

# U.S. Travel Program

The map of United States and locations that we have US Travel Programs

## Home page

Offers a variety of U.S. Travel EMU Faculty-led programs over fall, winter break, winter intersession and summer terms. Add the thrill of travel to the enrichment of learning without needing a passport. EMU offers a wide range of travel courses each year that cover different subject areas. U.S. travel courses typically combine a few classroom meetings with roughly one week of travel time. Take a course that doesn't just teach you the subject matter, but puts you right in the action while earning up to three credits.

## Advising (tab on top)

College of Arts & Sciences: <https://www.emich.edu/cas/students/advising.php>

College of Business:

[https://www.emich.edu/cob/student\\_resources/advising/undergraduate\\_advising.php](https://www.emich.edu/cob/student_resources/advising/undergraduate_advising.php)

College of Education: <https://www.emich.edu/coe/students/undergraduates/advising.php>

College of Health & Human Services: <https://www.emich.edu/chhs/advising/index.php>

College of Technology: <https://www.emich.edu/cot/advising/index.php>

University Advising & Career Development:

<https://www.emich.edu/uacdc/advising/find-my-advisor.php>

## STUDENTS (tab on top)

**Prospective Students:** U.S. Travel can provide some of the most rewarding experiences of your academic career.

### How to prepare:

1. Browse programs.
2. Set goals and choose a program.
3. Meet with professor of the U.S. Travel course.
4. Meet with academic advisors.
5. Research the budget and speak with financial aid.
6. Make a financial plan.
7. Apply.

## GENERAL QUESTIONS

## **What type of US Travel programs are available?**

U.S. Travel offers a number of program options for one week. The types of EMU-approved programs available are; faculty-led, exchange. Students may also participate on a non-EMU program, though credit transfer might be more difficult and financial aid and EMU scholarships may or may not be applicable to the non-EMU program.

### **Faculty-Led**

These programs are taught and led by EMU faculty with a cohort of EMU students and guest students from other universities. Classes can range from pre-departure preparation. Lectures may take place in museums, at events, and at historical and cultural sites. Since the credit is already vetted, and all financial aid and scholarships are usually applicable, these are usually quite easy to make a part of your academic career.

## **How do I know if I am eligible for EMU U.S. Travel Program?**

All eligibility requirements can be found listed on the program's brochure page on the website. If you are unsure of your eligibility to participate on a particular program, please contact the Professor.

## **How early can I start applying? When is it too late to apply?**

- All program deadlines can be found on the program homepage. You are encouraged to apply and complete your application early. Most programs will be available for the upcoming cycle by Fall every year. At the start of the Fall semester, the programs for upcoming Winter Break, Winter Intersession, Summer and the following Fall should be listed online.
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- When applying for any Faculty-Led program all program deadlines are final unless a program deadline extension is given. This is so that hotels, logistics and payments may be made. For all other programs, it may be possible to apply after the program deadline, on a space available basis. Please contact the Professor in regards to if your program is still open to application.

## **Can students with only certain majors take a U.S. Travel course?**

- No. All majors can take a U.S. Travel course especially when planning ahead. Credits are offered for general education and elective credits, or for majors or minors. During the planning process, make sure to speak with an Academic advisor to determine which program will best meet your academic and professional needs.

## Financial Questions

I am an EMU student, can I use my Financial aid and EMU scholarships?

Yes. All EMU U.S. Travel programs are eligible for using your EMU Financial Aid and EMU Scholarships. Please print a budget sheet (available on every program page) and speak with a Financial Aid Advisor in determining your financial aid package for the term you are studying abroad. Though you may apply your aid, there is no guarantee that it will cover the entire cost of the program.

Is it expensive to take a U.S. Travel course?

- Most financial aid and any EMU scholarship you receive may be applied to US Travel programs – talk to your advisor in the Office of Financial Aid about your individual financial aid package. If you are a non-EMU student, we recommend starting with your home institution study abroad office. Every program offers a budget sheet of exact and estimated costs. It is your responsibility to begin working on a plan for your travel program.

### **Planning**

The time to plan is the moment you have chosen a program. Do not wait until you are accepted to make a financial plan. You may miss critical deadlines, and lose out on scholarships and/or other sources of financial support.

How do I register for the course(s)?

Once you have been accepted, completed post-acceptance forms and any other post acceptance requirements, you will need to contact the Professor for Department Permission to register.

How does billing work for my U.S. Travel?

After you have registered for your U.S. Travel course charges will be put on your account (E-bill). This will include a registration fee, program fee, and University tuition and fees. The due date for payment aligns with the University billing calendar, and all questions may be referred to Student Billing Services.

Can I use a payment plan?

Yes. Payment plan options can be set up through Student Business Services.

**Find your program:**

[https://emich-sa.terradotta.com/index.cfm?Program\\_Type\\_ID=1&Program\\_Name=&pt=%7F&pi=%7F&pc=United+States%7F&pr=%7F&FuseAction=Programs.SearchResults&SimpleSearch=1](https://emich-sa.terradotta.com/index.cfm?Program_Type_ID=1&Program_Name=&pt=%7F&pi=%7F&pc=United+States%7F&pr=%7F&FuseAction=Programs.SearchResults&SimpleSearch=1)

## Financial Aid & Scholarships (on Main Page) Below main picture

### Financial Aid and Scholarships

If you attend an approved program and meet eligibility requirements, you can take advantage of state, federal, and EMU institutional financial aid. The entire cost of a program is considered in determining your financial need. If you're attending an EMU program, it will appear as regular EMU credit on your transcript.

Faculty-led programs over Winter Break and Winter Intersession are part of Winter semester. You can apply financial aid and scholarships towards them as part of your regular semester credit load.

If you're not an EMU student, apply for financial aid at your home institution. You will use the budget breakdowns listed on the selected program home page to share with your study abroad or financial aid advisor at your home institution.

### Financial Planner

- Complete the Free Application for Student Aid (FAFSA) **at least six months before** the date your program begins. Find out more about the [FAFSA](#).
- Check your [my.emich](#) account for outstanding financial aid requirements or changes to your award.
- If your file is selected for review, turn in your documents as soon as possible.
- If you don't have enough money for your trip, talk to your parents about the PLUS loan or apply for an alternative loan. This loan must be submitted **no less than four weeks before the trip leaves**.
- After you've been accepted to a program, we'll send a cost breakdown, including estimates for costs not included in the program fee, to the Office of Financial Aid so they can adjust your financial aid budget.

### Deadlines and Important dates

- **Winter Programs:** Alternative or PLUS loan applications should be completed no later than Dec. 11. If you're attending a Winter Break program and were awarded before winter recess in December, you'll need to save a portion of your refund to pay for your program.
- **Summer Programs:** Summer applications should be available Feb. 15. Summer aid is first-come, first-served, so be prepared to complete and return the forms the same day. Alternative or PLUS loan applications must be completed at least four weeks before the trip leaves.
- **Fall Programs:** The FAFSA should be done by Feb. 15 for trips leaving in fall semester. This gives you the greatest chance to receive priority financial aid.

### Common Misconceptions

- ~~Financial aid does not have special grant funds for U.S. Travel programs.~~

- ~~The Office of Financial Aid cannot award funds to cover apartment rent and car payments while you are on a U.S. Travel program.~~
- ~~Federal Direct Loans limits cannot be increased for U.S. Travel programs. The Federal Government sets the Federal Direct Loans limits by grade level.~~

Academic Credit:

### **Faculty-Led EMU Program Credits**

For faculty-led EMU programs the courses are those as listed on the U.S. Travel page and are EMU-approved by the relevant department. Grades will be reported and posted to your my.emich account as they are received.

### **Non-EMU Students and Credit**

Non-EMU students will need to officially request a transcript from the [Office of Records and Registration](#).

## **How to Apply**

### **I am ready to apply. What do I do?**

Once you've selected your program, you're ready to apply! All programs have an online application including signature documents, essay, recommendations, application fee and other relevant application materials.

Applications will not be considered complete until the \$40 fee has been paid. If a program is cancelled or you are not accepted, you may request a refund of the fee. However, if you drop after acceptance, the fee is non-refundable.

### **Is there a waiver for the application fee?**

No. The application fee must be paid by the program deadline for you to be reviewed as an applicant.

### **What happens after I submit my application and when will I receive an admissions decision?**

Applications will not be reviewed until all application materials have been submitted. It is your responsibility to ensure all required materials have been received by the US Travel Program. Most programs have an application deadline and applicants will be notified by email of their acceptance. For most programs, this is on the decision date.

### **How do I know you received my application materials?**

Once our office has received an application document, a green check mark will appear next to that application item. The green check marks correspond to items our office and the Application Portal have received and processed.

If you have submitted something to the office and do not see it checked off in your application, [programs.abroad@emich.edu](mailto:programs.abroad@emich.edu)

### **What if I miss the application deadline?**

In the case of faculty-led programs, you will not be able to apply for that term cycle as all program deadlines are final unless an extension is given. For all other programs,

please check our website to see if we are still accepting applications for your program of interest. Some programs may have an extended deadline on a space-available basis.

## Accepted Students

It is your responsibility to complete all required post-acceptance forms (found in your online application portal) well before program departure.

Remember, should you need to withdraw, you need to inform the US Travel Program in writing by email at [programs.abroad@emich.edu](mailto:programs.abroad@emich.edu). The day of official withdrawal is the day your email received to our office. You will be responsible for financial costs incurred as stated in the cancellation policy in your application.

### Once admitted, what do I do next?

Your next steps are to “commit” to the program after receiving your acceptance email. You’ll then need to access your online application to complete any required, post-admission documents. Refer to your program application page or contact our office if you are not sure.

It is your responsibility to complete all required post-acceptance forms (found in your online application portal).

### Withdraw. What do I need to do?

- Withdrawal from the program post-acceptance must be made in writing by email to our office at [programs.abroad@emich.edu](mailto:programs.abroad@emich.edu). It is not enough to simply decide to withdraw or tell a faculty member you are dropping. Your date of withdrawal will be the date the email are received by US Travel; thus, it is important to be aware that you are responsible for the program fee according to the current policies as outlined in the application portal before withdrawing.

Once again, stating to the program leader or faculty member you are dropping is NOT considered official withdrawal.

### How to register?

Once you have been accepted, completed post-acceptance forms and any other post acceptance requirements, you will need to contact the Professor for Department Permission to register.

### Payment, financial aid and scholarships?

After you have registered for your study abroad course, charges will be put on your account (E-bill). This will include a registration fee, program fee and University tuition and fees. The due date for payment aligns with the University billing calendar and all questions may be referred to Student Billing Services. Financial aid and scholarships will disperse once the bill is generated after your registration.

If you have not discussed your budget with financial aid, you should immediately see them. Additionally, Student Business Services may be able to set up a payment plan so that you can pay for your program in installments over the length of the semester.

## Identity

### Diversity

EMU is proud to embrace a diverse student population, and you are welcome here. During your U.S. Travel course, you will encounter different ideologies and will different customs. Understanding the attitudes, customs and laws of your of different states toward your ethnicity, race, gender, identity, sexuality, disability and/or religious affiliation will help you to make good choices to ensure your safety and that you have a rewarding U.S. experience. These resources are meant to help you consider some of the issues that may impact you.

### LGBTQ+

- **Your travel documents:** airline reservations require your full name, date of birth and gender to match the information on your passport. **Be sure that your identification reflects your gender identity.**
- **Traveling with medication:** If you are traveling with needles or medication, you will need to carry them in their original packaging and bring proof of your prescription.
- **Airport security:** In airports throughout the United States, you have the right to waive the Advanced Imaging security screen, and can opt for a pat down by an officer of your own gender identity. If you experience harassment or inappropriate behavior, you may file a complaint through the Office of Civil Liberties.
- **Prosthetics:** You are not required to remove articles of clothing, including prosthetics, in airport screenings in the United States. Keep in mind, however, that prosthetics or bounded chests could raise concern and lead to additional screenings.
- **Housing:** All faculty-led programs fees are based on multiple occupancy accommodations. Many exchanges are also based on double occupancy. If a single room is requested on these programs, the student will have to pay a single room cost supplement. On faculty-led programs it is important to contact the study abroad office coordinator immediately on acceptance. It is possible to structure gender-neutral rooms so that a single supplement cost is avoided. Know the available housing options and costs. Does the center or university have gender-neutral restrooms?

- **Being out:** For some traditional cultures non-binary identifications may be an entirely new concept. Be patient with those that have difficulty. Understanding is key to communicating across cultures and building safe spaces. The U.S. Travel Program is committed to creating an open and welcoming environment for all students. We advise you to make use of the resources of the campus [LGBT Resource Center](#). Keep yourself informed and understand the risks and challenges that studying in the United States may present.

## Students with Disabilities U.S. Travel

Research your destination and talk with your Professor about challenges and accommodation. Think about the following:

- Will my disability affect which programs I consider? (Your Professor needs to know if you need any special accommodation. Be aware that some locations may not be suitable or have available accommodation. Our first priority is to help you have a safe and positive experience -and that means that you need to plan and discuss your plans with all the support offices! Health conditions and/or disability considerations are not factored into EMU application decisions.)
- How will I plan ahead to manage my condition?
- What barriers might I encounter (both in planning to go, and while traveling, and how will I overcome them?)
- If I utilize academic, medical, psychological or other resources at EMU, will I be able to utilize these resources? Where can I find the resources I need?
- Housing: Will the housing work for me? All faculty-led programs fees are based on multiple occupancy accommodations. Many exchanges are also based on double occupancy. If a single room is requested on these programs, the student will have to pay a single room cost supplement. On faculty-led programs it is important to contact the Professor immediately on acceptance, and discuss any special accommodation you may need. Know the available housing options and costs

## Students Responsibilities

Students are representatives of Eastern Michigan University, and should conduct themselves in a manner that reflects favorably on all. In addition to regular classes, students are expected to participate in all planned lectures and field trips relevant to the educational experience. We all want you to enjoy your US Travel course.

### Airport Travel Tips

We all know that airports can be a hassle these days but a little planning and preparation can make a big difference. Try these tips to help you breeze right through.

### Before Your Trip

- Check your itineraries for seat assignments and make any ticket changes you need.

- Handle any special needs you might have before you get to the airport.
- Check to make sure the contact information we have for you is right.
- Use our online Check-in tool and self-service kiosk to avoid long lines at the airport.
- Know the check-in requirements for your airport.
- Know the requirements for the security checkpoints where you'll be traveling.
- Check security checkpoint wait times and allow plenty of extra time for busy holiday periods.

During Your Trip

- Check the display screens and monitors in the airport to find your gate.
- Arrive at the gate early with your boarding pass and eTicket receipt.
- Keep an eye on the gate display screens that we have in most airports.
- Listen closely for announcements at the gate.

## FACULTY RESOURCES (tab on top)

### Submission & Process Procedures:

U.S. Travel Submission	U.S. Travel Process
<p>U.S. Travel Submission Process:</p>	<p>All U.S. Travel proposals will be submitted on Curriculog (<a href="http://emich.curriculog.com">emich.curriculog.com</a>). <b>Please visit the Curriculog website for directions or contact Evan Finley.</b></p> <p><b>All U.S. Travel proposals MUST be completed</b>, incomplete applications will not be approved. Specify course dates/times: U.S. Travel dates and on-campus course dates.</p> <p>U.S. Travel course logistics planning process can take up to <b>4 months to arrange</b>, all U.S. Travel courses applications must be submitted by <b>due dates</b>. Late submissions may not be processed.</p> <p>Department Head/School Director and Director of Undergraduate Studies <b>MUST</b></p>

	<p>approve each U.S. Travel request. Department Head/School Directors can inform Deans of U.S. Travel courses in the college.</p> <p>Upon U.S. Travel course approval faculty will be notified.</p> <p>The academic department administrative staff will set-up a CRN number for the course (s) and Concur processing. The Terra Dotta program will be created for the course by Academic Programs Abroad (APA).</p>
<p><b>U.S. Travel Submission Dates for the 2019-2020 academic term:</b></p> <p><b>**We are currently working on Winter 2019 and Summer 2019 (Please contact Doris Fields, immediately if you plan to teach an US Travel course during this time frame)</b></p>	<ul style="list-style-type: none"> <li>➤ Fall Term 2019 (Proposal due December 30, 2018)</li> <li>➤ Winter Break 2020 (Proposal due March 30, 2019)</li> <li>➤ Winter Intersession 2020 (Proposal March 30, 2019)</li> <li>➤ Summer A 2020 (Proposal July 30, 2019)</li> <li>➤ Summer B 2019 (Proposal due July 30, 2019)</li> <li>➤ <b>All late US Travel proposals will be considered case by case.</b></li> </ul>
<p><b>U.S. Travel Application Approval Process:</b></p>	<p>Faculty are required to meet with the Director of Undergraduate Studies and the Academic Programming/Services Specialist to finalize the itinerary, including all events, excursions, accommodations, transportation and group meals with a detailed budget.</p>
<p><b>U.S. Travel course recruitment and marketing:</b></p>	<p>U.S. Travel course schedule handout will be distributed to academic advisors in the University Advising and Career Development Center and at Fast Track. <b>Faculty is responsible for course recruitment and the marketing of the US Travel course (any flyers or handouts).</b></p>
<p><b>US Travel reimbursement for Faculty:</b></p>	<p>Faculty will set up and manage a concur account for all U.S. Travel courses (please</p>

	<p>keep a copy/record of your travel receipts/expenses). The Academic Programming/Services Specialist will be listed as a delegate.</p> <p>**Salaries for teaching overload courses shall be \$1,700 per credit hour (three credit course is \$5,100). In the case that two faculty members are teaching a course, the salary will be split equally for each faculty member.</p> <p>Courses taught in-load will be paid by the department home (instructional budget), courses taught over-load will be paid by APA.</p>
<p><b>Application Process for Students:</b></p>	<p>All U.S. Travel students will be required to complete an application for the course, using Terra Dotta application system. The fee per student is \$40. <b><u>The fee is not included in the total cost of the trip.</u></b></p>
<p><b>If a faculty member does not have a PCard, the faculty can apply for a declining Payment-Card (P-Card) in advance of the US Travel course:</b></p> <p><b>**If the faculty member has a PCard, he/she can renew the card for the U.S. Travel course.</b></p>	<p>Payment Card training is required to obtain an EMU PCard (please keep a copy/record of your travel receipts/expenses). This training will cover P-Card Policy and Procedures along with a Concur Demo for instruction on how to create, submit, and approve (if applicable) Expense Reports.</p> <p><b>Location:</b> Halle Library room 300</p>

### Deadline Line Dates

Deadline dates for each term/year are listed below.

- Fall Term (Proposal due December 30, 2019)
- Winter Break (Proposal due March 30, 2020)
- Winter Intersession (Proposal March 30, 2020)
- Summer A (Proposal July 30, 2020)
- Summer B (Proposal due July 30, 2020)

### User Guide/U.S. Travel Proposal (Faculty-led)

To access Curriculog, go to [emich.curriculog.com](http://emich.curriculog.com) and click **Login** in the top right corner. Use your **NetID** and **password**.

### Step 1 Starting a Proposal

Once logged in, you will see a series of tabs as well as a link to create a proposal. Click **“New Proposal.”**

To begin a proposal, move your mouse over **“2018-2019 U.S. Travel Proposal (Faculty-led)”** and click on the blue checkmark.

### Step 2 Complete Required Fields

Required fields are noted with an \*. You will not be able to launch the proposal without completing required fields.

**Attaching a Document** - You may also choose to attach supporting documents with your Proposal. To attach a file, select the ‘Files’ icon from the Proposal Toolbox. Next, select the “Browse” button to locate the file on your computer you wish to attach and click “Upload.” The attached file will now be available within the Proposal for review.

### Step 3 Launch Proposal

If all required fields are completed, and all steps have participants, you may launch your proposal by selecting the launch icon from the upper left corner of the Proposal.

Once the Proposal is launched; it will move to the first step in the process, Department Head/School Director.

## Faculty: Incident and Emergency Response Level

- Level One: Incidents handled on-site by the individuals involved, faculty leaders, local staff or others.
  - minor illnesses,
  - colds,
  - skinned knees from a bicycle accident,
  - a minor argument between two students or with program staff,
  - failure to attend class or a required meeting,
  - minor damage to local apartments or furniture, minor lost or stolen property, etc.).

- Level Two: Incidents largely handled on-site.
  - repeated or chronic incidents of any of the above
  - significant breaches of the Student Code of Conduct that do not involve violence or the police
  - accident or illness where medical insurance needs to be invokedDepending on the specifics, Director of Undergraduate Studies may assist in responding to incidents or coordinate a response with others in the University community.
- Level Three: Incidents or emergencies managed in conjunction with Director of Undergraduate Studies and possibly other University offices, depending on their severity. e.g.
  - recurring events worrying local or accompanying staff
  - any incidents involving overnight stays or significant treatment in hospitals or emergency medical response
  - incidents involving local police
  - threats of violence against our students or staff
  - muggings
  - sexual assault
  - allegations of sexual harassment
  - significant political unrest
- Level Four: Crisis situations involving the immediate well-being of students, faculty or staff or significant University resources. On-site leaders and, when not available, students, are required to notify Director of Undergraduate Studies as soon as possible and to coordinate their response with Director of Undergraduate Studies. Director of Undergraduate Studies will coordinate the response with appropriate offices across the University and beyond e.g.
  - Level Three incidents requiring the immediate response of the University
  - an accident resulting in severe injuries to one or more of our students
  - severe depression with a student no longer able to care for himself/herself

- a plane crash involving University students or personnel
- a fire involving a University facility abroad
- natural disasters or other activities either affecting the group or appearing in the press
- expanding civil unrest, civil war, military coup, revolution, etc.

#### What to Do:

Level One. Use your best judgment to resolve the issue. Document incident (refer to Crisis Checklist).

Level Two. Notify Director of Undergraduate Studies of the incident and seek advice as necessary.

As soon as possible, complete an incident report and email to dfields1@emich.edu

Levels 3 & 4. Stabilize the situation and call as soon as you can with full details regarding the nature of the incident, who exactly is affected, the whereabouts of everyone on the program, your assessment of the situation, and any steps you or local authorities or local host officials have taken to deal with the crisis.

\*Be sure you connect with an actual person even if you leave a message for your first try at calling. Advice will be given you when you call and a full plan of action will be put together as quickly as possible to address the situation and insure the safety of all concerned.

Submit a written report to Director of Undergraduate Studies within 8 hours of the discovery of the crisis including all the information given verbally and any subsequent developments. The initial report will need to be updated at the latest within 24 hours of the discovery of the crisis.

### **MAKE INTO PDF CRISIS RESPONSE CHECKLIST**

It is critical to get detailed information regarding names, time, places, witness, etc.

Specific information to be collected from the site:

1. Specific information to be collected from the site:
  - What happened?
  - Where did it happen?
  - When did it happened?
  - Who was involved?

- Who are the witness?
- Who has been contacted?
- What action, if any, have authorities at the site suggested?

## 2. Status of the participants:

- Where are the participants?
- What is the physical condition of the participants?
- What is the mental health of the participants?
- What communication system has been established among the participants?
- What information needs to be communicated to the participants?
- Do the participants have any immediate needs?

## 3. Specific Contact information

- Who contacted the home university/organization?
- When did the contact occur?
- How was the contact made?
- What was discussed?
- What plan was developed?
- Who was to take what action?

## 4. Double-checking facts:

- What agencies/organizations need to be contacted?
- Who will contact each agency/organization?
- When will the agency/organization be contacted?
- How will the gathered information be communicated?
- Who will collect information?
- How will the Crisis Team receive the information?

## 5. Action plan:

- What action needs to be taken?
- What are the legal issues to be considered?
- Who needs to be contacted?
- What financial arrangements need to be made?
- What legal action should be reviewed and initiated?

## 6. Post-crisis Follow-up:

- What debriefing is needed and who should be included?
- What post-trauma counseling is needed?

- What letters and other forms of communication need to be undertaken?
- What legal action should be reviewed and initiated?
- Who will gather all information?
- Who will write the report?

## **Domestic Travel Missing Student Policy**

### **Missing Persons Policy for domestic Travel Students**

Eastern Michigan University recognizes the importance of the safety of our students. The purpose of this policy is to establish a process for responding to reports of missing students participating in domestic travel courses, as required by the Higher Education Act of 2008.

For the purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, or other campus person has not seen the student in a reasonable amount of time. A reasonable amount of time may vary with the time of day and student's personal habits, schedules, routines and reliability. Other factors that may also be considered are circumstances surrounding the person's disappearance including; reports of suspicion of foul play, student has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, or has been with, or in the company of persons who may endanger the student's welfare.

### **Emergency Contact Designation**

Students age 18 and over or emancipated minors attending a domestic Travel course will be asked to designate an individual who may be contacted by the University in case of an emergency, or within 24 hours of a student's disappearance. This designation will cease to be in effect once the student has safely returned from the travel course.

Student under the age of 18 In the event a student who is still the responsibility of his or her parents is determined to be missing, the University is required to notify a custodial parent or guardian no more than 24 hours after the student is

determined to be missing.

#### Official notification procedures for missing persons

1. Students should be made aware of travel trip safety concerns and missing person's policy during an orientation session prior to attending the travel portion of the trip.
2. Persons attending the travel course, who suspect a person is missing, should notify the program chaperone immediately.
3. The program chaperone will interview the person reporting the missing person to determine the circumstances surrounding the disappearance. The chaperone will get a description of the missing person, clothes last worn, where the student might be, who the student might be with, vehicle description, cell phone records 1 class schedule, information about the student's physical and mental well-being, up-to-date photograph, etc.
4. Program chaperone will attempt to locate the missing person by calling the person's cell phone number (if provided), talking to people last seen in contact with the missing person, completing a search (if possible) and knocking on the person's room door.
5. Once it has been determined that the person reported missing cannot be found, the program chaperone's immediate supervisor will be notified.
6. The supervisor will interview the chaperone to determine the circumstances surrounding the disappearance and all that has been done up until that time to locate the missing person.
7. If the above actions are unsuccessful in locating the missing person, or it is immediately apparent that the person is missing (i.e. witnessed abduction), the Media Relations Executive Director should contact local law enforcement with the details surrounding the disappearance. Law enforcement will then take over the investigation.
8. Emergency contacts should be notified no later than 24 hours after a disappearance by a University designee.

## Campus Communications about Missing Students

1. University employees should not discuss missing persons with the media. In all cases of a missing student, the law enforcement agency conducting the investigation will provide information to the media. Law enforcement agencies are best suited to provide information to the media to elicit public assistance for a missing person. Media requests should be directed to Media Relations Executive Director.
2. The Media Relations Executive Director shall correspond with local law enforcement officials to ensure that communications with the University and surrounding community do not jeopardize the investigation.

## Faculty Responsibilities

### Students

Communicate clear expectations for student behavior during the travel course.

Appropriate behaviors regarding alcohol should be discussed. While it is virtually impossible to forbid students from drinking at all, you can set guidelines and boundaries regarding when students can drink. It is encouraged, especially when groups of younger students, that you also have a clear policy regarding students who show up for class intoxicated or hung over from the previous night of drinking.

- Communicate clear expectations for student course work and when it is due.
- Be prepared for emergency situations and have a plan in place for dealing with them.
- Discuss emergency plan with students.

### University

- Do not put students at risk
- Go over expectations for student behavior
- Familiarize students with and safety/emergency procedures
- Report emergency/crisis situations to the Director of Undergraduate Studies immediately
- Keep all travel related reimbursable receipts