Faculty Guidebook & Application for Developing Short-Term Programs Abroad
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Introduction

The International Center welcomes faculty and staff interest in developing short-term programs abroad. These experiences provide unique opportunities for students to acquire cultural competency and engage as responsible citizens in the global community. The option to conduct a faculty-led program abroad is open to both full-time and part-time faculty members of all disciplines.

The most successful programs are planned early, and include significant involvement by the faculty leader with the development and management of the program, as well as with the recruitment and preparation of students. While abroad, students often rely on the faculty leader to serve as their advisor, cultural interpreter, and advocate as they negotiate the challenges of a new culture. The International Center is here as well to provide support as you develop, and then lead, a University of Hartford faculty-led program abroad.

Throughout this handbook, you will find information outlining the responsibilities of the faculty and International Center, travel guidelines, emergency policies and procedures, in addition to other important topics.

We look forward to assisting you in guiding students through an unforgettable international experience!

Contact Information

The International Center is available to review potential programs and to discuss any questions or concerns. The University of Hartford’s faculty-led programs abroad offer students the ability to experience firsthand and deepen their understanding of diversity in the global environment. On behalf of the International Center, we hope many of you will take advantage of the opportunity to conduct a faculty-led course.

For additional information or questions, please contact the following individuals:

Nicole Kurker-Stewart, Director of the International Center
kurkerste@hartford.edu Phone: 860-768-5101

Meaghan Murphy, International Program Administrator
meamurphy@hartford.edu Phone: 860-768-5100
Overview

Faculty-led programs are offered during winter, summer, or spring break, typically last from one to four weeks, and result in 1–6 University of Hartford credits. Faculty and staff may also develop non-credit bearing short-term travel abroad programs, including service-learning opportunities. Credit-bearing options include a course taught entirely abroad, or a full semester or summer term course in which the international component is embedded. All programs must be led by a full-time faculty or staff member. Adjunct and Emeritus faculty should collaborate with a full-time faculty or staff member to develop a program.

Destinations include anywhere in the world not currently experiencing political or social unrest. For overall safety and health summaries of locations abroad, please refer to the following websites:

- U.S. Department of State: [http://www.state.gov/travel/](http://www.state.gov/travel/)
- U.S. Department of State current Travel Warning List: [www.travel.state.gov](http://www.travel.state.gov)

The University of Hartford’s Travel Warning Policy, included in this guidebook, restricts university-sponsored travel to those countries or regions of countries for which the Department of State has issued a Travel Warning including any of the following phrases:

- orders departure of U.S. dependents and non-emergency personnel;
- recommends that any U.S. citizens remaining in the country should depart;
- (strongly) warns U.S. citizens against (all) travel to the country (region); or
- warns (urges) U.S. citizens to defer (all) (non-essential) travel to the country (region).

While abroad, the faculty leader serves as the university’s legal representative, and must be prepared to contact the University’s International Situation Management Team (ISMT) should an individual or group crisis arise.

Cancellation Disclaimer

The International Center reserves the right to cancel and/or not approve any faculty-led program based on perceived risk factors. If a U.S. Department of State travel alert, advisory, or warning comes into effect, the situation will be assessed and reviewed for safety, with final determination made by the Senior Associate Provost and Dean of Enrollment Management.
Application Procedures for Faculty

The following steps are required in order to ensure the academic integrity and thoroughness of preparation for the program. All programs abroad must be financially self-supporting.

1. Discuss your plans with your department chair and/or dean to ensure departmental and college support.

2. Schedule a meeting (optional) with the Director of the International Center to discuss your proposal, including course objectives and the feasibility of your program.

3. Develop your course and complete the “Faculty-Led Course Abroad Application Form,” found on page 29 of this handbook.

4. Obtain signatures from the Department Head and Dean to confirm endorsement of the proposed course.

5. Submit the “Faculty-Led Course Abroad Application Form” and budget proposal from the webpage to the International Center for final approval by specified deadlines:

   - **Winter Term Travel:** Proposal due no later than February 1st
   - **Spring Break Travel:** Proposal due no later than August 1st
   - **Summer Term Travel:** Proposal due no later than October 1st

   Faculty will be notified regarding approval of the course within one month of proposal submission. In the event that multiple proposals are received for the same destination, preference will be given based on target population and subject matter.

Travel Arrangements

Due to liability, faculty must work with a vetted travel agency or third party provider to design and conduct all logistical aspects of the program, including transportation, excursions, accommodations, etc. The International Center is available to recommend third party providers, and must also vet and approve any contracts. Every effort should be made to verify the reliability, reputation, and safety record of any service provider you are considering employing. Service providers must have insurance which covers their operations.
Faculty-Led Course Abroad Timeline

**Winter Travel**

**February 1st:** Program Application & Budget Proposal Due

**March 1st:** Faculty notified of program approval/denial

**Mid-April:** Student Info Session for faculty-led travel abroad during winter term

**Mid-September:** Optional Student Info Session for all faculty-led winter term travel abroad

*Faculty may choose to host additional info sessions specific to their program*

**October 1st:** Student applications and initial $1,000 deposit due; students notified of acceptance within one week

**November 15th:** Student passport/registration paperwork and final payment due

**November 15th:** Scholarship deadline for winter travel

**Spring Break Travel**

**August 1st:** Program Application & Budget Proposal Due

**August 15th:** Faculty notified of program approval/denial

**Mid-September:** Student Info Session for faculty-led travel abroad during spring break

*Faculty may choose to host additional info sessions specific to their program*

**November 1st:** Student applications and initial $1,000 deposit due; students notified of acceptance within one week

**November 15th:** Scholarship deadline for spring break travel

**December 15th:** Student passport/registration paperwork and final payment due

**Summer Travel**

**October 1st:** Program Application & Budget Proposal Due

**October 15th:** Faculty notified of program approval/denial

**Early November & Late January (optional):** Student Info Session for faculty-led summer travel abroad. Note: *Faculty may choose to host additional info sessions specific to their program*

**February 15th:** Student applications and initial $1,000 deposit due; students notified of acceptance within one week

**March 15th:** Student passport/registration paperwork and final payment due

**April 15th:** Scholarship deadline for summer travel
Considerations for First-time Faculty Leaders

As you start planning, consider the following factors:

- Your knowledge and contacts with the program site, host country language, and culture
- Amount of time to be committed both at the University of Hartford and abroad
- Feasibility of budget
- Previously demonstrated student interest in proposed course and/or region

Anticipate potential issues and develop a plan to handle them, such as lost baggage, missed flights, illness of a student or program director, lack of transportation, etc. Your program provider will be able to offer guidance with these and other issues that may arise.

Additionally, it is important to acknowledge with students from the beginning that this is not a trip, tour, or vacation. Students are expected to prepare for your program, fully participate, and meet the overall learning objectives you set forth.

The following considerations may be helpful as you develop your program.

Transportation:
- Where does the program originate?
- Is the departure date a holiday or other time of year when heavy traffic is anticipated?
- How is the group traveling from the point of departure to the destination?
- How is the group traveling within the host country?
- What size are the vans/buses in the host country?
- Are there country-specific regulations on how long coach drivers can drive in a day?
- What kind of insurance do the drivers have?

Housing:
- Where will the group stay? Is the area safe and well-lit? Are there adequate fire exits?
- How will roommates or host families be selected?
- Are housing deposits or payment in full required prior to departure?

Meals:
- Are meals provided as part of the cost of accommodations?
- Will there be any group meals?
- Where will students take independent meals?
- Will a meal allowance be budgeted into the program fee to cover independent meals, or will students be expected to bring additional money?
- Are there students with food allergies? How can they be accommodated in the host country?
Excursions:
- What relevant academic, professional, and/or cultural site visits, tours, lectures, etc. can be planned in accordance with the course content?
- What contacts does the faculty member have that might be of assistance?
- Who will make the arrangements for these excursions?

Passports and Visas:
- All participants must submit a photocopy of their valid passports online via the International Center website at the time of application. If you do not yet own a passport at time of application, please contact the International Center.
- Will visa(s) be needed? If yes, students must contact the consulate to determine the application process for obtaining a visa, as requirements vary by country.
- International students requiring a visa to travel should refer to the International Center upon acceptance, as the process of obtaining a visa can be lengthy.

Health and Safety:
- Are there political disturbances or areas of instability in the country? If yes, how will you minimize the risk for the group?
- Have you checked the U.S. State Department’s Travel Warnings?
- Have you checked the Center for Disease Control’s Website?
- Are you aware of any allergies that participating students and/or co-leaders may have?
- Do you understand the International Center’s procedures and protocols for dealing with emergencies or crises?
- Do you have an international cell phone, or a cell phone for the country of destination?
- Do you have the battery charged and your adapter and converter in your carry-on luggage?

Responsibilities and Support

Upon approval, the International Center and the Lead Faculty member will work together to provide the following support:

**The International Center:**
1. Supports faculty with budgeting, including finalizing a payment timeline for students.
2. Collaborates with faculty to adhere to payment schedule of travel agency or third party provider, vetting and signing any contracts.
3. Upon request, books group roundtrip flights.
4. Assists with program advertising and informs students of program recruitment events.
5. Maintains a waitlist of interested students, if applicable.
6. Informs students about the payment process and refund policy.
7. Provides United Healthcare Global (UHCG) cards and coverage information for each participant of the program.
8. Registers each participant with the U.S. Embassy online prior to departure.
10. Assists with any issues during the course of the program.
11. Conducts a program evaluation with the faculty leader following conclusion of program.
12. Provides the following to the faculty leader:
   - Emergency Protocol
   - Faculty Emergency Card
   - Copies of the first page of each participant’s passport
   - Participant list with full names, cell phones, and emergency contact information

The Lead Faculty Member:

1. Designs academic aspects of the program, including professional, and/or cultural site visits, tours, and lectures.
2. Works directly with vetted travel agent or third party provider to plan and arrange all logistics (transportation, flights, accommodations, excursions, guides, etc.).
3. Prepares summary of program and flyer for advertising.
4. Conducts recruitment by speaking with students, presenting program information, etc.
5. Attends the faculty-led program info session for students at the beginning of the semester.
6. Ensures that students adhere to the University of Hartford’s “Study Abroad Code of Conduct.”
7. Serves as a guide, academic advisor, and responsible leader to students while abroad.
8. Documents academic issues, student illness/injury, conduct violations, and steps taken in response to all emergencies while abroad.
9. Informs the International Center via email of safe arrival and departure.
10. Completes the Travel Expense Voucher (TEV) if applicable, and other forms per email instructions and as outlined on page 11 of this guidebook, within 30 business days upon return. In the case of a cash advance, any additional reimbursement due will be refunded after the appropriate justification.
11. Provides instructions for students to complete the International Program Evaluation Form either on the last day of the program or online within ten days upon return, to submit to the International Center.

Co-Leader Responsibilities

Faculty traveling with **ten or more students** must have an additional university staff member, referred to hereafter as the program co-leader. Only University of Hartford employees are permitted to act as co-leaders (Exceptions will be reviewed on a case by case basis). If requested, the International Center can assist you with obtaining a program co-leader.

Co-Leader Responsibilities

1. Attend the Student Pre-Departure Safety and Security meeting.
2. While abroad, assist instructor in the case of any emergencies.
3. Be available 24/7 during the program and act as the primary contact at the direction of the lead faculty member.
4. Discipline students in accordance with the University of Hartford code of conduct policy when necessary.

5. Communicate well with college-age students, and serve as a role model when traveling abroad and interacting with people of different cultures.

Additional responsibilities may vary by program. The Faculty Leader will communicate any additional tasks or responsibilities to the co-leader.

Program Budget

The fee charged for each travel course will be determined in consultation with the International Center. The fee may include: housing, in-country travel, emergency evacuation insurance, flight, entrance fees, local assistance payments, equipment, and other necessary fees. Coverage of meals may vary by program.

Faculty and student airline tickets must be for economy class seats, and student monies may only be used to cover tickets for the authorized instructor and co-leader. Any professor desiring an upgrade to business class must cover the cost differential with private funds.

Faculty Expenses: Potential expenses which the faculty member may incur include: ground transportation, accommodations, meal allowance, tickets/entry fees, internet access, etc. The faculty member will be reimbursed upon return for these expenses, as long as they were properly budgeted in the proposal and an itemized receipt is submitted. The faculty member will not be reimbursed for personal expenses, including the purchase of personal effects and souvenirs while abroad, as well as any potential upgrades to transportation or accommodations, etc.

No alcohol may be purchased for students. The University of Hartford’s alcohol policy continues to govern students abroad.

Student Expenses: Typical student expenses include:
- Student transportation (airfare, bus, metro, rail, etc.)
- Student lodging (apartments, hotels, hostels, host families, etc.)
- Student meals
- Student cost for required group events or excursions (museum entry fees, theater tickets, tours, etc.)

What is NOT included in the Program Fee?

The faculty member must make clear the additional fees each student will incur. It is useful to provide students with estimates and guidelines when possible for the following potentially additional fees:
- Personal internet access and/or cell phones
- Passport and visa fees
- Inoculations and medications
• Meal costs
• Spending money

**Determining the number of participants:** Enrollment targets should account for the variable expenses of a particular program. Certain expenses may or may not vary depending on the number of participants, such as airfare, lodging, transportation, entry fees, etc.

**Emergency Program Costs:** Outside variables which may arise due to unforeseen circumstances include: student emergencies and withdrawal, currency fluctuations, natural disasters, etc. For this reason, an emergency fund contribution of $150.00/participant must be included in the program budget. In the event of an emergency, the instructor will be reimbursed for all emergency-related expenses.

**Billing the Students:** The International Center will confirm with students the final cost of the program once the students are enrolled, to be paid in installments agreed upon by the instructor, the International Center, and outside agency, if applicable.

**Registration:** Students will apply for the faculty-led course through the online application. Students must also complete the “Program Authorization Form” during the pre-departure meeting, which includes registration details.

**Tuition:** For courses taught during the fall and spring semesters, but with travel taking place during the winter or summer term, the faculty-led course will be billed as part of the regular semester's tuition. For courses taught during the winter or summer sessions, tuition fees will be applied to the students’ bills in addition to the cost of the program. Please note that graduate students will pay fifty percent of the tuition costs.

**Restrictions:** Student funds may only be used to cover the expenses of the authorized instructor and/or co-leader approved for the course.

**Left-Over Money:** If the faculty member becomes aware before the program ends that there will be additional funds left over, he/she can organize an extra excursion, dinner, or farewell party during the program. Left over money will not be available for future programs.

**Cash Advance:** If the faculty member does not hold a P-card and wishes to apply for a cash advance, not to exceed $750.00, a Cash Advance Request Form found at [https://ned.hartford.edu/forms/forms.htm](https://ned.hartford.edu/forms/forms.htm) must be completed at least 20 days prior to travel. Cash advances must be reconciled within 30 days of return.

**Faculty Reimbursement:** Faculty must submit a Travel Expense Voucher (TEV), including all original itemized receipts, within 30 days of completion of the program. Expense reports must be submitted in U.S. dollars with conversions. Currency exchange rates can be found at [http://www.oanda.com/convert/classic](http://www.oanda.com/convert/classic). Faculty who currently hold a P-Card may use it instead of the TEV, provided expenses are coded to the correct account. University staff in Accounts Payable will make the final determination of amount reimbursed.
Course Evaluation/Assessment

On the last day of the program or upon return, students must complete the International Center’s course evaluation form, due to the office ten days after the program end date. The evaluation form is also available online at the International Center’s webpage. It assesses the content of the program, along with the impact of the experience abroad on learning and personal development.

Faculty should schedule a meeting with the Director of the International Center to discuss the successes, concerns, and future recommendations for the program. A summary of the trip and photo of the group is also requested, which will be added to the website to increase publicity and share the experience with the university community.

Recruitment / Advertisement

No recruitment can be done until the course has been officially approved. Once approved, the International Center and faculty leader will co-host an informational session for interested students.

After this session, professors may recruit in their classrooms, post flyers, send out emails, and provide additional information sessions. The International Center will also post program details on the study abroad website, hang flyers in the office, inform students who attend study abroad sessions, and email students who have indicated an interest in faculty-led courses. Faculty will receive a weekly email update on the number of student applications/deposits.

Faculty members are required to recruit and confirm no fewer than ten students per program. In order to run, a program must have received a minimum of ten deposits by the due date agreed upon with the International Center. Exceptions will be reviewed on a case by case basis.

All advertising to students must be approved by the International Center, with an emphasis on the academic content of the course, including the following:

1. Number of credits
2. Dates
3. Cost including tuition
4. Amount of deposit required ($1,000.00)
5. Contact information for faculty leader and the International Center

The goal of the International Center, in conjunction with the faculty leader, is to provide students with as much information as possible to ensure realistic expectations about the program, and also to help students understand the processes, requirements, and deadlines for the University of Hartford’s faculty-led courses abroad.
Faculty Leader(s) Checklist prior to Departure

Please forward the following materials to the International Center a minimum of three weeks prior to departure:

- Daily schedules, lodging details, and all group flight itineraries
- Your 24/7 phone and email contact information while abroad
- An electronic submission of the first page of your passport at [https://universityofhartford.wufoo.com/forms/uhart-study-abroad-passport-information/](https://universityofhartford.wufoo.com/forms/uhart-study-abroad-passport-information/) (expiration date at least six months after program ends)

Additionally, faculty should plan to travel with the following:

- Valid passport
- Photocopy of first page of each participant's passport (provided by International Center)
- Valid visa (if required) [www.state.gov](http://www.state.gov)
- Copies of provider contracts
- Required immunizations (if applicable) [www.cdc.gov](http://www.cdc.gov)
- List of in-country contacts (including emergency assistance number and local police)
- U.S. Consulate or Embassy telephone, fax number and e-mail address (listed on emergency card provided by International Center)
- Participant list with full names, cell phones, and emergency contact information (provided by International Center)

Please remind students to obtain valid passports (expiration date at least six months after program ends) and valid visas, if applicable. Students must complete the following forms (online submission where indicated):

- “Study Abroad Application Form” [https://universityofhartford.wufoo.com/forms/study-abroad-application-form/](https://universityofhartford.wufoo.com/forms/study-abroad-application-form/)
- Copy of first page of passport, submitted at [https://universityofhartford.wufoo.com/forms/uhart-study-abroad-passport-information/](https://universityofhartford.wufoo.com/forms/uhart-study-abroad-passport-information/)
- Signed copy of the “Assumption of Risk and Release of Liability Form,” including emergency contact information (completed at pre-departure meeting)
- Signed copy of the “Participant Short-Term Program Code of Conduct,” (completed at pre-departure meeting)
Establishing Ground Rules for the Program

Nationally recognized best practices and guidance from previous faculty leaders recommend that clear behavioral expectations must be set and communicated to students prior to departure.

The following information will be covered during the pre-departure orientation:

1. Explanation of the University’s “Participant Short-term Program Code of Conduct,” and collection of student signatures.
2. Reminder that this is a study abroad program, not a vacation, trip or tour. Students are expected to arrive promptly and participate in all program events while abroad, and to inform the lead faculty, co-leader, and/or a roommate regarding their whereabouts during free time. Any missing student/students who do not return to their rooms overnight should be reported immediately to the lead faculty.
3. Students are expected to travel and return with the group, unless they have obtained prior authorization from the faculty leader and International Center. If students plan to travel independently during free time, they must provide the lead faculty with location information and lodging details. The faculty leader is responsible for obtaining this information once overseas.
4. Inform students that after the initial on-site orientation, they will be responsible for navigating around on their own.
5. Provide students with a phone number where the faculty leader and co-leader can be reached at all times in case of emergency.

Tips while Abroad

1. Provide students with an orientation to the area, including maps and/or guidebooks. Your program provider should be able to supply these materials.
2. Schedule bathroom breaks every two hours. In many establishments, a nominal fee is charged for use of the bathroom.
3. Utilize a buddy system while on excursions, and always conduct a headcount with your co-leader at the start and end of each event.
4. Establish a safe meeting place with students in case of emergency. In many instances, the hotel itself can serve as a safe meeting location.
5. If a student is terribly homesick and wishes to return home, listen carefully and empathetically, urging him/her to talk with parents or guardians. If he/she still wishes to leave, encourage the student to arrange departure plans, again in consultation with parents or guardians. It is the student’s responsibility to make all logistical arrangements and cover the extra cost. No refunds can be issued for early departure.
Medical Insurance / Emergency Assistance Policy

Any University of Hartford faculty, staff, or student participating in university travel must purchase the university’s emergency travel plan through United Healthcare Global Group, Inc. This mandatory plan provides medical, security, and travel-related assistance services, and will be included in the overall cost of the program. Current rates are indicated on the budget proposal spreadsheet completed by faculty as part of the program application.

The United Healthcare Global emergency travel plan is not the same as medical insurance. All University of Hartford faculty, staff, and students participating in university travel must maintain health insurance coverage which meets the standards set forth by the University of Hartford’s Student Health Service, and to make certain that their policies cover them while abroad.

It is each individual’s responsibility to know his or her coverage, and to become familiar with the university’s emergency assistance policy, detailed below.

For medical coverage, verify the following:
- What is covered under the Medical Insurance Plan?
- How are prescription drugs covered?
- Are you covered if you have a pre-existing condition?
- What is the process for filing a claim?
- Do you have to pay a deductible?
- When outside of the United States, you will likely be asked to pay upfront for medical care. Determine your provider’s procedures for seeking reimbursement.

Read and carefully consider all aspects of your medical insurance policy, discussing coverage with family members if necessary. Consider your physical and mental health, and make any concerns known to the International Center so that you can obtain the support needed for a successful experience.

Behavioral Issues

Students
Students studying abroad are expected to adhere to reasonable academic and behavioral norms. Failure to do so may result in their dismissal from the program. Please make sure that all of the students on your program have read, discussed with you, and signed the “Participant Short-Term Program Code of Conduct.” A copy of this document is provided in this handbook, along with a Student Warning Form. If a student’s behavior requires a warning by any of the faculty leaders, please scan a copy of that warning to the International Center.

In the event you need to dismiss a student from the course due to behavioral issues:
- If the student violates the “Participant Short-Term Program Code of Conduct,” warn the student once both verbally and in writing. See “Student Warning Form” on page 28. Sign the form, have the student sign, and scan or fax it as soon as possible to the International Center at 860-768-4726.
If the behavior continues after the warning, officially withdraw the student from the course and inform the student that he/she can no longer participate and must find his/her own way home. Inform the International Center that this has occurred. Keep a specific written record of the date of your actions and the circumstances that led you to withdraw the student.

**Substance Abuse:** Many countries have very harsh laws on the possession and/or consumption of controlled substances. Students caught with illegal drugs are subject to the local laws of the country in which the student is traveling. In addition, personal involvement or association with others involved with drugs of any kind will be considered misconduct abroad, and can lead to dismissal from the program.

**Faculty Leader**
The University reserves the right to remove the faculty leader from the program at any time should his/her actions or general behavior, at the sole discretion of the University, be determined to impede or obstruct the progress of the program in any way.

**Emergency Procedures**

In the event of an emergency (natural disaster, war, terrorist attack, kidnapping, etc.):

- Immediately gather students together in the pre-determined safe place.

- Call the head of the International Situation Management Team and the Director of the International Center:

  **Chuck Colarulli**, Work: 860-768-4749  
  Cell: 860-306-4969

  **Nicole Kurker-Stewart**, Work: 860-768-5101  
  Home: 860-402-3615

- Maintain communication with the parents or designated emergency contact as the situation unfolds, trying to the extent possible to respect parents’ wishes.

- If a student is involved in a serious accident and must be medically evacuated or repatriated, contact United Healthcare Global (UHCG) to discuss the plan of action. UHCG will also assist with medical or dental referrals, and with the repatriation of mortal remains. Please carefully review the UHCG policy before departure.
TRAVEL WITH UNITED HEALTHCARE GLOBAL (UHCG)

Effective July 1, 2007, the University of Hartford has contracted with a company called United Healthcare Global Group, Inc. to provide worldwide assistance and evacuation services for all study abroad participants.

**Important instructions for using these services are discussed in the UHCG Secure brochure.** We ask that students and parents keep a copy of the brochure and make sure that it is accessible at all times during the overseas program. The wallet card, which contains the University of Hartford’s group identification number and the Emergency Response Center phone numbers on the back, should be carried by students at all times while overseas. Students are automatically enrolled with UHCG, so there is no need to activate the card.

The services provided by UHCG range from telephone advice and referrals to full-scale evacuation by private air ambulance. The UHCG network of multilingual specialists operates 24 hours a day, 365 days a year from UHCG Emergency Response Centers around the world. Your UHCG membership, provided by the University of Hartford, protects you against a variety of difficulties that could arise while you are abroad. The coverage is designed to supplement the policies, procedures and support staff, which the University of Hartford already has in place. It is important to understand that, although UHCG will offer students travel, medical and security advice and services, as well as on-line access to information which many insurance companies do not offer, UHCG is NOT health insurance. As stated above, the University of Hartford continues to require all students to maintain health insurance coverage that meets the standards set forth by the University of Hartford’s Student Health Service, and to make certain that their policies cover them while abroad.

Whenever you are traveling or living abroad, you can access up-to-date reports on more than 170 countries worldwide on health issues, medical care and vaccination requirements via the UHCG website—your home page for travel, health and safety information (located at [https://members.uhcglobal.com](https://members.uhcglobal.com)). The UHCG website also contains on-line security tools including global monitoring, country specific information and travel tips. **We strongly encourage all students to visit the website to gain information about the country and regions where they are traveling.** Please read below for instructions for log-on information.

**Creating a Global Intelligence Center Account**

1. Visit [https://members.uhcglobal.com](https://members.uhcglobal.com)
2. Select “Create User.”
4. Create a unique username and password and accept the User Agreement.
5. Click “Register Now,” complete final information and click “Finish.”

Be sure to retain your username and password for future Global Intelligence Center access.

Use the Global Intelligence Center to access:
- Your program description, United Healthcare ID Card, travel links and tips.
- World Watch® - a security and travel intelligence searchable by country and city.
Medical Intelligence Reports – a medical database of common diseases, medical challenges, and precautions such as recommended immunizations for your destination.

While abroad, your first contact should always be the director of your overseas program, as instructed during your orientation. If you are traveling, and/or in an emergency situation where you are not able to reach that person, you should contact UHCG, who will work to meet your needs immediately and will contact the University of Hartford’s on-call staff in the United States.

Please be aware that some of UHCG’s services outlined in the brochure carry additional charges. These services are addressed in the section titled Expenses Not Covered. Should you request a service which has an additional charge; UHCG will inform you in advance and will require a credit card number in order to activate the service. Students will be charged for the UnitedHealthcare Global Program as part of the program fee. Additional information can be found at http://www.hartford.edu/international-center/study-abroad/preparing_to_go_abroad/health_and_safety.aspx.

Frequently Asked Questions about United Healthcare Global

What is United Healthcare Global (UHCG)?
UHCG is a leading provider of international travel assistance services. UHCG has been assisting travelers worldwide by utilizing highly trained, multilingual coordinators in conjunction with an extensive information and communication system to provide medical and travel related assistance.

UHCG is the University of Hartford emergency travel assistance program. All study abroad faculty, students and staff who participate on a University approved program overseas are covered by UHCG and can obtain emergency medical, travel, and personal security assistance 24 hours a day, anywhere in the world.

Your SECURE program provides you with access to the 24/7 UHCG Emergency Response Center and includes emergency medical, political and security evacuation and repatriation. Please read the full SECURE Program Description for a complete description of services and benefits. These services are subject to certain Conditions, Limitations, and Exclusions also described in the program description.

When Should I contact United Healthcare Global?
Coordinators are available 24 hours a day, 365 days a year. Many times people assume that the services are to be used only in serious cases. Be assured that UHCG is there to help you with any type of problem regardless of the severity.

What if Local Medical Facilities are Inadequate?
If, through our medical management, it is determined that local medical providers are inappropriate for treatment, UHCG will arrange for a medically safe evacuation to a facility capable of providing the necessary care.
What Happens If I am Hospitalized?
It is important to notify UHCG as soon as possible so your treating physician can be contacted to assess your condition and treatment plans to ensure your safe recovery. UHCG will then update your family, employer/organization and personal physician as appropriate and assist you until you have returned home or have received final treatment.

How to Use United Healthcare Global Travel Assistance Services
1. Always carry your UHCG ID card when traveling.
2. If you suffer a medical emergency, go immediately to the nearest physician or hospital without delay and then contact UHCG.
3. For help with medical, travel, and security problems, call UHCG using one of the country-specific toll-free numbers printed on the back of the card. If you are in a country not listed, call the Emergency Response Center collect (1-410-453-6330). There is no cost for this call!
4. A multilingual Assistance Coordinator will ask your name, your organization's name, your member ID number shown on the ID card (#324301) and a description of the situation.
5. Assistance will be given and UHCG will monitor your case until the situation is resolved.

United Healthcare Global Phone Numbers
UHCG Assistance Coordinators are available 24/7 to help you with travel emergencies. For immediate assistance, contact UHCG through one of the toll-free numbers listed below or call the multilingual Emergency Response Center collect at 1-410-453-6330.

United Healthcare Global Emergency Response Center
Baltimore, Maryland, USA

<table>
<thead>
<tr>
<th>Country/Region</th>
<th>Phone Number/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia and Tasmania</td>
<td>1-800-127-907</td>
</tr>
<tr>
<td>Brazil</td>
<td>0800-891-2734</td>
</tr>
<tr>
<td>France and Monaco</td>
<td>0800-90-8505</td>
</tr>
<tr>
<td>Germany</td>
<td>0800-1-811401</td>
</tr>
<tr>
<td>Israel</td>
<td>1-809-41-0172</td>
</tr>
<tr>
<td>Italy, Vatican City and San Marino</td>
<td>800-877-204</td>
</tr>
<tr>
<td>Japan</td>
<td>00531-11-4065</td>
</tr>
<tr>
<td>Mexico</td>
<td>001-800-101-0061</td>
</tr>
<tr>
<td>Philippines</td>
<td>1-800-1-111-0503</td>
</tr>
<tr>
<td>Republic of South Africa</td>
<td>0800-9-92379</td>
</tr>
<tr>
<td>Spain and Majorca</td>
<td>900-98-4467</td>
</tr>
<tr>
<td>Switzerland and Liechtenstein</td>
<td>0800-55-6029</td>
</tr>
<tr>
<td>Thailand</td>
<td>001-800-11-471-0661</td>
</tr>
<tr>
<td>U.K., N. Ireland, Isle of Jersey, the</td>
<td>0800-252-074</td>
</tr>
<tr>
<td>Channel Isles and Isle of Man</td>
<td></td>
</tr>
<tr>
<td>United States, Canada, Puerto</td>
<td>1-800-527-0218</td>
</tr>
<tr>
<td>Rico, US Virgin Islands, Bermuda</td>
<td></td>
</tr>
</tbody>
</table>
United Healthcare Global: A List of Travel Assistance Services:

**Medical Assistance Service**
- Worldwide Medical and Dental Referrals
- Monitoring of Treatment
- Facilitation of Hospital Payments
- Transfer of Insurance Information to Medical Providers
- Coordination of Medication, Vaccine, and Blood Transfers
- Assist in Replacement of Corrective Lenses and Medical Devices
- Dispatch of Doctors and Specialists
- Transfer of Medical Records
- Continuous Updates to Family, Employer, and Home Physician
- Hotel Arrangements for Convalescence

**Medical Evacuation and Repatriation Services—Coordination and Cost**
- Emergency Medical Evacuations
- Transportation to Join Hospitalized Member
- Return of Dependent Children
- Transportation After Stabilization
- Repatriation of Mortal Remains

**Travel Assistance Services**
- Assist in the Replacement of Lost or Stolen Travel Documents
- Emergency Travel Arrangements
- Transfer of Funds
- Legal Referrals
- Translation Services
- Message Transmittals
- Emergency Pet Housing and/or Pet Return

**Worldwide Destination Intelligence**
- Pre-Travel Information
- Travel and Health Information
- Real-Time Security Intelligence

**Personal Security Services – Coordination and Cost**
- Political Evacuation Services
- Security Evacuation Services
- Transportation After Political or Security Evacuation

This document is only a partial description of benefits. Please refer to the program description for full details regarding the benefits, coverage, conditions and limitations of this UHCG travel assistance program.
University of Hartford Policy Related to Department of State Travel Warnings and University-Sponsored Travel Abroad
(Revised by ISMT 12/10/08)

Introduction

The University of Hartford is committed to providing a broad spectrum of international experiences for our students, faculty, and staff. We highly encourage study abroad on University-approved programs, participation in other credit and non-credit international experiences, and faculty international research. At the same time, in the face of the safety risks in the world today, we are also committed to protecting the health and safety of students, faculty, and staff when they journey outside the borders of the United States.

We strongly recommend that before traveling to any part of the world, students, faculty, staff, and other members of the University community (hereinafter referred to as “others”) familiarize themselves with the U.S. Department of State website (http://travel.state.gov), paying particular attention to the “Current Travel Warnings” section which lists countries and regions about which the U.S. Government has serious concerns for American travelers, and the “Public Announcements” section which articulates health and safety issues in various countries or regions. Although the University of Hartford does not prohibit travel to countries for which “Public Announcements” have been issued by the State Department, we urge all travelers to consider seriously the risks in visiting such locales. It is the responsibility of the individual traveler to consult the State Department website to obtain current information about the health and safety conditions of the proposed destination.

In addition, all individuals traveling or studying abroad on a University program or an affiliated program must sign the appropriate “Assumption of Risk and Release of Liability” form. All individuals participating in University-sponsored programs or approved affiliated programs abroad must also obtain UHCG coverage from the Study Abroad Office of the International Center (Gengras Student Union 328) before departure.

Nothing in this policy shall serve to extend to any University of Hartford student, faculty, or staff the right to engage in University-sponsored travel abroad, and the University reserves the right to cancel any University-sponsored travel at any time, regardless of whether prior approval has been granted.

1.0 Policy Governing Travel to Countries on the State Department’s “Current Travel Warnings” List

In order to protect the health and safety of its undergraduate and graduate students, faculty, staff, and others, the University of Hartford restricts University-sponsored travel in those countries or regions of countries for which the State Department has issued a Travel Warning that includes any of the following phrases:

- orders departure of U.S. dependents and non-emergency personnel;
- recommends that any U.S. citizens remaining in the country should depart;
- (strongly) warns U.S. citizens against (all) travel to the country (region); or
- warns (urges) U.S. citizens to defer (all) (non-essential) travel to the country (region).

View current Travel Warnings on the State Department’s website: http://travel.state.gov.
Any reference to “Travel Warning” in this document refers to the specific kinds of warnings referenced above in 1.0.

When the State Department Warning (1.0) targets a specific region(s) of a country, but not the country as a whole, travel is only restricted in those regions identified by the Travel Warning specified in 1.0 above. For example, a University of Hartford program or an affiliated program in Madrid would not be affected by a Travel Warning (1.0) that applied to the Basque region of Spain. A faculty member’s participation in a conference in Manchester, England would not be affected by a Travel Warning (1.0) that applied to London only.

2.0 Student Travel

2.1 No University of Hartford student is permitted to embark on study abroad in the country/region under a Travel Warning (1.0 above), nor are any short-term programs led by University faculty permitted to depart as long as the Travel Warning (1.0 above) is in effect. This restriction applies to the University’s own study abroad programs, University-sponsored travel programs (e.g., sports teams, performing groups, volunteer activities, organized tours for community members, or alumni, etc.), and study-away experiences sponsored by affiliated programs. Approval for University-sponsored study abroad or travel in these locations is suspended for the duration of the Travel Warning (1.0 above).

2.2 If a student receives formal approval to participate in a program location prior to the issuance of a Travel Warning (1.0 above) or to the development of a critical situation, the University’s approval will be suspended until such time as the Travel Warning has been lifted or the critical situation is no longer a concern.

2.3 In the event that a Travel Warning (1.0 above) is issued or a critical situation arises while a University of Hartford student is participating in a University or an affiliated program already in progress, the University’s International Situation Management Team (ISMT) will do all that it reasonably can to facilitate actions that will improve the safety of the individuals in the program.

2.4 If a University of Hartford student chooses on his or her own to apply for “active status” and to enroll in a study abroad program or pursue any academic work in a country/region where a Travel Warning (1.0 above) has been issued prior to or during the process of applying for study abroad, the student will not receive:

- support or advice from any University of Hartford office or department,
- University of Hartford grants, stipends, or financial aid to support research or travel in the affected areas,
- UHCG coverage issued through the University of Hartford, or
- pre-approved credit for the work undertaken in that location.

An exception to this provision of pre-approved credit may be made in cases in which students return to their home countries (they must possess the passport of that country) and are under their parent(s)’s or guardian’s care. With special permission, these students can receive prior approval for courses taken in their home countries.

3.0 Faculty and Staff Organizing Group Travel Experiences in Countries on the State Department’s “Current Travel Warnings” List

No University of Hartford sponsored travel programs may embark for affected areas while the Travel Warning (1.0 above) is in effect. This restriction applies to the University’s own study abroad programs, University-sponsored travel programs (e.g., sports teams, performing groups, volunteer activities,
organized tours for community members, or alumni, etc.), and study-away experiences sponsored by affiliated programs. Approval for University-sponsored study abroad or travel in these locations is suspended for the duration of the Travel Warning (1.0 above).

A Travel Warning must be lifted before a University-sponsored program may depart. In the case of University of Hartford programs already underway when a Travel Warning for the country/region is issued or a critical situation arises, the University’s International Situation Management Team (ISMT), in consultation with the faculty member on site and other knowledgeable sources, will do all that it reasonably can to facilitate actions that will improve the safety of the individuals in the program.

4.0 Staff Travel

4.1 Before traveling to a region of the world on university-related business, staff is required to familiarize themselves with the U.S. Department of State website (http://travel.state.gov) and carefully assess the health and safety risks posed by travel to a particular area.

4.2 Normally, staff may not use any monies paid from a University of Hartford administered account to support travel to countries/regions that have been designated by the State Department “Travel Warning” specified in 1.0 above.

4.3 If staff makes the personal decision to travel to countries/regions that have been designated by State Department “Travel Warning” specified in 1.0 above and to use their own funds to support this travel, they do so as private individuals with no connection to the University of Hartford.

4.4 An exception to the policy articulated for staff (4.2; travel to high-risk regions) may be granted under extraordinary circumstances. Staffs who seek personal exceptions to this policy should submit in writing a rationale for travel that contains the following:

   a. Details about the geographic environment of the work and its relation to security issues;
   b. Information about travel advisories or warnings of other countries (e.g., Britain, Australia, New Zealand, Canada) about the country under the U.S. State Department Warning;
   c. The local support structure available to the individual and evacuation plans in case of an emergency;
   d. The individual’s familiarity with and experience of the locale, its language, and culture prior to this program;
   e. The importance and significance to the University of the staff member’s travel and the necessity of doing the work in that particular locale;
   f. Documentation that the staff member has appropriate health insurance coverage in the locale in question;
   g. Documentation about whether the location is covered under the University’s UHCG assistance program (travel to some high risk regions may involve additional payment beyond what is included in the premium);
   h. A signed copy of the “Assumption of Risk and Release of Liability, High-risk Regions” form should be included with the request for an exception.

4.5 This rationale (5.2.1) must be submitted to the individuals who supervise the program, department, and college/school that are funding the program. Each of these supervisors must review the submitted materials and provide a written assessment of the proposed travel based on its feasibility, importance, and necessity. Each assessment should also contain a recommendation about whether the travel should be permitted to proceed with University support. The staff member’s rationale and the supervisors’ assessments must be submitted to the International Situation Management Team, who will review the
documents and decide whether to allow the travel to proceed with University support. The decision of the International Situation Management Team is final and not subject to appeal.

5.0 Faculty Consulting, Travel, and Research

5.1 The University of Hartford encourages faculty to develop international connections and to pursue international research. We do, however, strongly recommend that before traveling to a region of the world, faculty familiarize themselves with the U.S. Department of State website (http://travel.state.gov) and carefully assess the health and safety risks posed by travel to a particular area. A faculty member traveling for professional reasons must check the State Department’s “Current Travel Warnings.”

5.2 A faculty member who for professional reasons (e.g. research, teaching at an international university, attending a conference) wishes to travel to a region which falls under the State Department “Travel Warning” specified in 1.0 above and whose travel/research costs are paid from a University-administered account (whether its own monies or those received through external granting agencies) may undertake such travel only after completing the steps outlined below and receiving the appropriate approvals.

5.2.1 A rationale for the proposed professional activities must be filed with each program, department, or school that is funding the program. It must contain the following:
   a. Details about the geographic environment of the work and its relation to security issues;
   b. Information about travel advisories or warnings of other countries (e.g., Britain, Australia, New Zealand, Canada) about the country under the U.S. State Department Warning;
   c. The local support structure available to the individual and evacuation plans in case of an emergency;
   d. The individual’s familiarity with and experience of the locale, its language, and culture prior to this program;
   e. The academic importance and significance of the program/research to the faculty member and the necessity of doing the work in that particular locale;
   f. Documentation that the faculty has appropriate health insurance coverage in the locale in questions
   g. Documentation about whether the location is covered under the University’s UHCG assistance program (travel to some high risk regions may involve additional payment beyond what is included in the premium);
   h. A signed copy of the “Assumption of Risk and Release of Liability, High-risk Regions” form should be included.

5.2.2 This rationale (5.2.1) must be submitted to the individuals who supervise the program, department, and college/school that is funding the program. Each of these supervisors must review the submitted materials and provide a written assessment of the proposed travel based on its feasibility, importance and necessity. Each assessment should also contain a recommendation about whether the travel should be permitted to proceed with university support. The faculty member’s rationale and the supervisors’ assessments must be submitted to the International Situation Management Team, who will review the documents and decide whether to allow the travel to proceed with university support. The decision of ISMT is final and not subject to appeal.

5.3 If faculties make the personal decision to travel to countries/regions that have been designated by State Department “Travel Warning” specified in 1.0 above and use their own funds to support this travel, they do so as private individuals with no connection to the University of Hartford.
All Faculty Leaders must sign and return this page to the International Center

I hereby acknowledge that I have received the University of Hartford Faculty Guidebook and Application for Developing Short-Term Programs Abroad, and will provide all necessary information to the International Center within a reasonable time before departure. I will abide by the policies stated therein, and by any decision regarding the operation or conduct of this program made by the University's International Situation Management Team. I agree to submit a program report to the International Center upon my return, and understand that my expenses will not be reimbursed until I do so.

Name: ____________________________________________________________

Signature: __________________________________________________________

Date: _____________________________________________________________

Contact Number and Email while Abroad: ________________________________

Leader’s U.S. Emergency Contact Information

Name(s): __________________________________________________________

Contact Number: __________________________________________________

Email: ____________________________________________________________
Student Application Policy

- Student applications are due online at https://universityofhartford.wufoo.com/forms/study-abroad-application-form/ by the following dates:
  - Winter term programs: **October 1**
  - Spring break programs: **November 1**
  - Summer programs: **February 15**
- The minimum G.P.A. requirement for all programs is 2.5 unless otherwise approved by the Faculty Leader.
- Applicants are required to be in good judicial and financial standing at the time of application. Students who will be on judicial probation during program travel dates will not be considered. Students with account holds and/or who owe over $2,000.00 will not be considered until their balance is below $2,000.00 and/or they have made arrangements with the Bursar’s Office to pay the remaining balance.
- Only complete applications, those which include the application form and deposit, will be reviewed. The deposit is applied to the program cost and is not an additional fee. All fees, including the application deposit, are refunded to students not accepted into the program.
- The balance of the program cost is due by the Payment Deadline (typically one month after the Application Deadline; see program details for exact dates). A student who does not meet this deadline and has not made prior arrangements with the International Center may incur a $150 late penalty, and may not be registered for the program until the balance is paid in full.
- Should a program obtain its maximum number of spots, future applicants will be added to a waitlist in the order that their completed applications are received.

Student Cancellation Policy

Once students are officially accepted into a program, they become subject to the standard cancellation policy as follows:

- Program cancellations must be made in writing. Refunds and cost liability are determined based on the date when written cancellation notice is received from the participant.
- If a student withdraws before the deposit deadline, the University of Hartford will refund the admission deposit.
- If a student withdraws after the deposit deadline date and 14 or more days prior to the program start date, the University of Hartford will refund only those fees which the University of Hartford has not incurred on behalf of the student.
- If a student withdraws 13 or less days prior to the program start date, no refund will be issued.

*Note: The student is responsible for all cancellation fees incurred, regardless of whether any program fees have been paid at the time of cancellation.*
Student Forms

For faculty reference, below are copies of the forms each student participant receives and is required to sign/return to the International Center.

Participant Short-Term Program Code of Conduct

Program Name: ________________________________

Program Dates: ________________________________

I understand that while abroad, I am part of a community of University of Hartford students. I also represent the University of Hartford and the United States in the eyes of my foreign hosts. Therefore I promise to adhere to the following rules:

- Arrive on time for all scheduled course activities (class, excursions, bus departures, etc.)
- Attend and participate in all class meetings and group excursions
- Be attentive and respectful in class and during all course activities
- Behave appropriately (no unruly, violent, drunken or disruptive behavior) in the accommodations, classroom, and on all excursions.
- Observe the laws and standards of acceptable conduct regarding dress, manners, and drug/alcohol use of the country or countries through which I am traveling.

I understand that if I violate any of these rules, I will be warned once verbally by the course instructor __________________________. If the behavior occurs again, I understand that I will be withdrawn from the course and the program. It will then be my responsibility to make my own way home. My parents/guardians will be informed of this action.

I understand that neither the program nor the U.S. Embassy can obtain my release from jail if I am imprisoned for any reason.

I am responsible for informing the course instructor of any plans to travel during free time before, during, and after the period of the program. I understand that neither the University of Hartford, nor its staff, is responsible for any non-program sponsored travel.

________________________________________________________________________

Name (Please print): ________________________________

UHA Student ID ________________________________

Signature: ________________________________

Date: ________________________________
UNIVERSITY OF HARTFORD STUDY ABROAD
ASSUMPTION OF RISK AND RELEASE OF LIABILITY

I, ___________________________________, am a student/participant at the University of Hartford (hereinafter “the University”). I wish to participate in a University-approved research or study-abroad program (“the Program”) known as ________________________________

(program title and/or description)

to be conducted from _____________________________to _____________________.

(date) (date)

In consideration for being permitted to participate in the Program, I hereby agree and represent that:

1. I have carefully identified, reviewed and considered the risks of travel to my destination(s), including by reading the most recent relevant U. S. State Department (“DoS”) Travel Warning(s) available through http://travel.state.gov, as well as the University of Hartford Travel Warning Policy revised December 10, 2008, attached to this form.

2. I have or will secure health insurance to provide adequate coverage for any injuries or illness that I may sustain or experience while participating in the Program. By my signature below I certify that I have confirmed that my health care coverage will adequately cover me while outside the United States, and hereby release on behalf of myself, my heirs, executors, administrators and assigns, the University, its employees, officers and regents from any responsibility or liability for expenses incurred by me for injuries or illnesses (including death) that I may incur because of those injuries or illnesses.

3. I understand that, although the University will attempt to maintain the Program as described in its publications and brochures, it (or its partners in the Program) reserves the right to change the Program or program activities, in its sole discretion, and may do so at any time with or without notice, and that the University, its employees, officers, regents and agents shall not be responsible for any expenses or losses that I may sustain because of these changes.

4. I understand the University reserves the right to remove me from the Program at any time should my actions or general behavior, in the sole discretion of the University, be determined to impede or obstruct the progress of the Program in any way.

5. I understand that there are unavoidable risks in study and travel outside the United States, and I hereby release and promise not to sue on behalf of myself, my heirs, executors, administrators and assigns, the University, or its employees, officers, regents and agents, for any damages or injury (including death) caused by, derived from, or associated with my participation in the Program (including those discussed in the preceding three sections), except for such damages or injury as may be caused by the gross negligence of willful misconduct of the employees, officers, regents and agents of the University. It is my express intent that this release shall bind the members of my family and spouse if I am alive, and my heirs, executors, administrators and
assigns if I am deceased, and shall be deemed as a Release, Waiver, Discharge, and Covenant
Not to Sue the above-named parties.

6. I agree that should any provision or aspect of this agreement be found unenforceable, that all
remaining provisions of the agreement will remain in full force and effect.

7. I represent that my agreement to the provisions herein is wholly voluntary, and further
understand that, prior to signing this agreement, I have the right to consult with the advisor,
counselor, or attorney of my choice.

8. I agree that, should there be any dispute concerning my participation in the Program that
would require the adjudication of a court of law, such adjudication will occur in the courts of,
and be determined by the laws of, the state of Connecticut.

9. This agreement represents my complete understanding with the University concerning the
University’s responsibility and liability for my participation in the Program, supersedes any
previous or contemporaneous understanding I may have had with the University on this subject,
whether written or oral, and cannot be changed or amended in any way without my written
concurrence.

10. I hereby certify that I was born on __________________. I am, therefore, at least eighteen
years of age or, if not, that I have secured below the signature of my parent or guardian as well as
my own. I enter into this Assumption of Risk and Release of Liability of my own free will and
accord, voluntarily and without duress.

______________________________                        ____________________
Student signature                                                                            Date

______________________________                         ____________________
Signature of parent or guardian (if under 18)                                  Date

Relationship: parent or guardian

In case of emergency, contact:

______________________________                        _____________________
Name                                                                                              Telephone

______________________________                        ____________________
Address                                                                                            Email
Study Abroad Student Warning Form

Date of Incident or Incident(s): ____________________________________________

Nature of incident that violated the “Behavior Contract”:

Date that Verbal Warning Was Delivered: ________________________________

Signature of Faculty Leader: ____________________________________________

I acknowledge that I received a verbal warning regarding my conduct. I am aware that if the behavior occurs again, I will be removed from the program and sent home.

Signature of Student: ________________________________

Date: ________________________________

Please scan this form to the International Center at kurkerste@hartford.edu.
UNIVERSITY OF HARTFORD
FACULTY-LED COURSE ABROAD APPLICATION

Please submit to Nicole Kurker-Stewart, International Center, GSU 327 ext. 5101

Winter Term Travel: Proposal due no later than February 1st
Spring Break Travel: Proposal due no later than August 1st
Summer Term Travel: Proposal due no later than October 1st

Faculty Member _______________________________ Telephone: _______________________
E-Mail: ______________________________________ Campus Address:_____________________

Sponsoring Department: ________________________________
Dept. Chair: ____________________________ College Dean: __________________________

If more than one faculty is proposing the program, please include that information here:
Faculty Member _______________________________ Telephone: _______________________
E-Mail: ______________________________________ Campus Address:_____________________

Sponsoring Department: ________________________________
Dept. Chair: ____________________________ College Dean: __________________________

Title of the Program: ________________________________
Program Location(s): ______________________________
Duration (in days): ____________________________ Dates (approximate): from______to _______

Description of Program:

Description of Program Learning Objective: What are the desired learning outcomes of the program? What work will need to be done before departure and upon return?

Faculty Information: Discuss the faculty member’s experience in the proposed location(s) as well as his/her expertise on the subject matter of the course(s).

Academic Program: What is the academic focus of the program? How will academic content be taught? Will a new course need to be developed or can an existing course be used? If a new course needs to be developed, how do you plan to develop it?

Please list all University of Hartford courses offered as part of the program (next page).
A syllabus for each course will be required at the time of Program Contract.
Course Title/Course Number/ Number of Credits/ Instructor
1. _________________________________________________________________
2. ____________________________________________________________________________
3. ____________________________________________________________________________
4. ____________________________________________________________________________

What graduation requirements, if any, are the course(s) designed to meet? (i.e. general education, AUC, Honors, major/minor requirements)
Course #1: ____________________________________________________________________________
Course #2: ____________________________________________________________________________
Course #3: ____________________________________________________________________________
Course #4: ____________________________________________________________________________

If there is subject matter to be covered beyond the faculty member’s expertise, how do you plan to deliver that subject matter? Will you require guest lectures, and if so, in what area(s)?

Per university policy, each course must meet one hour/week per credit for the duration of the term. For example, a three credit course must meet for a total of 45 hours throughout the semester. Based on the number of credits awarded for your course, please provide an outline of class meeting times, both on campus and while abroad. Cultural excursions and/or guest lectures may be counted toward course credit hours. If you will be conducting a course exclusively abroad, please detail the breakdown of credit hours for the program.

Student Enrollment:
What is the target number of students you hope to recruit? __________________________
From which departments will students be recruited? __________________________
How many credits will students earn? Minimum: _________ Maximum: _________

Pre-Requisites and Language Requirements:
What cumulative G.P.A. will be required for participation in the program? ______________
Do students have to be certain majors to be eligible for the program? Yes_____ No ________
If yes, which major(s) ____________________________
Will students be required to complete certain courses before they are eligible for the program?
Yes_____ No ________ If yes, which courses(s) ____________________________
Is the program more appropriate for students during a particular time in their academic career?
Yes_____ No ________ If yes, when ____________________________
Is there a language prerequisite for any of the courses? Yes ___No__ If yes, describe: ________________

Utilizing the Location: Describe how the program site(s) will be used to complement course content and learning objectives. What is the rationale behind offering the program in this location instead of on-campus or at another location?
What relevant academic, professional, and/or cultural site visits, tours, lectures or interviews are you planning?

**Intercultural Learning Opportunities:** How do you plan to incorporate opportunities for cross-cultural learning and language acquisition? Will students have the opportunity to interact with the local community, through the classroom, company visits, guest lectures, etc.?

**Housing:** Please describe where the students and faculty member(s) will stay during the program. It is highly encouraged that faculty members stay in housing with the students; if the faculty member(s) will not be staying with the students, please explain why.

**Safety Issues & Risk Management:**
Do you believe that the site raises any additional security risks? _____ Yes _____ No
Describe:
Do you believe that the site raises any additional health risks? _____ Yes _____ No
Describe:
If you answered yes to either of the questions above, please comment on what precautions you will take to mitigate risk:

**Marketing Plan:** How do you plan to recruit students? Will faculty member(s) be on campus the semesters leading up to the program to deliver a successful recruiting plan?

**Orientation:** How will students be prepared for the program, with both pre-departure on campus and post-arrival at the program location?

**Course Evaluation:** Describe how you plan to evaluate the success of the program:

**Program Sustainability:** Do you anticipate offering this program again in the future? If so, how frequently do you suggest the program to be offered?
In order for the development of this program to continue, the completed Program Proposal must be submitted to Nicole Kurker-Stewart, GSU 327, by the following dates:

**Winter Term Travel:** Proposal due no later than February 1st
**Spring Break Travel:** Proposal due no later than August 1st
**Summer Term Travel:** Proposal due no later than October 1st

Faculty Signature: ____________________________ Date: _________________
Signature of Chair: ____________________________ Date: _________________
Signature of Dean: ____________________________ Date: _________________

*If more than one faculty member is proposing the program:*
Faculty Signature: ____________________________ Date: _________________
Signature of Chair: ____________________________ Date: _________________
Signature of Dean: ____________________________ Date: _________________

**Faculty-Led Program Abroad Itinerary**
Please provide a detailed travel itinerary for the program, including the following:
- Dates of departure and return to the United States
- Flight itinerary
- Name and location of all lodging for students and faculty member(s)/co-leader
- Dates, destinations, and times of excursions

**Budget Worksheet**
Please complete the budget worksheet, available on the International Center’s webpage under Faculty Resources. The budget worksheet includes such expenses as airfare, on-site transportation, accommodations, meals, excursions and entrance fees, emergency insurance, tips/gifts, and additional expenses for each faculty member and co-leader, as applicable.

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**Office Use Only**

This Program Proposal is Approved: ________________ Rejected: __________________

If rejected, it is due to the following reasons:
_____________________________________________________________________________

If rejected, the following are recommendations for future Program Proposals:
_____________________________________________________________________________

Signature: ____________________________ Date: _________________
*Chuck Colaralli, Senior Associate Provost & Dean of Enrollment Management*

Signature: ____________________________ Date: _________________
*Nicole Kurker-Stewart, Director of International Studies*

Signature: ____________________________ Date: _________________
*R.J. McGivney, Dean of University Programs*