director?
9. Additional comments regarding this applicant.

	Not recommended	Without enthusiasm	Fairly strongly	Strongly	Enthusiastically
For academic promise					
For character and personal promise					
For ability to work effectively in groups					
For personal reliability and punctuality					
Overall recommendation					

Signature: _____ Date: _____

Please return your completed recommendation to OFF-CAMPUS STUDY & EXCHANGES, Skidmore College, 815 N. Broadway, Saratoga Springs NY 12866-1632 no later than 4:30pm on Monday, October 22, 2012.

Skidmore College ~ Off-Campus Study & Exchanges			
Starbuck Center 202	Tel: 1-518-580-5355	Email: ocse@Skidmore.edu	Web: www.skidmore.edu/ocse

APPENDIX D – Application Information Coversheet

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>

SAMPLE STUDENT INFORMATION SHEET



Off-Campus Study & Exchanges Student Contact Sheet

Program Name: **The Parthenon: From Pericles to the Present**

Program City/Country: **London, England and Athens, Kifissia & Vravrona, Greece**

Dates of Program: **Sunday, May 19, 2013 to Saturday, June 1, 2013**

Faculty Director (s): Prof. Michael Arnush US Cell Phone #:
UK Cell Phone #: 011-44-7710-105252
Greek Cell Phone #: will receive onsite in Greece

Prof. Leslie Mechem US Cell Phone #:

OCSE Contact: Lisa Hobbs lhobbs@skidmore.edu Office Tel. #: 518-580-5355

Campus Safety Telephone # (Emergency & After-Business Hours): 518-584-2021/518-580-5566

Travel Agent: Steve Seaworth Tel.: (970) 988-0808 (PST)

<u>Airline</u>	<u>Departing Airport</u>	<u>Date</u>	<u>Departure Time</u>	<u>Arrival Airport</u>	<u>Arrival Time</u>
US Airways #4025	LaGuardia Airport (LGA) - Terminal C	May 19 th	6:25pm	Philadelphia International Airport (PHL)	7:34pm
US Airways #728 (Dinner Served)	PHL	May 19th	9:50pm	Heathrow Airport (LHR)	10:00am - May 20th
Aegean Airlines # A3601 (Lunch Served)	LHR - Terminal 1	May 22nd	12:15pm	Athens International Airport (ATH)	5:40pm
US Airways #759 (Lunch Served)	ATH	June 1st	11:30am	PHL	3:45pm
US Airways #3858	PHL	June 1st	6:00pm	LGA	7:04pm

Accommodations:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Acorn of London (flats/apartments - 13C, 16C, 18D and 18E - faculty flat is 12D) http://www.acorn-london.co.uk/independent-travellers/Accommodation-Details.aspx?ID=60	19 Bedford Place London, WC1B 5JA	12D - (+44) 020 7436 3280 13C - (+44) 020 7693 5346 16C - (+44) 020 7693 5341 18D - (+44) 020 7693 5362 18E - (+44) 020 7693 5363
Hotel Herodion (Athens) - www.herodion.gr May 22-28 & May 30-June 1	4, Robertou Galli Street 117 42 Athens	(+30) 21 0923 6832 Fax (+30) 21 0921 1650
Hotel The Y (Kifissia) - www.theYhotel.gr May 28-29	3, Mykonou Street 145 62 Kifissia Athens	(+30) 21 0801 8495 Fax (+30) 21 0801 5218
Hotel Mare Nostrum (Vravra) - www.mare-nostrum.gr May 29-30	Vravronos Avenue 190 03 Vravra Attica	(+30) 22 9407 1000 Fax (+30) 22 9404 7700

Please remember to verify flight departure time, minimally the evening before departure.

You will **not** be able to check-in online as it is a group reservation

It is advisable that you arrive at the airport a minimum of 3 hours before the flight.

Professor Arnush and Professor Mechem will meet the group at the departure gate.

Please remember to carry a copy of the face page of your passport, in a separate place from the actual passport. In the event that you lose your passport, this will help to expedite replacement.

Baggage: The Transportation Security Administration (TSA) has specific restrictions on what is allowed when flying. Their guidelines as well as tips from the Federal Aviation Administration can be found at the following website http://www.faa.gov/passengers/prepare_fly/

Carry on Baggage: If you require any medications, please be certain to pack it in your carry-on luggage. All medications should be kept in their original prescription bottles. Also remember to carry your camera and any other valuables on the plane with you.

Both US Airways and Aegean do not charge a fee for the first checked bag. You are responsible for any fees for additional bags. However, due to the travel schedule it's advised that you limit yourself to one bag.

Please be advised that the weight limit for US Airways is 50lbs, however Aegean Airlines weight limit differs. Aegean's checked bag weight limit is 20kg (approximately 44lbs). Therefore, your baggage for the trip must not weigh more than 44lbs. I would strongly encourage everyone to estimate their bags weight on a household scale. To be cautious, if you plan on also bringing a carry-on leave space to pull items out of the checked bag and place in your carry-on in case of a weight issue.

Both airlines allow one carry-on piece at no charge. The carry-on baggage must be of a size and shape to allow for storage in overhead compartments or underneath the seat in front of you. Again, there is a weight limit difference between Aegean and US Airways. Please adhere to Aegean's limit of 8kg (approximately 17lbs).

For detailed information on each airline's baggage policy, please consult their website:

US Airways: <http://www.usairways.com/en-US/traveltools/baggage/baggagepolicies.html>

Aegean Airlines: <http://en.aegeanair.com/travel-information/baggage/epitrepomena-oria-aposkeuonheiraposkeuonmay30/>

Aegean Airlines will allow you to pre-purchase more weight online prior to the trip; doing so would prove more inexpensive than at the airport. You would need to log into the Aegean website (<https://en.aegeanair.com/e-services/e-ticket-change/>) and utilize the following **Booking Reference: 3PXYSZ** and your last name.

Skidmore will not pay, nor reimburse these additional baggage fees.

Checked Baggage Restrictions

- **It is advised that you do not lock your baggage due** to Transportation Security Administration screening of every checked bag. Otherwise you risk your lock being broken open for inspection. Alternatively to leaving bags unlocked you can now purchase a TSA-recognized locking mechanism.
- **It is recommended that you prepare separate instruction sheets** with your name and final destination address, London flat and Greek hotel for outbound flight and home address for inbound flight, to place inside your luggage.
- **Carry valuable items** such as electronic equipment, cameras, cash and jewelry with you **on board the aircraft.**
- **Carry necessary items such as medication, prescriptions and keys with you on board the aircraft.**
- Claim your baggage immediately upon arrival.

As of January 1, 2008, travelers may no longer pack spare lithium batteries of any kind in checked baggage. Passengers wishing to carry spare lithium batteries for devices such as laptops, cell phones and cameras are now required to pack them in their carry-on baggage with the terminals covered/insulated. Travelers may check bags that contain batteries, as long as they are installed in electronic devices. (Please see the following Web site for tips on traveling with spare batteries: <http://safetravel.dot.gov/tips.html>)

PLEASE REMEMBER TO REVIEW YOUR TRAVEL SEMINAR STUDENT HANDBOOK FOR TRAVEL AND SAFETY TIPS.

SAMPLE TRAVEL TIPS

The Parthenon Travel Seminar

Travel Tips

Important Items to Bring

- Prescription medications in original containers, including EpiPens (pack in carry-on)
- Passport
- Student ID Card (for reduced student rates/discounts)
- Printout of the Medical Insurance Card
- Comfortable shoes for walking
- Hat
- Sunblock and sunglasses
- Small water bottle
- Skirt for females, one pair of long pants for males - Lightweight clothing is essential in Greece, jeans are not advisable since it is hot.
- Rain poncho/slicker for London
- Bathing suit, sandals and beach towel for Greece
- Toiletries (your specific brands may not be readily available in other countries)

In Greece, you are expected to dress in a respectable manner when visiting churches and sacred sites. In order to enter a church/sacred site, women are expected to wear skirts that fall below their knees and at minimum, shirts that cover their shoulders. Men should likewise wear pants and sleeved shirts. You will see tourists entering churches with far less clothing than is required, but it can be considered offensive.

Bring enough clothing for one week. Laundromats are near the hotels in Greece, but the trip itinerary may not allow for utilization. Drip-dry clothing is better in case you need to wash out clothing by hand.

It is advisable for you to bring an ATM card or credit card and keep their emergency phone numbers separate from the actual card. Notify your bank and/or credit card company when and to where you will be traveling.

We will be on a ferryboat for part of one day, so if you're susceptible to seasickness, come prepared with motion sickness relief medicine such as Dramamine®.

Weather:

The average temperature ranges from 50 degrees Fahrenheit to 70 degrees Fahrenheit in London and 60 degrees Fahrenheit to 80 degrees Fahrenheit in Greece during the timeframe of the travel seminar. Please pack appropriate clothing.

Property Insurance:

If you will be traveling with a laptop, digital camera, smart phone, iPod, iPad or other valuable equipment, make sure it is properly insured.

- Check your parent/guardian's homeowners insurance policy. Coverage for such valuables typically extends from the homeowners policy when travelling.
- If coverage isn't available under your parents/guardians' current homeowners insurance policy, there may be an option to add a rider to provide for such coverage. Have them check with their insurance agent/company.
- Another option is to purchase a personal articles insurance policy. Gallagher Koster (<https://www.gallagherkoster.com/students/student-personal-property/>), State Farm (<http://www.statefarm.com/insurance/other/personal.asp>) and College Student Insurance (<http://www.collegestudentinsurance.com>) are a few of the companies which offer plans. You should research companies that will fit your specific needs.

Electricity:

UK power sockets deliver an average voltage of 230v. The plugs and sockets are different from the USA involving a three-pronged formation.

The electrical supply in **Greece** is 220V AC (50Hz).

You will need a power converter and plug adapter. These items can be purchased at stores such as Radio Shack and Best Buy.

A plug adaptor does not change the electricity supplied to the appliance, only allows it to be plugged into a different type of wall socket. If the appliance you are using supports dual voltage and dual frequency then a plate/tag will be located on the item stating for example "120/240v, 50/60Hz".

Most laptop computer and battery chargers are dual voltage, so to use them you will only need a plug adaptor. But be certain to check your particular laptop.

Power converters step down the voltage from 240v to 120v, allowing equipment which is not dual voltage to operate at the voltage for which it was designed. Converters do not alter the frequency at which electricity is delivered and should be used a maximum of 1-2 hours at a time.

Exchange Rate:

The United Kingdom's (London) currency is the Pound. Currently the exchange rates are as follows, but remember it fluctuates:

1.00 United States Dollar = 0.65259 Pound

1 Pound = 1.53213 USD

Example a souvenir that costs 10 Pounds, costs \$15.32

Greece's currency is the Euro. Currently the exchange rates are as follows, but remember it fluctuates:

1.00 United States Dollar = 1.30814 Euros

1 Euro = 0.76436 USD

Example a souvenir that costs 10 Euros, costs \$13.08 USD.

Please budget accordingly. Utilize an online currency converter such as www.oanda.com or download a currency converter app to your smartphone.

Money:

In London, ATMs generally accept cards from any bank in the world that is tied into the Visa, MasterCard, Cirrus or Maestro systems. However, there is nearly always a transaction surcharge for cash withdrawals. You should contact your bank to find out how much this is before using ATMs too freely. There are nonbank-run ATMs that charge £1.50 to £2 per transaction. These are normally found inside shops and are particularly expensive for non-UK bank card holders. The ATM does warn you before you take money out that it will charge you so you don't get any surprises on your bank statement.

Also, always beware of suspicious looking devices attached to ATMs. Many London ATMs have now been made tamperproof, but certain fraudsters' devices are capable of sucking your card into the machine, allowing the fraudsters to release it when you have given up and left.

The best place to change money is in any local post office branch, where no commission is charged. You can also change money upon arrival at the airport, in most banks, as well as at the numerous bureaux de change throughout the city. Compare rates and watch for the commission that is not always mentioned. The trick is to ask how many pounds you'll receive in all before committing.

In Athens, banks are typically open Monday to Friday from 8:00am to 2:00pm. The National Bank of Greece has branches in Syntagma Square and in Omonia Square, which is open later and has some weekend hours.

You can also exchange currency at the airport. Automated foreign exchange machines are common in major tourist areas. They take US dollars and are useful in an emergency. However, they charge a hefty commission.

Greek shopkeepers and small business owners have a perennial problem with small change. They rarely have any! If buying small items it is better to tender coin or small denomination notes as the seller will inevitably never have any change.

MasterCard and Visa are widely accepted in both the United Kingdom and Greece.

Meals:

In London, there are literally tens of thousands of eateries ranging from cafes, pubs/bars to restaurants and "take away" establishments. The choices are endless and the hours of operation vary greatly.

In Greece, local dishes are the best at the taverns. Some recommended dishes to try include: astakos (grilled lobster, available mostly on the island), barbounia (grilled red mullet), garedes (prawns), kalamarakea (squids), oktapode (octopus), moussaka (eggplant dish), dolmadakia (stuffed vine leaves with minced meat and rice), paidakia (grilled lamb chops), gyro, souvlaki, spanakopita (spinach pie with feta cheese), Greek salad with tomatoes, cucumbers and feta, stuffed tomatoes and peppers, pastichio (pasta dish) and the traditional kebab.

Greeks typically eat dinner later than Americans do, and some restaurants may not open until 9pm.

Telephone:

Prior to your departure, discuss with your family and friends how you plan to communicate during your travel seminar, especially if you will have limited access to phone or internet service or very little free time due to the program's itinerary. Try to avoid long-distance calls made directly from hotels; they sometimes have an expensive surcharge.

If you have a cell phone, check with your carrier on international calling rates. You should also inquire as to whether your phone has the ability to remove the SIM lock, effectively making it possible to then use the phone on any network by inserting a different SIM card allowing usage in the countries you are travelling in.

Internet-based phone services such as Skype or Vonage allow users to make phone or video calls for free or at low rates. If you are bringing a laptop, have access to the internet, and have a microphone or webcam, you may want to use a service like Skype. You can download Skype for free at Skype's website at <http://www.skype.com>.

International calling cards are another option that can offer favorable rates. They are widely available throughout both countries you will be visiting.

In London you can expect free wireless access (WiFi) at many restaurants, cafes and hotels and some Tube stations. Note that you will often have to ask for the passcode from the venue's staff. There are also numerous internet cafes and international call centres. London has excellent mobile phone service coverage and you may want to consider buying a local SIM card.

In Athens, the kiosks around the city offer the cheapest way to make local or international calls. Pre-paid phone cards such as SMILE +WEB, TALK TALK, start from 3-5Euros each for max talk time to the U.S up to 2 hours and can be used from any land line. If you use the phone card from your hotel room, you will be charged a minimum local call fee.

Time Zone:

Greece's time zone is Greenwich Mean Time (GMT) +2 and the UK is currently on British Summer Time (BST).

For example, if it is 2pm in NYC (Eastern Standard Time - EST) then it is 7pm in London and 9pm in Athens.

Tipping:

In London it is customary to leave 10-15% of the bill when eating out. However, restaurants often add on a service charge, especially if you're in a large group, so always check your bill to avoid tipping twice. It's not customary to pay a tip for fast food, self-service or takeaway meals.

People generally do not tip in pubs in London, but may offer to buy a drink for the bartender who will either have it then, save it for later or keep the price of the drink as a tip. Bartenders sometimes hand back change on a tipping tray, although it's still up to you to choose to leave a tip.

It is polite to tip 10-15% of the taxi fare for black cabs and licensed minicabs in London. However, most people simply round up the fare to the nearest £1 and tell the driver to "keep the change".

In Greece tipping is also known as a "service charge", and is included on your bill when dining out. If you feel that the food or service was particularly good, then it is common to leave a small amount more.

Taxi drivers normally expect you to round up the fare, while bellhops who help you with your luggage to your hotel room normally expect a small gratuity of between €1 and €3.

Transportation:

In London taxi fares are metered, and there is a minimum charge of £2.40. Additional charges apply when you book by telephone. Many black cabs accept payment by credit or debit card but check with the driver before the trip starts. Credit card payments attract additional charges.

Unbooked minicabs are illegal. You may be approached by minicab drivers seeking passengers or offering a service; avoid this as these are unsafe, unlicensed, uninsured and illegal and you put yourself in danger if you use these services.

Booking your minicab with a licensed minicab company guarantees that your trip will be carried out by a licensed driver in a licensed vehicle. It also means that a record is kept of your journey, your driver and the vehicle used. Therefore, in the event of any problems, the driver can be traced.

Only taxis (black cabs) can be stopped by customers and can pick up off the street. Even minicabs lined up outside pubs and clubs are breaking the law if they accept your fare without a booking being made first. Many clubs have licensed minicab operators inside who can take your booking. Check with staff to see if a minicab service is available.

Greater London is served by 12 Tube lines, along with the Docklands Light Railway (DLR) and an interconnected local train network. Trains generally run between 5am and midnight, Monday to Saturday. London's transport map is divided into six concentric zones with Zones 1 and 2 in Central London and Zones 6-9 covering the outer edge of the capital. You should consider an Oyster card and/or a Travelcard to get the best fares and beat the queues. If you're caught on the Tube without a valid ticket you're liable for an on-the-spot fine.

Oyster card prices are always cheaper than paper tickets for the Tube. For example, the cash fare for a single journey in Zone 1 is £4.50, which is £2.40 more than the Oyster fare.

In Greece official taxis are different colors. In Athens' taxis are yellow and the taxis outside the Attica (Athens) area are grey. Always look to see if the driver has turned on the meter. If the driver refuses to use the meter then it is best to get out and use a different taxi. It is typically easy to catch a taxi in Athens and other large cities, although sometimes the one you flag down will not want to drive you to your desired location. If that is the case, simply wait for the next one.

The taxis in Greece also engage in ride sharing in the sense that they sometimes look for other passengers going to places near your destination if you are riding alone. Please note that taxis will board other passengers on the way but that does not mean you will receive a discount on the ride. Be aware that after midnight taxi fares increase.

Always ask for a receipt from the taxi driver, as he/she is required by law to provide you with one and check that is the correct amount that you need to pay.

Taxi drivers in general speak a surprisingly limited amount of English given that tourism is such a large part of the Greek economy. It does not hurt to have the name of your destination written down or a map available where you can point to where you are headed. If all else fails, use the phrase "Thelo na pao sto..." ("I want to go to...")

Public Transport network in Athens consists of buses, trolley buses, trams and the METRO. Tickets for all means of transport in Athens, cost the same, 1.40 Euro and can be used throughout the network for the

duration 1 ½ hours long. A Day Card, which is valid for all transport, costs 4 euros per day. Tickets may be purchased at kiosks around Athens and at the metro stops. Ticket should be validated. A 24-hour ticket and monthly card can be purchased at O.A.S.A and METRO booths as well.

Emergency Situations

In the event that you become ill during the course of the program, please inform your faculty director(s) immediately. They will assist you in obtaining medical care. However the faculty director(s) cannot purchase medication for a student.

Don't forget to carry your medical insurance card with you at all times. Remember to bring enough medication to last the duration of your stay. If you suffer from allergies that would require the use of an EpiPen® (Epinephrine Auto-Injectors), please make certain to carry it with you at all times. You should bring more than one in the event that you must make use of it during the trip.

In the event of an emergency, please call the following:

In London:

Emergency Police, Fire, Ambulance:

Tel: 112 or 999

On answer, state which service you require, wait to be connected to that service, and then clearly state the location of where the assistance is required.

To contact the Police for non-emergencies, dial 101

In Athens:

Ambulance - 166

Police – 100

OCSE will register the group with the US embassy in both countries prior to your departure. In the event of a natural disaster or dangerous occurrence and you are separated from the group, we will meet at the...

U.S. Embassy in London

24 Grosvenor Square

London, W1A 2LQ

United Kingdom

[44] (0)20-7499-9000

In the event of an emergency telephone the main Embassy number. It is staffed, 24 hours a day, seven days a week.

U.S. Embassy in Athens

91 Vassilisis Sophias Ave

10160 Athens, Greece

Phone: (+30) 210-720-2414

Fax: (+30) 210-724-5313

- Working Hours: M-F, 8:30 am to 5:00 pm, except the last Wednesday of each month.
- **For emergencies on the last Wednesday of each month, please call (+30) 210-721-2951.**
- **For after-hour emergencies (outside of normal working hours), call (+30) 210-729-4444.**

SAFETY ABROAD

- Avoid speaking loudly/calling attention to yourself.
- Do not stand out by wearing typically American clothing (college sweatshirts, clothes with American symbols, shorts, etc.); try to dress as the locals do.
- Avoid highly trafficked tourist attractions and American establishments such as fast food chains and typically American bars.
- Be aware that anti-American sentiments do exist and do not get drawn into arguments. Avoid all conflicts.
- Be constantly aware of your surroundings and those around you. Remove yourself immediately from situations you suspect may be dangerous.
- Use caution when talking about yourself and other members of your program. Do not offer information freely regarding your program or anything that might link you to an American organization.
- If someone leaves a bag/package unattended near you in any crowded public place (e.g., airport, train or bus station, market or tourist site), notify the driver or other authority and get away from it as quickly as possible.

- In the unlikely event of a political conflict, OCSE and the Faculty Director(s) will monitor the situation. You are required to follow the directions of the Faculty Director(s) in the event of an emergency.
 - o Be vigilant when in public.
 - o Keep away from areas known to have large concentrations of residents sympathetic with interests unfriendly to the U.S. and its allies.
 - o Avoid political demonstrations. They can at times become violent due to clashes between police/soldiers and protestors.
 - o You should not agree to any interviews with the media. It is important to remain as inconspicuous as possible. If you do participate in an interview, do not mention your seminar group or give any specifics regarding your itinerary.

In the **UK** you should follow the same precautions as in any major city. When walking, you should take care to remember that cars drive on the left. To ensure you cross roads safely, only use designated crossings, only cross when the "green man" is showing and take note of the signs indicating "look right" or "look left" to spot any oncoming traffic.

Greece is generally a very safe country for foreigners. While tourists are welcomed from the locals in the country side, it would be ideal to remain cautious in the big cities and in the major tourist areas, especially for pickpockets (especially in the subway around Athens). It is recommended that you keep your passport in the safe deposit box of your hotel and do not carry it with you at all times. The same applies for large amounts of cash.

Greeks are very friendly, hospitable and extroverted people but the heavy influx of immigrants in large cities such as Athens and Thessaloniki has affected and increased the overall safety and security in the large metropolitan areas.

The US Embassy in Greece advises US travelers to avoid Syntagma Square at times of demonstrations and general strikes for extra safety and security!

It is also advisable if shopping in the old town of Plaka, in Monastiraki (flea market) you should avoid doing so on Sunday due to immigrants' market.

SAFETY TIPS

Traveling to a new place and experiencing a different culture can be an exciting opportunity. And while there is certainly safety in numbers, you must still be cognizant of your surroundings and keep your personal safety foremost in your mind. You should maintain focus on your body language, situational awareness and your "gut intuition". The following safety tips will assist in reducing your chances of being a victim while on the program:

Accommodations

- Keep room numbers private.
- Use all locks on hotel/room door, particularly the double lock. Always lock the door when leaving.
- When returning to your room, make sure that you have your room key out and ready.

- Never automatically open your door when a knock is heard. Know your visitor's identity prior to opening the door. Use your peephole, if available, or talk through the locked door. If someone claims they are from maintenance, security or a hotel employee, phone the front desk to make sure the visitor is legitimate.
- Be alert for suspicious persons in the hotel hallways. Immediately report them to the hotel staff.
- Locate fire exits, elevators and the nearest phone. Plan the best way to get out of the hotel in an emergency. (Planned emergency procedures can generally be found on the back of your hotel room door. Please review them.)
- Never go with someone you just met to their hotel room or invite them to yours.
- Store your valuables at the front desk of the hotel or in a safe in your hotel room. You may want also to keep the originals or your travel documents in a safe and carry copies with you.

In Public

- Be careful and alert when cashing traveler's checks, or using a cash machine. Never let someone see how much money you have in your wallet, or where you keep your money.
- Walk with purpose and project an assertive and confident image. Criminals will be discouraged if you do not appear vulnerable or easily intimidated. Make eye contact with people. Don't stare but use a "stern gaze" to acknowledge people around you. Criminals count on the element of surprise and will seek other victims if they know you have checked them out.
- Don't wear expensive jewelry. Thieves will target you for the jewelry or mark you as someone who has money because of it.
- Be aware of your surroundings and trust your instincts. Do not feel embarrassed to leave an uncomfortable situation.
- Pickpockets are attracted to crowded places. They will use the opportunity to get close to you and bump into you to steal. Always safeguard your wallet, purses or backpacks. Carry your purse in front of your body, with your arm across it. Wallets should be carried in front pants pocket or in an inside jacket pocket.
- During your free time, it is advisable that you utilize the buddy system when going out. If sightseeing, seek recommendations from the Faculty Director(s) or hotel staff on safe places to go and legitimate guides.
- Always tell someone where you are going, preferably the Faculty Director(s).
- If you are out and need directions, first look for a police officer or another public employee (i.e., bus driver), or go into a nearby business.
- Don't venture through side streets, even if it seems like a convenient shortcut. Criminals like to strike in un-crowded areas. If you stick to the well-traveled streets, you'll be less likely to have anyone approach you.
- Women should sew pockets into your bra where you can keep some folded cash. Men should stash a few dollars in their socks or shoes. If you do get mugged, you'll have a few dollars so you aren't helpless.
- When out socially, if someone offers you a ride to another hotel, nightclub or bar, get your own cab. Never get in a car with someone you don't know.
- If someone orders you or tries to force you into a car, you must do whatever you can to stay out of that vehicle. Generally their idea is to take you to a remote location and nothing good can come of that.

Basic Greek Vocabulary

ENGLISH	GREEK	ENGLISH	GREEK
Airport	Aerodrómio	Water	Neró
Bank	Trápeza	Bread	Psomí
Breakfast	Próino	Wine	Krasí
The bill, please	Tón logaryazmó, parakaló.	Retsina	Retsína
Cheap	Ftinó	Beer	Bíra
Closed	Klistó	Coffee	Kafé
Coffeehouse	Kafenío	Tea	Tsaí
Dinner	Vradinó	Sugar	Záchari
Do you speak English?	Miláte angliká?	Orange drink	Portokaláda
Excuse me	Signómi	Marmelade	Marmeláda
Glad to meet you	Chéro polí	Cheese	Tirí
Good	Kaló	Eggs	Avgá
Goodbye	Adío	Fork	Piroúni
Good evening	Kalispéra	Spoon	Koutáli
Good health to us/Cheers	Yá mas	Knife	Macheíri
Good health to you	Yássas	Dish	Piáto
Good morning	Kaliméra	Glass	Potíri
Good night	Kaliníhta	Napkin	Petséta
Hello	Yássas	Salt	Sál
Here	Edó	Pepper	Pipéri
Hotel	Xenodochío	Yogurt dip with garlic	Tzatzíki
How are you?	Tí kánete?	Potatoes	Patátes

How do you say ...?	Pósse léne ...?	Red mullet (grilled)	Barboúnia
How far?	Pósso makría?	Shrimp	Garídes
How much is it?	Pósso káni?	Squid (fried)	Kalamarákia
I am from the US	Íme apó tin Ínomenís Politeías	Octopus	Oktapódi
I am lost	Ego chathí	Lamb	Arní
I am sorry	Lipáme	Lamb (skewer)	Souvlaki
I don't speak Greek	Dén miláo elliniká	Lamb chop	Paidákia
I don't understand	Dén katalavéno	Pork chop	Brizóla chriní
I want	Thélo	Beef/veal chop	Brizóla moschári
I want to go to the hotel	Thélo ná páo stó xenodochío	Stuffed grape leaves	Dolmádes
I want a glass of beer	Thélo éna potíri bíra	Meatballs	Keftédes
Left	Aristerá	Chicken	Kotópoulo
Lunch	Messimerianó	Sausage	Loukaniká
More	Perissóteros	Meat/eggplant casserole	Moussaká
Mr.	Kýrios	Macaroni/meat casserole	Pastitsío
Mrs.	Kýria	Spaghetti with meat sauce	Makarónia me kimá
My name is ...	Onomázome ...	Phyllo, custard and honey	Galaktobouriko
No	Óchi	Phyllo, nut and honey	Baklavá
OK	En dáxi	Ice cream	Pagotó
Open	Anichtó	Rice pudding	Rizógalo
Patisserie	Zacharoplastío	Ice	Págos
Pharmacy	Farmakío		
Please	Parakaló	0	Midén
Post office	Tachidromío	1	Éna
Restroom	Toualétta	2	Dío

Right	Dexiá	3	Tría
Shore	Paralía	4	Téssera
Square	Platía	5	Pénde
Stop!	Stamátiste	6	Éxi
Street	Odós	7	Eftá
Thank you	Efcharistó	8	Októ
Today	Símera	9	Ennéa
Tomorrow	Ávrio	10	Déka
Too expensive	Piό akrivό		
Very much	Pára polí		
Very nice	Polí oréos		
What?	Tí?		
What time is it?	Tí óra íne?		
What is your name?	Pós onomázete?		
Where?	Poù?		
Where is ...?	Poù íne ...?		
Why?	Yatí?		
Monday	Deftéra		
Tuesday	Tríti		
Wednesday	Tetárti		
Thursday	Péempti		
Friday	Paraskeví		
Saturday	Sávato		
Sunday	Kiriakí		

APPENDIX H – Faculty Director Health Assessment Form

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.

Faculty Director Date Name of Faculty Director (please print) Signature of

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.)-

SAMPLE PREPAREDNESS PLAN

Japan Culture & Art Travel Seminar
Preparedness Plan

Travel Facts and Cultural Do's and Don'ts - Please refer to your Lonely Planet Kyoto City Travel Guide.

Arriving in Japan

Upon Arrival in Kyoto you will be staying at the Kyoto Higashiyama, 4-200 Kiyomizu, Higashiyama-ku, Kyoto 605-0862, Japan, Tel. 075-561-9900. **(Thursday, May 24th to Friday, June 1st)** This Japanese Inn is in the Kiyomizu area. This area located in the east side of Kyoto city is known as one of the most popular tourist areas in Kyoto.

<http://www.oyadonet.com/hanakyoka/>

http://higashiyama-kanko.jp/access/index_eng.html

- Nearest Subway - Keihan private railroad “Kiyomizu-gojo station”
- Nearest Police Station – Higashiyama Police station: 075-525-0110
- Nearest Hospital – Japan Baptist Hospital: 075-781-5191

The group will then move to the Kawashima Textile School, 418 Ichihara-cho, Shizuichi, Sakyo-ku, Kyoto, 601-1123, Japan, Tel. 07-5741-3151. **(Saturday, June 2nd to Sunday, June 17th)** The school is in the Ichihara area. This area located in the north side of Kyoto city is a quiet up-town neighborhood.

<http://www.kawashima-textile-school.jp/e/index.html>

- Nearest Railroad- Keifuku private railroad “Ichihara station”
- Nearest Police Station– Shimogamo Police station Shizuichino branch: 075-741-2981
- Nearest Hospital - Japan Baptist Hospital: 075) 781-5191

In the event of an emergency, please call the following:

Dial 110 for Police Emergencies.

Dial 119 for Ambulance (Medical Emergencies).

At the next opportunity telephone Professor Lee at _____.

In the event of a natural disaster or dangerous occurrence and you are separated from the group, we will meet at the U.S. Consulate, 2-11-5, Nishitenma, Kita-ku, Osaka 530-8543, Tel. 06-6315-5900. Please call Professor Lee as soon as possible to let him know where you are/that you have arrived at the Embassy.

Many students have indicated they wish to travel to Tokyo during non-class days. Please follow the same emergency procedures in listed above.

In the event of a natural disaster or dangerous occurrence while in Tokyo, you should go to the US Embassy, 1-10-5 Akasaka, Minato-ku, Tokyo 107-8420 JAPAN, Phone: 03-3224-5000, Fax: 03-3505-1862. Please call Professor Lee as soon as possible to let him know where you are/that you have arrived at the Embassy.

SAFETY ABROAD

- Avoid speaking English in public or speaking loudly/calling attention to yourself.
- Do not stand out by wearing typically American clothing (college sweatshirts, clothes with American symbols, shorts, etc.); try to dress as the locals do.
- Avoid highly trafficked tourist attractions and American establishments such as fast food chains and typically American bars.
- Be aware that anti-American sentiments do exist and do not get drawn into arguments. Avoid all conflicts.
- Be constantly aware of your surroundings and those around you. Remove yourself immediately from situations you suspect may be dangerous.
- Use caution when talking about yourself and other members of your program. Do not offer information freely regarding your program or anything that might link you to an American organization.
- If someone leaves a bag/package unattended near you in any crowded public place (e.g., airport, train or bus station, market or tourist site), notify the driver or other authority and get away from it as quickly as possible.
- In the unlikely event of a political conflict, OCSE and the Faculty Director(s) will monitor the situation. You are required to follow the directions of the Faculty Director(s) in the event of an emergency.
 - o Be vigilant when in public.
 - o Keep away from areas known to have large concentrations of residents sympathetic with interests unfriendly to the U.S. and its allies.
 - o Avoid political demonstrations. They can at times become violent due to clashes between police/soldiers and protestors.
 - o You should not agree to any interviews with the media. It is important to remain as inconspicuous as possible. If you do participate in an interview, do not mention your seminar group or give any specifics regarding your itinerary.

SAFETY TIPS

Traveling to a new place and experiencing a different culture can be an exciting opportunity. And while there is certainly safety in numbers, you must still be cognizant of your surroundings and keep your personal safety foremost in your mind. You should maintain focus on your body language, situational awareness and your “gut intuition”. The following safety tips will assist in reducing your chances of being a victim while on the program:

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- Use all locks on hotel/room door, particularly the double lock. Always lock the door when leaving.
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- Never automatically open your door when a knock is heard. Know your visitor's identity prior to opening the door. Use your peephole, if available, or talk through the locked door. If someone

claims they are from maintenance, security or a hotel employee, phone the front desk to make sure the visitor is legitimate.

- Be alert for suspicious persons in the hotel hallways. Immediately report them to the hotel staff.
- Locate fire exits, elevators and the nearest phone. Plan the best way to get out of the hotel in an emergency. (Planned emergency procedures can generally be found on the back of your hotel room door. Please review them.)
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- Be careful and alert when cashing traveler's checks, or using a cash machine. Never let someone see how much money you have in your wallet, or where you keep your money.
- Walk with purpose and project an assertive and confident image. Criminals will be discouraged if you do not appear vulnerable or easily intimidated. Make eye contact with people. Don't stare but use a "stern gaze" to acknowledge people around you. Criminals count on the element of surprise and will seek other victims if they know you have checked them out.
- Don't wear expensive jewelry. Thieves will target you for the jewelry or mark you as someone who has money because of it.
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- Pickpockets are attracted to crowded places. They will use the opportunity to get close to you and bump you to steal. Always safeguard your wallet, purses or backpacks. Carry your purse in front of your body, with your arm across it. Wallets should be carried in front pants pocket or in an inside jacket pocket.
- During your free time, it is advisable that you utilize the buddy system when going out. If sightseeing, seek recommendations from the Faculty Director(s) or hotel staff on safe places to go and legitimate guides.
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- If you are out and need directions, first look for a police officer or another public employee (i.e., bus driver), or go into a nearby business.
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- If someone orders you or tries to force you into a car, you must do whatever you can to stay out of that vehicle. Generally their idea is to take you to a remote location and nothing good can come of that.

U.S. Relations With Bahrain

BUREAU OF NEAR EASTERN AFFAIRS

Fact Sheet

August 28, 2012

More information about Bahrain is available on the [Bahrain Page](#) and from other Department of State publications and other sources listed at the end of this fact sheet.

U.S.-BAHRAIN RELATIONS

The United States established diplomatic relations with Bahrain in 1971 following its independence from the United Kingdom. The U.S. embassy at Manama was opened September 21, 1971, and a resident ambassador was sent in 1974. The Bahraini Embassy in Washington, D.C., opened in 1977. The American Mission Hospital has operated continuously in Bahrain for more than a century.

Bahrain plays a key role in regional security architecture and is a vital U.S. partner in defense initiatives. Bahrain hosts the U.S. Navy's Fifth Fleet and participates in U.S.-led military coalitions. Bahraini forces have supported the International Security Assistance Force in Afghanistan, providing perimeter security at a military base. Bahrain was the first Arab state to lead a Coalition Task Force patrolling the Gulf and has supported the coalition counter-piracy mission with a deployment of its flagship. The U.S. designated Bahrain a Major Non-NATO Ally in 2002.

The U.S.-Bahrain Free Trade Agreement entered into force in 2006, generating additional commercial opportunities for both countries. In 2011, bilateral trade exceeded \$1.7 billion.

Recent political and social unrest has highlighted the need for reform and reconciliation. Following the release of the royally appointed Bahrain Independent Commission of Inquiry's (BICI) findings, which recommended a series of reforms, the Government of Bahrain has taken initial steps to redress past abuses and implement reforms. Despite these efforts, unrest and clashes have continued. The United States has urged the Government of Bahrain to implement the full range of BICI recommendations and take steps to implement additional reforms.

U.S. Assistance to Bahrain

U.S. assistance helps Bahrain, which lacks the oil wealth of its neighbors, obtain the equipment and training it needs to operate alongside U.S. air and naval forces. With the help of the U.S., Bahrain has made significant efforts to upgrade its defense systems and modernize its armed forces over the last 20 years. Since the 1991 Gulf War, the U.S. has provided military and defense technical assistance and training to Bahrain from Foreign Military Sales (FMS), commercial sources, and excess defense article sales (EDA), and under the International Military and Education Training (IMET) program. U.S. military sales to Bahrain since 2000 total \$1.4 billion. Military exercises are conducted on a regular basis to increase the BDF's readiness and improve coordination with the U.S. and other GCC forces. The BDF also sends personnel to the United States for military training. This training includes courses from entry-level technical training to graduate-level professional military education.

To protect and advance U.S. interests, the United States uses all tools available, including foreign assistance, to encourage Bahrain's leadership to implement reforms and respect human rights standards; make Bahrain a stronger and more interoperable partner for regional peace, security and counter-terrorism cooperation; improve the ability to deny terrorist sponsorship, support, and sanctuary; and boost Bahrain's maritime defenses against smuggling and terrorism.

Bilateral Economic Relations

Due to its relatively limited energy reserves, Bahrain has been diversifying its economy away from oil and gas production and is seeking to attract foreign investment and businesses. The U.S.-Bahrain Free Trade Agreement took effect on August 1, 2006 and is generating increased U.S. commercial interest in Bahrain. Bilateral trade between the U.S. and Bahrain has increased each since the signing of the Free Trade Agreement, exceeding \$1.7 billion USD in 2011. U.S. exports to Bahrain include machinery, aircraft, vehicles, and agricultural products. U.S. imports from Bahrain include fertilizers, aluminum, textiles, apparel, and organic chemicals.

Bahrain's Membership in International Organizations

Among other regional and global organizations, Bahrain is a member of the United Nations, International Monetary Fund, World Bank, and World Trade Organization.

Bilateral Representation

The U.S. Ambassador to Bahrain is [Thomas C. Krajewski](#); other principal embassy officials are listed in the Department's [Key Officers List](#).

Bahrain maintains an [embassy](#) in the United States at 3502 International Drive NW, Washington, DC 20008; tel: (202) 342-1111.

More information about Bahrain is available from the Department of State and other sources, some of which are listed here:

[Department of State Bahrain Country Page](#)

[Department of State Key Officers List](#)

[CIA World Factbook Bahrain Page](#)

[U.S. Embassy: Bahrain](#)

[History of U.S. Relations With Bahrain](#)

[Human Rights Reports](#)

[International Religious Freedom Reports](#)

[Trafficking in Persons Reports](#)

[Narcotics Control Reports](#)

[Investment Climate Statements](#)

[Office of the U.S. Trade Representative Countries Page](#)

[U.S. Census Bureau Foreign Trade Statistics](#)

[Export.gov International Offices Page](#)

[Library of Congress Country Studies](#)

[Travel and Business Information](#)

Travel Alert

U.S. DEPARTMENT OF STATE

Bureau of Consular Affairs

Bahrain

June 26, 2012

The U.S. Department of State alerts U.S. citizens to the potential for unrest in Bahrain. This Travel Alert expires on September 17, 2012. It replaces the Travel Alert issued on April 25 without changes.

All travelers to Bahrain face increased scrutiny from Bahraini authorities, and the Government of Bahrain has refused to allow some U.S. citizens permission to enter Bahrain. The airport remains open and operational.

Spontaneous and at times violent anti-government demonstrations occur in some neighborhoods, particularly at night and on weekends. These demonstrations have included blockades of major highways with burning debris and establishment of unofficial checkpoints. Participants have thrown rocks and Molotov cocktails and used various other homemade weapons, to include isolated use of improvised explosive devices. The Ministry of Interior maintains official checkpoints in some areas and routinely uses tear gas and stun grenades along with birdshot and other crowd control measures against demonstrators. Violent clashes between security forces and demonstrators can make travel in and around Bahrain dangerous.

There have been no direct attacks on U.S. citizens; however, isolated instances of Westerners and U.S. citizens getting caught in the middle of clashes have occurred and there have been examples of anti-U.S. sentiment seen on the streets, with U.S. flags having occasionally been burned during demonstrations. U.S. citizens are urged to remain alert to local security developments and to be vigilant regarding their personal security by knowing the locations of police and fire stations, hospitals, and the U.S. Embassy. The Department of State strongly urges U.S. citizens to avoid all demonstrations, as even peaceful ones can quickly become unruly, and a foreigner could become a target of harassment or worse. If you are in immediate danger, call the police at 999.

The U.S. Embassy restricts its employees from traveling to specific areas and advises all U.S. citizens to do the same. We continue to urge U.S. citizens to stay current with media coverage of local events and be aware of their surroundings at all times. Please check our [Demonstration Notices](#) for information on demonstrations, security guidance, and a map outlining areas that are off-limits to Embassy U.S. citizen employees and their family members.

The U.S. Embassy in Manama can be reached at (973) 1724-2700; the after-hours emergency number is (973) 1724-2957; the fax number is (973) 1725-6242. The U.S. Embassy in Manama is located at Building No. 979, Road 3119, Block 331 Zinj District, Manama.

The U.S. Embassy is open for all routine American Citizens Services by appointment via its website, bahrain.usembassy.gov. U.S. citizens with routine inquiries can write to manamaconsular@state.gov. U.S. citizens needing emergency assistance do not need an appointment, but should alert the American Citizens Services Unit by e-mailing or calling the Embassy directly.

U.S. citizens in Bahrain are encouraged to enroll in the [Smart Traveler Enrollment Program \(STEP\)](#). If you enroll we can keep you up to date with important safety and security announcements and can also help your family and friends get in touch with you in an emergency. U.S. citizens without Internet access may enroll in person at the U.S. Embassy.

Updated information on travel and security in Bahrain may be obtained from the Department of State by calling 1-888-407-4747 toll-free in the United States and Canada or, for callers outside the United States and Canada, on a regular toll line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays). For further information, please consult the [Country Specific Information for Bahrain](#), as well as the [Worldwide Caution](#). You can also stay up to date by bookmarking our [Bureau of Consular Affairs website](#), which also contains current [Travel Warnings and Travel Alerts](#). Follow us on [Twitter](#) and the Bureau of Consular Affairs page on [Facebook](#), and download our free [Smart Traveler iPhone App](#) to have travel information at your fingertips.



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.

SAMPLE CODE OF CONDUCT



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

APPENDIX N – Student/Parent Emergency Contact Sheet

Travel Seminar

Student/Parent Contact Information

[illegible]



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.

APPENDIX P – Student Termination Form



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.



TRAVEL SEMINAR

MONEY MATTERS

Cash Advance

Program Expenses: A cash advance can be requested to pay for program expenses onsite that can only be paid in cash.

- Receipts must be submitted for all of the following expenses:
 - o Group Meals
 - o Entrance and Performance Fees
 - o Excursions
 - o Transportation
 - o Instructional Supplies
 - o Cell phone and international calls as needed for program business
 - o Shipping Cost/Baggage Fees for program materials
- **Consultants/Speakers/Performers/Translators/Guides** – all individuals providing services to the travel seminar must have a contract on file with OCSE which outlines the location, date, time and services that they will be providing in order to process payment. Please check with the Finance Manager for contract templates. Ideally, vendors will provide the necessary information to process a check request or bank transfer to their designated account in lieu of a cash payment.
- **Emergency Student Funds** – in the event that a student loses or has his/her money stolen, the faculty director can advance the student funds. The student must sign a promissory note that the monies will be repaid to OCSE within 2 weeks from the program end date. In the event that OCSE does not receive the monies the student's Skidmore account will be charged.

Faculty Director Expenses: A cash advance can be requested to cover the faculty director's onsite expenses but must adhere to Skidmore College's Travel and Entertainment policy.

- Receipts must be submitted for all expenses included but not limited to:
 - o Meals
 - o Transportation
 - o Laundry/Dry Cleaning (hotel bill)
 - o Brief phone calls home (provider bill and/or hotel invoice)

There may be times when a receipt cannot be obtained for such items as tips and small purchases (i.e. farmers' market, coffee stand, etc.) in these cases it is permissible to submit a log indicating the date, vendor (if possible), location, item purchased and the cost (in local currency). **Please note that each purchase must not exceed \$25.**

The following items will not be reimbursed:

- o Personal hygiene items
- o Personal entertainment (movies, games, etc.)

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 Faculty Director directly and are not eligible for reimbursement. However, there may be any occasion when the travel seminar group is hosting a guest such as a speaker or alumni. In order to be hospitable and culturally sensitive the Faculty Director may purchase an alcoholic beverage for themselves and the guest. However, Faculty Directors must never purchase alcoholic beverages for students.

Faculty Director Expenses and Cash Advances

Please use your Skidmore College Adirondack Trust Business Card whenever possible to pay for expenses during the travel seminar. It would be beneficial to include a copy of the credit card statement which carries charges for expenses. This enables exchange rates to be handled efficiently. For cash transactions, OCSE will utilize the currency convertor at www.oanda.com.

At the completion of the travel seminar:

- Faculty Directors must provide an expense report substantiating the place, date, amount and business purpose of expenses within a reasonable amount of time (not to exceed 30 days) after the expenses are incurred. Original detailed receipts must be attached to the expense report.
- Faculty Directors must return any advanced funds in excess of substantiated expenses within a reasonable period of time (not to exceed 30 days).

Faculty Stipends

As per Skidmore College's policy stipends that are paid for leading a travel seminar are processed through the Payroll Department. Stipends will be paid immediately following the completion of the seminar.

APPENDIX R – Skidmore Expense Report

[illegible]

SKIDMORE COLLEGE TRAVEL AND ENTERTAINMENT POLICIES

Updated September 2012

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.

SALES TAX AND BUSINESS VISA CARD

Skidmore College is a tax exempt organization. NYS requires vendors to allow for tax exempt purchases only when someone is paying with check, debit card or credit card from the tax exempt organization. If paying with a personal check or personal credit/debit card, vendors are instructed by NYS to charge sales tax. Skidmore offers a Business Visa card to eligible employees that travel on behalf of the College and will not reimburse sales tax to employees for sales tax paid to local vendors. This includes restaurants, department stores and Enterprise rent a car.

The Business Visa Card and the College tax exempt certificate should suffice for vendors to honor the College tax exempt status. Tax exempt certificates are available on the Financial Services web page or in the Accounts Payable office. Many departments also have a supply of the certificates as well.

For additional information about the Business Visa Card, please visit the Financial Services home page.

I. 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 55.5 cents per business mile as of 7/1/11 (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,

recruitment, visiting artists/lecturers, visiting external reviewers, 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, medicines, etc. are not reimbursed
- Personal entertainment (movies, games, etc) are not reimbursed
- Childcare is 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 or Transactions

- Please use your Skidmore Business VISA corporate credit card whenever possible
PLEASE CALL: 584-5844 ext 2285 to let Adirondack Trust know:
 - 1) each time a card holder is going to make reservations from an over-seas merchant
 - 2) each time a card holder **begins** and **ends** a trip overseas
- 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.

II. SKIDMORE COLLEGE POLICY ON ENTERTAINMENT & 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 (Dining 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 / department going away parties, retirement, or holiday celebrations are not reimbursed (Campus wide retirement parties must be catered by Skidmore Dining Services)
- Other campus wide celebrations (e.g. "going away parties") are allowed only in special circumstances, must be campus wide, must be catered by Skidmore Dining Services, and must be approved in advance by the Cabinet member responsible for approving the expense.
- Alcoholic Beverages are generally not reimbursed. 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, recruitment, visiting artists/lecturers, visiting external reviewers, and similar purposes, determined in advance by the Cabinet member responsible for approving the expense.

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 an appropriate gift (approximately \$35) 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.



Student Promissory Note 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: _____

Faculty Director(s) Name(s): _____

Responsibility for Emergency Loan Incurred During OCSE Travel Seminar

I confirm that the faculty director, _____, has advanced me the sum of _____. I agree to pay this amount to OCSE, which will be calculated based on the exchange rate for the day the loan was issued as calculated at www.oanda.com, within two weeks from the end of the program. In the event that I do not make payment I authorize OCSE to charge my Skidmore Student account and I will be responsible to Skidmore College to settle my account.

Checks and money orders must be made payable to Skidmore College. (Please note the student name, travel seminar and student id number on the check.) Please mail check to OCSE at the address above.

Student Signature: _____ Date: _____

Faculty Director Signature: _____ Date: _____

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



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

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 V – Emergency Contact Details

EMERGENCY CONTACT DETAILS

SKIDMORE CAMPUS

OCSE (main line)	1-518-580-5355
OCSE (fax)	1-518-580-5359
Lisa Hobbs, Finance Program Manager (office)	1-518-580-5348
Lisa Hobbs (home)	1-518-584-6273
Lisa Hobbs (cell)	1-518-879-7103
Cori Filson, Director (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)

Travel Guard/Chartis

Name of Insured Organization: SKIDMORE COLLEGE

Policy Number: WR10005762

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

Outside the U.S.: Call collect at +01 (817) 826-7008

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

OTHER RESOURCES

Department of State

American Citizens Services 1-202-501-4444



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 responded from 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 X – Student Health and Emergency Treatment Form

Skidmore College Travel Seminar
Student Health Assessment and Emergency Treatment Form

Name: _____ Gender: _____

Age: _____ Date of Birth: _____ Country of Residence: _____

Permanent Address: _____

Cell Phone: _____ Campus/Local Phone: _____

Parent /Guardian Name(s): _____

Address (if different from above): _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Known allergies to medications/food/insects: _____

List any medications you takes 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.)

Signature of Student

Date

Permission for Emergency Treatment

In the event of an emergency illness or injury affecting me, _____ (print name), born _____ (month/day/year), the undersigned hereby authorizes immediate hospitalization and treatment recommended and carried out under the supervision of a qualified health professional, including administering an anesthetic and performing necessary surgery and the release of whatever medical information may be required to perform the procedure or treatment.

Signature of Student

Name of Student (please print)

Date

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) _____ Polio/Myelitis Vaccine Booster (1) _____
German Measles (Rubella) Vaccine (1) _____

Recommended:

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 (see below)

PERSONAL HISTORY

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

Asthma	Emotional instability	Menstrual cramps
Chicken Pox	Epilepsy	Operations (specify)
Chronic intestinal problems	Heart problems	Orthopedic problems
Diabetes	Injuries (severe)	Rheumatic Fever
Drug and/or Food allergy (specific)	Kidney disease	Seasonal allergy
Eating disorders	Lung problems	Sleep disorder
Eczema	Malignancy	Tuberculosis or TB Contact

Details: _____

Current Medical Problems: _____

PHYSICAL EXAMINATION

Weight _____ Height _____ Blood Pressure _____ No problems found _____ Blood Type _____

Problems as noted below: _____

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

What allergies, including medication allergies, does the student have? _____

Is the student taking any medication? If yes, what? _____

Is there any additional medical information which would be of help to our Director during this student's time studying off campus? _____

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

Examining Physician/Health Care Provider:

Print Name: _____ Telephone: _____

Address: _____

Signature: _____ Date: _____

**Mental Health Clearance for Study
Skidmore College Travel Seminar**

Student Name: _____

Name of Travel Seminar: _____

Location(s) of Travel Seminar: _____

Travel Seminar Dates: _____

The above student has received mental health care from me since _____ (date).

Check appropriate box:

☐ At this time there is no apparent mental health contraindication to participating in the off campus program.

☐ If student is taking psychiatric medication, the plan for obtaining it while off campus is as follows:

☐ I have suggested that (s)he contact the Skidmore Travel Seminar Director of her/his program to discuss any anticipated needs for support while off campus. Comments:

☐ I have concerns regarding the student's ability to participate in the off campus program. Comments:

Clinician name (print): _____

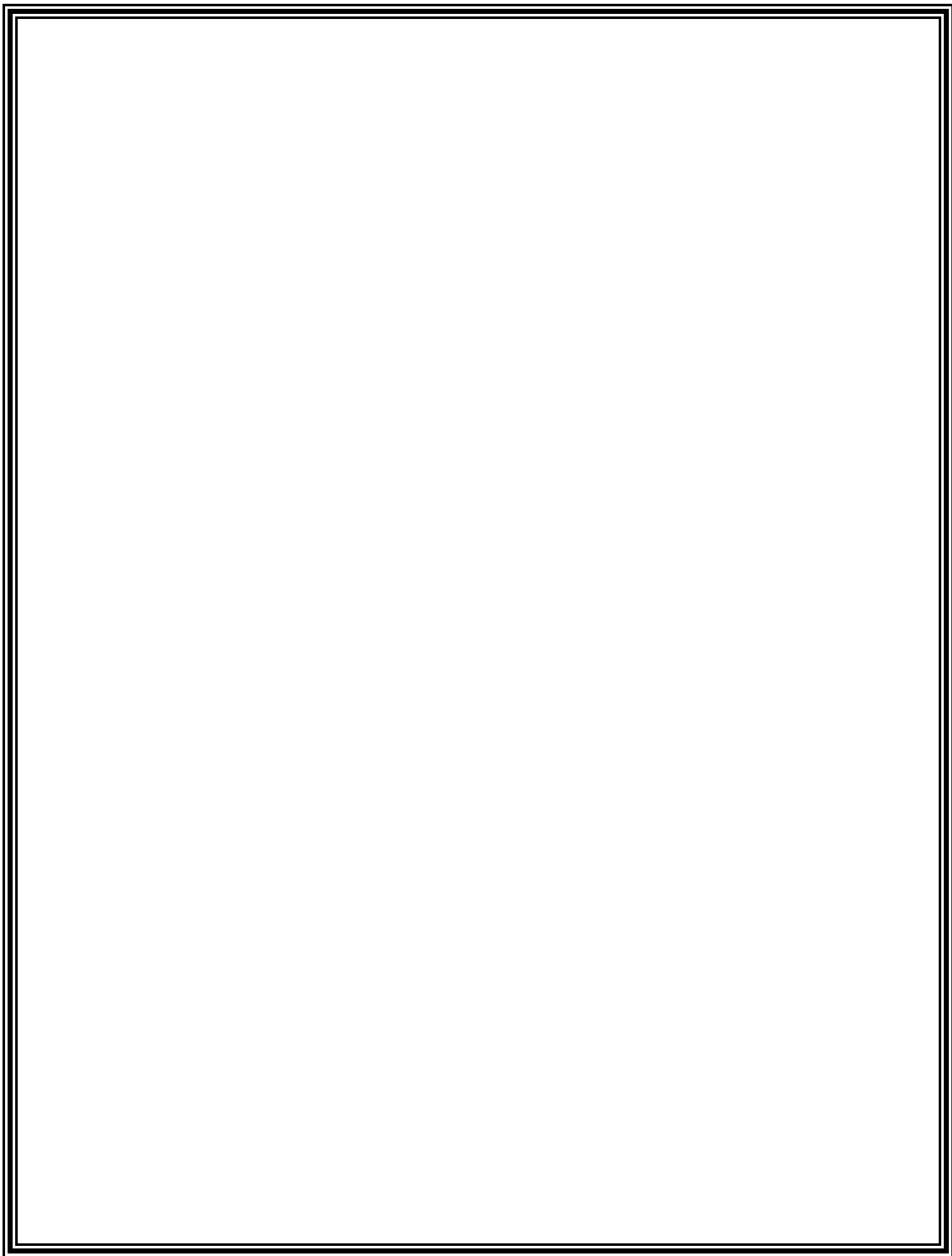
Signature: _____

Phone number: _____ Date: _____

I, _____, an applicant for the Skidmore Travel Seminar, give permission to my mental health provider completing this form to release the required mental health information to Skidmore College Health Service, Skidmore OCSE and to the Director of the Travel Seminar.

Student Signature: _____ Date: _____

**Return form to:
Skidmore College
Off-Campus Study & Exchanges
815 North Broadway
Saratoga Springs, NY 12866
FAX- 518-580-5359**



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