This handbook is meant to be a resource for faculty members who have led or plan to lead programs abroad. It provides information and details regarding the various facets of leading a successful program.

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Part One
Faculty-Led Study Abroad Program Overview

Characteristics of a COD Faculty-led, Study Abroad Program

The College of Design is committed to offering a diverse portfolio of engaging, innovative, and sustainable study abroad experiences led by faculty members who are experienced and knowledgeable about their program destination’s culture, activities, and local partners.

A COD faculty-led study abroad program will:

- feature multiple connections with local culture, students, faculty, professionals, and/or residents abroad
- be offered in one or multiple locations outside of the United States
- be taught by at least one tenured, tenure-eligible, or a teaching, or research faculty member with an appointment in the College of Design
- short-term travel opportunities as part of a studio or stand alone course
- allow participants to earn up to three ISU credits
- support students before travel with orientation and afterwards with re-entry activities
- require a minimum of : committed students for new programs and a minimum of 10 committed students for repeat programs
- be open to undergraduate and graduate students
- consider working with a faculty member from another discipline to co-offer a multidisciplinary experience

Study Abroad Program Models
Office of the Registrar

Supervised Experience (EXP)
Supervised experience in an area of specialization, that may be conducted either on or off campus with the student making periodic reports to the instructor. Includes practicum, internship, student teaching, and cooperative work experience. Contact hours vary, but the minimum standard of 800 contact minutes per semester per credit applies. One week abroad is equal to one ISU credit, and ISU credit is normally offered for required pre-departure orientation meetings. The credits earned for orientation can be included in the total number of credits for the program or a separate class can be offered. You are also encouraged to establish post-return meetings for debriefing, reflection, and re-entry support, and these can also be offered for credit.

Studio (STO)
An organized method of instruction with emphasis on the synthesizing nature of the design process and conducted through critique and one-to-one interactions. Two to four contact hours per week (1600 to 3200 minutes per semester) per credit.

Each program is different, and the Director of International Programs can provide you with advice on the best model based on academic content and destination.
Characteristics of a Study Abroad Program Director

The director of a COD study abroad program will be:

▪ tenured, tenure-eligible, or a teaching, practice, or research faculty member with an appointment in the College of Design
▪ supported by his or her department chair or school director in offering the program
▪ willing to collaborate with the COD IP Office on developing and coordinating a program
▪ willing to design a program that will feature multiple connections with local culture, students, faculty, professionals, and/or residents abroad
▪ experienced and knowledgeable about the destination’s culture, activities, and local partners and be able to provide pre-departure orientation sessions about these topics
▪ available to play an active role in the recruitment of student participants
▪ follow Workday and Procurement guidelines and policies

Responsibilities of a Study Abroad Program Director

Faculty leaders wear many hats including instructor, logistical coordinator, advisor/counselor (both academic and personal), and at times, disciplinarian and crisis manager. It’s important that faculty leaders feel comfortable in these roles when considering leading a study abroad program.

Specific responsibilities of program directors include, but not limited to the following:

▪ Collaborating with the COD IP Office to develop the program proposal
▪ Developing an itinerary through which an ISU course can be taught that includes relevant academic and cultural experiences to create local connections abroad for COD students
▪ Cultivating contacts abroad who can provide experiences for COD students
▪ Participating actively in recruiting interested students
▪ Meeting regularly with COD IP Office staff to discuss program preparations
▪ Screening and selecting applicants through ISUAbroad
▪ Leading pre-departure orientation sessions
▪ Following ISU policies for international programs and for financial matters
▪ Accompanying the student participants during the entire program abroad
▪ Communicating with the COD IP Office if there are any difficulties encountered abroad
▪ Meeting with the COD IP Office for a post-program debriefing session
▪ Preparing receipts and expense forms in a timely manner after the end of the program
▪ Completing a final report for ISU’s Education Abroad Committee & IP
Responsibilities of the College and of the Department or School

The College of Design and the Department or School in which the program director holds an appointment are responsible for the following:

- **Associate Dean for Undergraduate Academic Affairs, College of Design**: reviewing and approving the program proposal
- **Department Chair or School Director**: reviewing and approving the program proposal, approving program director salary (if applicable)
- **Departmental or School course offerings contact**: reviewing and approving the program proposal, adding the credit-bearing pre-departure orientation class to the Schedule of Classes, and arranging on-campus classroom space for pre-departure and re-entry meetings as necessary

Program Director Salaries

Salary Guidelines

1. Salaries for a study abroad program directors are the responsibility of the program director’s department or school within the COD. Salaries are not paid from college funds, student program fees, or the COD International Programs Office.
2. Program directors with A-base appointments are generally not eligible for additional salary.
3. Program directors with B-base appointments are eligible for salary for summer study abroad offerings only and must seek approval from their COD unit head for additional compensation.
4. COD short-term study abroad programs must normally have a minimum of eight students to be offered. However, COD units may request that a higher minimum number of students to ensure that revenue is sufficient to fund the salary of the program director.

Study Abroad Program Director Expenses

Student program fees are used to cover the following expenses for the program director: mileage or shuttle to and from the Des Moines Airport, visa (if needed), round-trip economy airfare, in-country travel, single-room lodging, meals (maximum per diem is $50/day), program provider fees, and admission fees to events, tours, visits, or excursions.
Services and Support Provided by the COD International Programs Office

The COD IP Office supports program offerings in the following ways:

Program Development and Coordination

- Advise on program visioning and model options
- Facilitate travel logistics
- Provide guidance on program proposal and approval process
- Review existing COD and ISU relationships for collaborative opportunities
- Communicate with international partners in necessary/requested
- Facilitate travel arrangements and in-country logistics
- Advise on visa applications and requirements
- Manage program evaluations

Risk Management

- Monitor safety and health issues at program locations in coordination with ISU International Risk Analyst
- Coordinate with ISU Office of Risk Management on 24/7 emergency response
- Distribute emergency contact and response documentation
- Provide Clery Act reports as necessary
- Facilitate CHUBB insurance and STEP enrollments

ISUAbroad Management

- Create online program information brochures and budget sheets
- Manage online application process

Faculty Support

- Prepare and train program directors
- Provide guidance on policies and procedures
- Assist with applicant screening and selection

Student Advising

- Advise students individually and in groups
- Assist with study abroad program selection
- Guide students through the ISUAbroad application process
- Coordinate pre-departure orientation sessions
- Offer re-entry programming and support
- Serve as a resource for family members

Financial Support

- Connect students and program directors with funding resources
- Manage program fee accounts
- Process program payments
- Bill (refund) student participants
- Comply with Workday policy and procedures

Marketing and Outreach

- Share student experiences abroad via social media
- Participate in ISU Study Abroad Fairs
- Present in classes about study abroad opportunities
- Present information sessions about study abroad opportunities
## Part Two
### Program Development

**Program Development Steps and Timeline**  
*Some timing may vary due to the term of offering, so the months listed are a guide*

<table>
<thead>
<tr>
<th>Months Prior to Program Start Date</th>
<th>Development Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 - 12 months</td>
<td>▪ Discuss your program idea with your department chair</td>
</tr>
</tbody>
</table>
| 8 – 11 months                     | ▪ Site visit (if necessary)  
▪ The COD IP Office will assist you with development of your program proposal to meet these internal COD deadlines:  
  | **Proposal Deadline** | **For programs to be offered the following** |
  | September 1 | Summer |
  | December 1 | Fall semester, Thanksgiving break, and academic year |
  | April 1 | Spring semester, spring break, and winter break |
| 6 – 8 months                       | ▪ Program brochure at ISUAbroad  
▪ Promotional materials  
▪ Recruitment  
▪ Preliminary communication with vendors  
▪ Group airline reservation |
| 4 – 6 months                       | ▪ Regular meetings with COD IP Office established  
▪ Contract development |
| No later than 4 months             | ▪ Application deadline: the deadline can be set earlier than 4 months ahead of departure and extended  
▪ At 4 months ahead if there is not a sufficient amount of applicants, the program will be canceled |
<table>
<thead>
<tr>
<th>Months Prior to Program Start Date</th>
<th>Development Steps</th>
</tr>
</thead>
</table>
| 4 months                          | ▪ Application review  
▪ Screen and select applicants  
▪ Students commit to participate and your final cohort is established  
▪ Cohort is registered for necessary classes |
| 3 – 4 months                      | ▪ Pre-departure orientation begins (now until departure)  
▪ Bookings can be made and funds expended to vendors after cohort has committed  
▪ Passport details needed from all travelers  
▪ Continue to monitor budget |
| Within 1 month                    | ▪ Program director travel registration  
▪ CHUBB insurance enrollments  
▪ STEP enrollments  
▪ Program fee billing  
▪ Student details report created  
▪ Cash advance and event card (Workday)  
▪ Share final itinerary with COD IP Office  
▪ Continue to monitor budget |
| After program                     | ▪ Submit receipts (Workday)  
▪ Complete final report  
▪ Debriefing meeting  
▪ Re-entry meeting(s) with students  
▪ Students evaluate program |
Program Visioning Checklist

The college's Director of International Programs will review the information below with you in an initial meeting about program viability.

___ Have you discussed the program idea and any potential compensation with your department chair/school director and secured his/her support?
___ What is/are the proposed destination(s)?
___ Is/are the destination(s) under a U.S. Department of State Level 3 or Level 4 Advisory?
   • Programs proposed for Level 1 and Level 2 countries/areas of countries can proceed without additional approvals. Please check with the Director of International Programs regarding travel to Level 3 or Level 4 countries/areas of countries.
___ Have you conducted a site visit or previously traveled to the proposed destination(s)?
___ Have you traveled to the proposed destination(s) within the last two years?
___ When is travel proposed?
___ Would you and/or some or all of the students need a visa to travel to the proposed destination(s)?
___ What students will the program attract? Could students be recruited from outside of the college?
___ How many students could be expected to participate?
   • New programs are required to have a minimum of 8 committed participants
   • ISU standard is 17 or less committed participants per faculty program director; if you have 18 or more participants, you must have a second program director
___ How many credits would students earn for the proposed course?
___ Would students earn credit for pre-departure orientation or post-departure work associated with the study abroad program?
___ Would this course be required for the major or count as an elective?
___ Would there be any prerequisites for the course that might limit enrollment?
___ Have you considered having the course approved to satisfy the International Perspectives requirement?
___ What are the goals and outcomes of the study abroad program?
___ What is a proposed itinerary? What activities would students undertake? What academic and cultural experiences will they have?
___ Would the proposed program be offered in conjunction with a university abroad or a third-party provider?
___ What resources abroad have you already identified?
___ Have you developed a rough syllabus?
___ Do you intend to bring any family members or volunteers with you?
Program Proposal

Each time a group study abroad program earning ISU credit is offered, it must be reviewed and approved by the COD International Programs Committee and/or the Academic Affairs Committee if necessary and by the university’s Education Abroad Committee. A link to the online program proposal will be provided to you by the COD Director of International Programs, and support is available to help you complete it. The proposal includes:

- Basic program information and a description
- Study abroad course details
- Program director contact details and information about your appointment, qualifications, and international experiences
- Application and selection criteria
- Program goals, learning outcomes, and grading system
- Student preparation (pre-departure orientation)
- Health, safety, and security risks
- Information about individuals, service providers and/or vendors assisting with program activities or program development
- Visas
- Proposed itinerary
- Budget information

Review and Approval Process

Group study abroad proposals are reviewed by the university’s Education Abroad Committee (EAC). The committee has established deadlines for the submission of proposals to ensure the development process runs smoothly and to ensure there is sufficient time to complete all tasks associated with coordinating the program. The College of Design has internal deadlines that are one month earlier than the EAC deadlines.

College of Design Proposal Deadlines

<table>
<thead>
<tr>
<th>Proposal Deadline</th>
<th>For programs to be offered the following</th>
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</thead>
<tbody>
<tr>
<td>September 1</td>
<td>Summer</td>
</tr>
<tr>
<td>December 1</td>
<td>Fall semester, Thanksgiving break, and academic year</td>
</tr>
<tr>
<td>April 1</td>
<td>Spring semester, spring break, and winter break</td>
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EAC Proposal Deadlines

<table>
<thead>
<tr>
<th>Proposal Deadline</th>
<th>For programs to be offered the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1</td>
<td>Summer</td>
</tr>
<tr>
<td>January 1</td>
<td>Fall semester, Thanksgiving break, and academic year</td>
</tr>
<tr>
<td>May 1</td>
<td>Spring semester, spring break, and winter break</td>
</tr>
</tbody>
</table>
After the proposal is developed, the Director of International Programs will circulate it electronically for approvals. Your department chair or school director, the departmental or school course offerings contact person, and the college’s Associate Dean for Undergraduate Academic Affairs will also approve.

After approvals are obtained, the Director of International Programs will add the proposal to the next International Programs Committee agenda for review within the college. If it is approved at that committee, the Director of International Programs will submit it to the university’s Education Abroad Committee for a final review. The secretary of EAC will notify you via e-mail of the committee’s decision.

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**ISUAbroad Brochure and Applications**

Students will apply for the program through ISUAbroad, ISU’s online study abroad application software. They will have the opportunity to review a customized electronic brochure that details the following information about your program:

- Basic description and topics covered
- Learning outcomes
- Pre-departure orientation course and travel course
- Program highlights
- Program prerequisites and criteria for participant selection
- Costs and financial assistance
- Insurance
- Deadline and withdrawal information
- Contact and additional information
- Photos and videos of the destination(s)

The COD IP Office will use a standard template to build the electronic brochure based on your study abroad program proposal.
**Program Viability**
COD faculty-led programs require a minimum of eight committed students for new programs and a minimum of 10 committed students for repeat programs. You will work with the COD IP Office to establish a calendar of important dates and deadlines for the program including:

- **Application deadline:** this is the last day on which students may submit their applications at ISUAbroad to participate in the program; late applications will be considered on a case-by-case basis.

- **Applicant notification date:** this is the date by which you will notify the COD IP Office about applicant statuses (who is accepted, who is not accepted, and who is wait listed); the COD IP Office will distribute the official status notification emails to applicants.

- **Commitment deadline:** this is the date by which accepted students must commit at ISUAbroad to participate in the program; commitment means participants are financially obligated to the program; usually within 7-14 days of the notification date.

The ISUAbroad application deadline can be no later than four months prior to the departure date of the program. If the program does not initially generate enough applications to be offered, you may consider extending the deadline and re-advertising up to four months prior to departure. If there are not enough applications, the college will cancel the program at four months prior to departure.

The applicant notification date should be within two weeks of the application deadline. The IP Assistant will change statuses accordingly at ISUAbroad and notify students via e-mail with your decision. Accepted students will be asked to commit to participate in the program within approximately 7-14 days. If a student decides not to accept their offer, the IP Assistant will notify the next student on the waitlist.

Please note that if you plan to offer a credit-bearing pre-departure orientation course, the application and commitment timeline must be early enough to accommodate enrollments in that course.
Part Three
Program Logistics

You will establish regular meetings with the COD IP Office, and you should also stay in contact via e-mail in between meetings to continue discussing arrangements. Logistics will be handled in one of three ways:

- You and the COD IP Office will make all of the arrangements in-country
- A third-party provider or ISU college partner will handle all of the in-country details
- Some arrangements will be handled by the COD IP Office and some will be handled by a provider or partner

In cases where a third-party provider or ISU partner is not assisting, you should utilize your resources abroad, such as contacts at universities or at companies, to initiate the more detailed arrangements including things like hotels, transportation, classroom space, tours, museums, and other special visits. The COD IP Office can make recommendations for support and services in some areas of the world, but we are not experts for every destination. We can assist with finding additional local expertise by contacting other international education colleagues at ISU.

Expand upon the basic itinerary that was submitted with the program proposal until all lodging, local transportation, meals, academic activities, and in-country travel have been established—use the fillable daily itinerary templates or create your own. The COD IP Office will utilize your expanded itinerary to develop a more detailed budget.

In-country arrangements can be finalized only after all students have committed to participate at ISUAbroad. ISU is unable to expend funds on behalf of the program until students commit, and any funds expended prior to commitment become the responsibility of the program director’s home department or could be considered a personal expense.

Facilities and Activities

The facilities chosen for program activities, including lodging, are expected to be of a standard that will support the health, safety, and security of program participants, including you. ISU is unable to guarantee absolute safety during a program, but facilities abroad where program participants will live and study should be carefully researched to help mitigate risks. A preliminary risk assessment of each activity and each location should be conducted as the itinerary is being developed, including quality and availability of food, water, medical care, and transportation; security of housing; and potential threats to the group (assault, rape, theft, fire, kidnap, ransom, etc.). The COD IP Office can assist with this research. Other considerations include:

- **Lodging:** male and female participants will stay in separate rooms, and you will have a separate room from all participants. At each destination, the group should be lodged in the same accommodations rather than being split between two hotels or hostels, etc.
Activities: Academic activities should be chosen so that the whole group may participate, and this may eliminate some smaller venues where it is difficult for a group of 10 or more to visit.

Transportation: Public transportation is often preferable abroad, but when it is not possible or advisable to use, private transportation may be hired. In addition, you should consider if the group will utilize round-trip airport transportation (Ames-Des Moines-Ames) or if all participants are expected to make their own way to and from the Des Moines International Airport. In certain cases the program may depart from a nearby airport such as Minneapolis or Omaha if significant cost savings can be realized. Shuttle transportation must be provided if students are required to travel from an airport other than Des Moines.

Academic or cultural activities may have elements of risk that can’t be mitigated by simply making program participants aware of the risk. The COD IP Office will work with the Office of Risk Management and the ISU Office of University Counsel to determine which activities may require participants to sign an additional waiver.

Contracts

Contracts with partners or providers may be necessary depending on the program structure and activities you choose. You will discuss potential vendors with the Director of International Programs as part of the program development process. Contract negotiations will be coordinated by the COD Director of International Programs, and all contracts are signed by the Office of Procurement. **Faculty members and COD IP Office staff do not have the authority to sign on behalf of Iowa State University.**

No study abroad program bookings can be made until the entire cohort has been established through commitment in ISUAbroad because students are not financially liable until they commit. As noted above, any bookings made prior to student commitments must be 100% refundable or they become the responsibility of the program director’s home department or could be considered a personal expense.

Airline Tickets

As you are developing your program in conjunction with the COD IP Office, you will be asked about your preferences for airline tickets. The standard procedure, especially for Spring Break, Thanksgiving Break, and Winter Break programs is that you and all of the students will fly to and from the destination on a group flight reservation (this requires a minimum of 10 travelers). The IP Assistant will coordinate group flights based on the itinerary you have developed. The total cost of the airline tickets, including your ticket, will be divided equally among all program participants and applied to each participant’s U-bill as part of the program fee.

As per guidance from the ISU Procurement Services Office, the COD IP Office is unable to purchase flights for students, staff, or faculty that are not coordinated with the dates of the program, such as for one week of personal travel after the program ends. This would present a conflict with private sector enterprises because it creates the appearance that the COD IP Office is operating as a travel agency, which must be licensed in Iowa.
Deviations from the standard procedure include:

1. **Purchasing your own airline tickets:** If you wish to purchase your own flights, you must first work with the IP Assistant to obtain a quote from ISU’s contracted travel provider to determine the maximum amount for which you can be reimbursed after your travel is complete. If you purchase flights that are cheaper than the quote obtained, you can be reimbursed for the full amount of your purchase. If you purchase flights that are more expensive than the quote obtained, the difference becomes a personal expense.

2. **All travelers purchase their own airline tickets:** For some summer programs, you may wish for students to purchase their own tickets. The COD IP Office will provide them with guidelines that clearly state which day to arrive at which airport and through which day they must stay with the program group. The COD IP Office can assist participants by double checking flight itineraries before purchase to ensure the correct dates and cities have been chosen in accordance with the guidelines provided. Airline tickets will not be included in the program fee applied to each participant’s U-bill. Instead, the cost will be considered an out-of-pocket expense for each participant. While financial aid can be used to cover the cost of flights for a study abroad experience, an advance of financial aid funds from ISU is not possible to cover the cost of flights purchased outside of a program fee. You would have the option of ISU purchasing your flights, and in that case, the cost of your ticket would be part of the program fee and divided equally among all participants.

3. **Deviations from the itinerary:** Sometimes it may be possible for a small number of travelers to deviate from the group itinerary. If this is available, the IP Assistant will discuss it with you and offer it to students if you agree. Participants wishing to deviate will be required to sign an ISU waiver and to pay any difference in flight costs directly to the provider. These costs will not be added to a student’s U-bill, and they are considered to be an out-of-pocket expense for personal travel.

4. **A program with less than 10 travelers:** In a rare case, a study abroad program may have less than 10 travelers, including you. The IP Assistant will purchase individual tickets through ISU’s contracted travel provider with the same itinerary for all travelers on the official program dates only. Passport details will be required for each traveler before the entire booking process can be started. The total cost of the airline tickets, including your ticket, will be divided equally among all program participants and applied to each participant’s U-bill as part of the program fee. You would also have the option of purchasing your own flights (see points 1 and 2 above).

**Visas**

Visas may be necessary for you and/or students participating in the program. The Director of International Programs will research the visa requirements of the program destination(s) as part of the program proposal. If visas are necessary, the COD IP Office will provide support and guidance on how to obtain them.
Accompanying Individuals

You should make the Director of International Programs aware if your spouse, domestic partner, child(ren), and/or a caregiver will accompany you on the program. You will be asked to complete the ISU Spouse, Domestic Partner, Child and/or Other Caregiver Companion Agreement that includes conditions of participation, and a waiver regarding assumption of risks, release from liability and indemnification. A copy of the accompanying individual’s travel itinerary will be attached to the form, and your department chair or school director and the Associate Dean for Undergraduate Academic Affairs will sign to state they do not believe that their presence will infringe on program participants. The COD IP Office will also assist with obtaining international insurance coverage for the accompanying individual, which can be paid with your credit card directly to the insurance provider. Necessary travel documentation (passport, visa, etc.) and vaccinations are the responsibility of the accompanying individual.

You should also make the Director of International Programs aware if an unrelated person wishes to accompany the group in an official capacity. All participants in a program must have a role, so the COD IP Office will work with the ISU Office of Risk Management to develop a volunteer agreement.

International Insurance

Iowa State University requires that all study abroad program participants, program directors, and any individuals accompanying the group are covered by specialized insurance provided by the university’s contracted international insurance provider. This insurance is not for use in the United States, and it does not replace current insurance coverage. It does not include trip cancellation, trip interruption, or delayed baggage insurance. COD IP Office staff will assist with the enrollments of all travelers.

<table>
<thead>
<tr>
<th>Participant</th>
<th>International Insurance Paid By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>Student as part of program fee</td>
</tr>
<tr>
<td>Program director</td>
<td>Centrally funded by ISU</td>
</tr>
<tr>
<td>ISU-approved volunteer</td>
<td>Centrally funded by ISU</td>
</tr>
<tr>
<td>Family member</td>
<td>Own expense</td>
</tr>
<tr>
<td>Caregiver</td>
<td>Own expense</td>
</tr>
</tbody>
</table>
Part Four
Working with Students

Marketing and Recruitment
The COD IP Office will coordinate the marketing and recruitment for your program. All information distributed to students must be approved by the CHS IP Office to insure consistency and accuracy.

The COD IP Office will provide the following assistance with promoting your program:

▪ Create the ISUAbroad program brochure
▪ Create program listing on COD website
▪ Create and print paper handouts
▪ Make social media posts
▪ Send promotional e-mails
▪ Share information with interested students at events such as study abroad fairs, program information sessions, and departmental information nights
▪ Share information with interested students in individual study abroad advising appointments
▪ Share information with students in general classroom presentations

You should also be prepared to promote your program:

▪ Talk about the program in classes that you teach or at student organization meetings
▪ Talk to your faculty and staff colleagues and ask them to help with promoting your program
▪ Arrange to speak in the classes taught by your colleagues
▪ Attend and present at a program information session
▪ Attend your department’s study abroad information night and present about your program
▪ Attend the ISU Study Abroad Fair and staff your program’s table

Scholarships & Financial Resources for Students

COD Scholarships

https://www.financialaid.iastate.edu/scholarships/

ISU Scholarships

https://isuabroad.iastate.edu/index.cfm?Program_Type_ID=3&Program_Name=&pt=%7F&pi=%7F&pc=%7F&pr=%7F&FuseAction=Programs.SearchResults&SimpleSearch=1

Financial Aid

https://www.financialaid.iastate.edu/study-abroad/
ISUAbroad Application Process

Students will apply to participate in your study abroad program through ISUAbroad. Students will click on the “apply now” button on the electronic brochure to start their applications. There is a standard set of application elements that students applying to all CHS study abroad programs will complete, and each study abroad program can also have customizable application elements. The CHS IP Office recommends you require a one electronic recommendation from an academic adviser or faculty member and a brief essay about why students want to participate and how they will benefit from the program.

More information about the full set of standard and customizable application items is available from the COD IP Office.

Screening and Selection

After the application deadline, the COD IP Office will work with you to screen and select applicants. You may review applications in ISUAbroad or request from the office an Excel spreadsheet that contains all of the application data. Based on the strength of the applications, you will identify a list of students to accept, to put on a waitlist and to not accept. The COD IP Office will update statuses in ISUAbroad and contact students about next steps. Students will be asked to log in at ISUAbroad to commit to or decline their offers to participate. Your program’s cohort will be established when all students have committed to participate.

Late Applicants

COD study abroad programs have strict application deadlines that apply to all applicants. If additional time to recruit is needed up to four months prior to departure, an application deadline may be extended upon agreement with the Director of International Programs. In order to maintain a fair and open application process, late applications are not accepted.

Communicating with the Cohort

To facilitate communication for the program, the COD IP Assistant will create an e-mail list for the program that includes all committed students, COD IP Office staff, and you.
Pre-Departure Orientation Checklist
You will conduct pre-departure orientation sessions or a credit-bearing class concentrating on the site-specific and academic issues students need to know about to be prepared to participate in your study abroad program.

**Topic Suggestions for Initial Meeting:**
___ Program director introduction/biography, reasons for leading the program
___ Description of class, learning outcomes
___ Itinerary: basic description of the following (final itinerary will be provided closer to departure):
   ___ Flight information
   ___ U.S. ground transport arrangements to/from airport
   ___ Lodging information
   ___ Description of daily activities
___ Budget: cost estimate (subject to change); scholarship and financial aid information
___ If students don’t already know each other (or you!), schedule an activity to facilitate communication
___ Logistical reminders: ISU Abroad applications, passports

**Topics for Subsequent Meetings:**
___ CHUBB insurance, health, safety, risk issues*
___ Culture and customs; culture shock
___ Politics, economics, social issues, current events
___ Packing/luggage, including course supplies to bring and a dress code
___ Money
___ Climate
___ Electrical system (adapters/converters, voltage)
___ Communicating in-country and with home
___ Medications and prescriptions
___ Language
___ Behavioral expectations; professional conduct
___ Emergency procedures
___ Maps of country(ies), city(ies), program area(s)
___ Photos: illustrate destinations with images rather than only words
___ Prepare students for academics while abroad by assigning readings or providing other technical background knowledge
___ Presentations from previous participants, or if this is the first time the program has been offered, other students who have studied in the same location(s)

*Please arrange a time for the COD IP Office to speak to students on CHUBB insurance, health safety, and risk issues. Assistance can be provided with other topics listed above upon request.
Class Registration

Some COD study abroad programs have a credit-bearing pre-departure orientation course in the term prior to the study abroad program. The COD IP Office will work with you and your department to have the pre-departure course added to the Schedule of Classes, and the IP Assistant will register committed students for the class.

The class you will teach abroad will be added by the Registrar’s Office to the Schedule of Classes after the program proposal is approved by EAC. The IP Assistant will also register committed students for this class.

Billing

The COD IP Office will bill students’ U-bills for their study abroad program fee prior to departure. Students have the option of paying the program fee over three months in equal installments, and they can set up a payment plan with the Accounts Receivable Office. Tuition and fees are billed by the Registrar’s Office.

Withdrawal

If a student has committed to a place on a College of Design study abroad program through ISUAbroad, but they can no longer participate, they will need to officially withdraw from the program.

Students are advised that the first step is to review the COD Study Abroad Participation Agreement that was signed electronically as part of their ISUAbroad application. It includes the full withdrawal policy for programs coordinated by the college. After reviewing the agreement, the student should e-mail the Director of International Programs to discuss the withdrawal and obtain the required “Request for Withdrawal from an International Program” form.

Most withdrawals will result in a financial penalty. In addition to a withdrawal fee, a withdrawing participant is also responsible for all non-recoverable program payments the college is obligated to make on their behalf. In the case of a medical withdrawal only, the College of Design International Programs Office will negotiate with the relevant program partners to seek a refund, but there is no guarantee any expenses can be recovered. Any charges will be applied to the student’s U-bill.
Part Five
Program Director Training and Preparation

Shared CyBox Folder

The COD IP Office will create a shared CyBox folder with you for training and preparation documentation. The standard documentation we share includes:

**General Information**
- This handbook
- Program director workshop handouts and slides
- Spouse, etc. agreement (if necessary)

**Emergency Procedures**
- Emergency contact file for you
- Emergency contact file for your participants
- CHUBB insurance guide
- CHUBB dependent enrollment form (if necessary)

**Program Finances**
- “Allowability and Appropriateness” guide for expenses
- Event card guide for Workday
- Spend Authorization guide

The shared CyBox folder will also be where documents are located that the COD IP Office and you need to access on a regular basis as we all prepare for your study abroad program.

ISUAbroad Travel Registration

[https://isutravel.iastate.edu/](https://isutravel.iastate.edu/)

Program Director Training - Information under review by ISU

The program director training process is currently being reviewed by ISU. This section will be updated with new information when it is available.
Part Six
Student Conduct and Emergencies

Student Conduct

Student behavior abroad is governed by:
- ISU Student Disciplinary Regulations (Code of Conduct)
- ISU Study Abroad Conduct Code
- Host institution’s conduct code
- Host country’s laws

Study Abroad Conduct Code
An Iowa State University (ISU) study abroad program provides the student involved with an opportunity to pursue academic study for credit outside the United States. Students are expected to take advantage of the cultural opportunities involved and are responsible for their behavior during the program. The Study Abroad Center (SAC) has developed the following Study Abroad Conduct Code that all students are required to follow while studying abroad:

Student Conduct and Disciplinary Procedure, General
A student participating in an ISU study abroad program assumes a dual status as an ISU student and a student of the host institution and/or host country. ISU students abroad are subject to, and should be familiar with, ISU student conduct policies as well as the laws of their host country and the academic and disciplinary regulations of the host institution or residential housing program. Students should note that SAC policies for students studying abroad are more strict than ISU campus disciplinary policies because of the broader consequences of student conduct when abroad; e.g., student conduct may affect ISU’s relations with the host institution and local community or arouse anti-American sentiments. In addition, students should note that SAC disciplinary procedures are more compressed than campus procedures due to the short duration of many ISU programs, the need to address disciplinary matters more quickly while traveling abroad, and the limited resources that are available in the host country to resolve disciplinary issues.

Student Agreement, Conditions of Participation
Before departure, ISU students studying abroad sign the Conditions of Participation form acknowledging their understanding of SAC policies governing study abroad. The Conditions of Participation state:

1. I understand and agree that, as a participant in an International Travel or Study Abroad Program (“Program”), I am subject to the following: a) the ISU Student Conduct Code (ISU Student Disciplinary Regulations), b) the ISU Study Abroad Conduct Code (Study Abroad Student Handbook), c) host institution conduct codes, and d) host country laws.

2. I understand that behavior that is not in accord with these Conditions of Participation may result in disciplinary actions, which could include termination of my participation in the Program and being returned to the United States.
3. I fully understand that the procedures to be used at ISU in the event of my violation of any of the respective conduct regulations are the Study Abroad Disciplinary Procedures contained in the Study Abroad Conduct Code and that these procedures are in addition to procedures associated with any of the above-mentioned codes and laws.

4. I understand that I may be dismissed from the Program if: a) I engage in actions endangering others or myself or b) my conduct is considered to be detrimental to or incompatible with the best interest and welfare of the Program. I further agree, if dismissed from the Program, to be responsible for all expenses incurred in returning to the United States.

5. I understand that I am subject to the laws of the host country (and any other country in which I travel) and agree to abide by those laws. I further understand that ISU may be limited in its ability to provide assistance in the event of my arrest. ISU may also institute disciplinary proceedings concerning my violation of the laws of a foreign country.

6. I understand that Program directors may establish additional conditions of participation or requirements for a Program and that I am subject to all policies and requirements of a Program in which I participate.

7. I agree to participate fully in all portions of the Program and agree that any deviation I make from the Program design must have the prior written approval of the Program director or coordinator.

8. I agree to notify the on-site Program director or coordinator if I am planning extended individual travel during the Program. Where possible, I will provide the on-site Program director or coordinator with itinerary details of the proposed trip including plane, bus, and train schedules.

9. I understand that students participating in an ISU Program need to be willing to learn about their host cultures and be open to new ideas even though these may be culturally challenging. I am aware that it is both inappropriate and culturally insensitive to promote religious or political agendas in a host country; further, such behavior can cause offense and potentially place me in harm’s way. I understand that I cannot expect to change the society I am visiting and, as a representative of ISU, I should not engage in such activities. I understand that freedom of expression is not a universal right and may not be protected by law in some countries. I will demonstrate respect for the host culture even though I may not agree with all aspects of that culture, and I understand that behavior that is inconsistent with this statement may lead to my dismissal from the Program.

10. I understand that my withdrawal or dismissal from the Program prior to completion of the Program term or my participation in behavior that is not in accord with these Conditions of Participation may result in my need to return all or part of my financial aid.
Prohibited Conduct
Misconduct by ISU students studying abroad can lead to removal from the study abroad program and may, in addition, result in a decision by ISU to impose further sanctions, such as suspension or dismissal from ISU. Misconduct abroad refers to student actions that, in the judgment of the Program Director and/or officials of the SAC, jeopardize the student's own welfare or that of fellow students and/or the integrity of the program. Such actions include, but are not limited to, the following:

- Academic dishonesty;
- Obstruction or disruption of teaching or other university activities;
- Unauthorized absence from class and/or other organized program activities;
- Use of, or threats of, physical violence;
- Violating the laws of the country in which the student is traveling or living;
- Violating the academic or disciplinary regulations of the host university or residential housing program where the student is studying;
- Openly abusing the customs and mores of the host community;
- Damage to, or destruction of, property of others;
- Alcohol or substance abuse; and
- Eviction from one's lodging.

ISU Student Disciplinary Regulations (Code of Conduct) also apply to students in study abroad programs. A complete list of conduct and behavior that are subject to disciplinary sanctions by the ISU Dean of Students can be found in Section 4.2 of the ISU Student Disciplinary Regulations (Code of Conduct).

Special Note on Substance Abuse: Student use or possession of controlled substances may be punishable by severe penalties. Students caught with illegal drugs are subject to local laws of the country in which the student is traveling or living. In addition, personal involvement or association with others involved with drugs of any kind may be considered misconduct abroad and a violation of the Conditions of Participation.

Study Abroad Disciplinary Procedure

1. Reporting Misconduct: The person who has observed or is aware of alleged student study abroad misconduct should contact the Program Director and report the misconduct and alleged violation.

2. Investigation and Conduct Meeting: The Program Director is responsible for carrying out the initial investigation of all alleged student violations of the Study Abroad Conduct Code and ISU Student Disciplinary Regulations (Code of Conduct). Normally, this investigation should consist of interviews with the reporting party and any witnesses and a review of any written materials related to the misconduct. The person alleged to have violated the regulation or standard of conduct shall have the opportunity to explain what occurred at a conduct meeting with the Program Director. When the person alleged to have violated a regulation or standard of conduct is interviewed, he/she must be informed of the nature of the allegation, the regulations or policy allegedly violated, his/her right to respond, and the procedures to be followed.
3. Verbal Warning: Program Directors or instructors are empowered to issue a verbal warning if they observe or have determined that a student’s behavior is not in accord with the Study Abroad Conduct Code.

- Verbal Warning: An official, although oral, warning to the student that his/her conduct is in violation of the Study Abroad Conduct Code.

4. Written Warning: If, after the investigation and conduct meeting where the student involved has the opportunity to discuss the alleged misconduct violation, the Program Director believes that disciplinary action is appropriate, the Program Director may issue a Written Warning (available in the appendix).

- Written Warning: An official written notice to the student of the study abroad misconduct violations and that failure to meet expected behavior or repeated violations may result in dismissal from the study abroad program.

Written Warnings, whenever possible, shall be faxed or otherwise communicated to the SAC within 48 hours of the occurrence. The SAC may distribute the information to other campus units as appropriate.

5. Dismissal from the Study Abroad Program: This sanction removes the student from a study abroad program. It is permitted when a student either fails to meet the conditions of a prior Written Warning or commits such a serious violation that it is contrary to paragraph #3 of the Conditions of Participation.

Certain behaviors may lead to dismissal from a study abroad program. These include but are not limited to academic misconduct, eviction from housing on grounds of inappropriate conduct, exceeding the number of unexcused absences from class allowed for the program, willful destruction of property, posing a safety hazard to oneself or others, and criminal conduct.

If, after an investigation and conduct meeting where the student involved has the opportunity to discuss the alleged misconduct violation, the Program Director believes that dismissal is appropriate, the Program Director will contact the SAC. All dismissal decisions shall be rendered in consultation with the SAC. The SAC may conduct an independent investigation of the incident and may request additional information. If a decision to dismiss the student from the program is made, the Program Director shall issue a Dismissal Notice to the student.

- Dismissal Notice: An official written notice to the student stating the study abroad misconduct violation(s) and the terms of the student’s dismissal from the study abroad program (available in the appendix).
Completed Dismissal Notices, with the student signature whenever possible, shall be e-mailed to the SAC within 48 hours. The SAC may distribute the information to other campus units as appropriate. Although dismissal from a study abroad program does not constitute dismissal from ISU, ISU may elect to impose sanctions in addition to those imposed by the study abroad program. If a student from another institution is attending an ISU study abroad program and is subject to disciplinary action while in the ISU study abroad program, the student's home institution may also be notified.

6. Appeal: A student may exercise his/her right to appeal a dismissal decision. This does not alter the student’s obligation to absent him/herself from all premises used by the program for the duration of the program and return to the United States. The appeal must be in the form of a letter to the ISU Dean of Students. This letter may include any relevant documents and testimonials that the student wishes to enter into the record.

The Dean of Students or his/her designee shall either concur with or overturn the dismissal decision of the Program Director and the SAC. He/she will inform the student in writing of the decision. This decision will also be communicated to the SAC Director, Program Director, and host institution, if appropriate. The SAC will be responsible to inform any other appropriate campus offices or officials. If a student from another institution is attending an ISU Study Abroad Program and is subject to disciplinary action while in the ISU study abroad program, the student's home institution will also be notified.

**ISU Student Disciplinary Regulations**

If the student's conduct is also in violation of the *ISU Student Disciplinary Regulations (Code of Conduct)*, the ISU Office of Judicial Affairs may undertake disciplinary action, including imposing sanctions of suspension or expulsion from ISU. Such actions are pursuant to proceedings under Section 5.6 of the *ISU Student Disciplinary Regulations (Code of Conduct)*.

**Consequences of Dismissal**

Upon issuance of a Dismissal Notice, the student's participation in the study abroad program shall be concluded immediately. Dismissal of a student from the program shall not diminish or otherwise affect the student's obligation to make any and all payments to ISU. A student who is dismissed from a study abroad program may receive a grade of “F” in all course work in progress. In addition, the student will not be entitled to a refund of fees, may be required to reimburse ISU for financial aid received, and is responsible for all non-recoverable costs incurred by the host institution as well as personal financial obligations, e.g., utility bills, rent. A student's registration at ISU may be blocked pending the meeting of all such financial obligations and/or disciplinary action. Once a student has been dismissed from the program, he/she shall be required to absent him/herself from all premises used by the program for the duration of the program and return to the United States at his or her own expense.
Emergency Response Procedures

The Director of International Programs will prepare emergency response guides for both you and your participants specific to your program location. Each guide will include information like what is listed below. In addition, the guide also identifies the closest U.S. Embassy or U.S. Consulate (and any embassy or consulate for non-U.S. nationals participating in the program), the time difference between Ames and your destination(s) and COD IP Office contact details.

<table>
<thead>
<tr>
<th>What is an emergency? If the following occur:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Get local help immediately</td>
</tr>
<tr>
<td>2. Contact the Office of Risk Management</td>
</tr>
<tr>
<td>3. Contact ISU’s contracted insurance provider</td>
</tr>
<tr>
<td>• Natural or human disaster (earthquake, flood, hurricane, fire, nuclear incident) • Death</td>
</tr>
<tr>
<td>• Incapacitated program director</td>
</tr>
<tr>
<td>• Missing participant</td>
</tr>
<tr>
<td>• Assault (physical/sexual)</td>
</tr>
<tr>
<td>• Political/civil unrest</td>
</tr>
<tr>
<td>• Serious illness or injury</td>
</tr>
<tr>
<td>• Arrest</td>
</tr>
<tr>
<td>• See page two for questions to help you gather information about an emergency situation</td>
</tr>
</tbody>
</table>

1. For local emergency services in your destination dial: _________

2. Iowa State University Office of Risk Management 24/7 Emergency Line: 001.515.294.7700
After your call, Office of Risk Management staff will contact the CHS International Programs Office

3. Contracted insurance provider information
   Telephone: ___________________________
   E-mail: ____________________________
   Insurance policy number: ______________

How to call collect from abroad with AT&T
1. You must enroll in AT&T’s USADirect Plan before departure to take advantage of USADirect rates. To enroll call 1-800-731-8230 or 1-800-435-0812.
2. When abroad, dial the AT&T access number for the country you are calling from. For your destination, the access number is: _______
3. When asked for the telephone number you are calling, press zero or stay on the line for an operator.

Your emergency response guide will also include a page of questions to help you document the emergency and communicate vital details when you contact the Office of Risk Management and ISU’s contracted insurance provider. There are basic questions to ask for all emergency situations and specific questions for each of the emergency situations listed in the box above.
Dealing with Students in Distress

Students today experience more stress than ever before
- Under more stress financially and socially
- Increased availability and use of drugs
- Increased incidence of violence
- More socially isolated
- Family instability
- Information overload
- Terrorism

How this impacts faculty and staff
- Faculty and staff are often the first line of contact for students in distress
- Students often initially look to faculty and staff for support
- Faculty and staff can offer important assistance to students
- A student in distress may require more time and expertise than you have available

What to do
- Recognize the signs of student distress
- Recognize the different severity levels of distress
- Know how to interact with students in distress
- Know what resources are available for assisting students in distress
- Know when it is prudent to refer a student to Student Counseling Services
- Know when to call in the problem on the emergency telephone

Symptoms of Depression
- Feeling slowed down or agitated
- Fatigue or loss of energy
- Feelings of worthlessness or guilt
- Poor concentration
- Suicidal thoughts
- Sleeping too much/too little
- Eating too much/too little
- Feeling sad every day
- Lack of interest/motivation

Symptoms of Anxiety
- Irritability
- Muscle tension
- Difficulty falling asleep, staying asleep, or restless, unsatisfying sleep
- Panic
- Excessive anxiety and worry
- Difficulty controlling worry
- Restlessness, feeling keyed up or on edge
- Difficulty concentrating
Indicators of Sexual Assault
- Shock, guilt, confusion, anger, fear, helplessness, and depression
- Difficulty concentrating on lectures
- Withdrawal from class discussion
- Withdrawal from interaction with peers
- Excessive absence from class
- Flashbacks while in class
- Student may need medical attention

Signs of Substance Abuse
- Preoccupation with drugs
- Reduced ability to participate in class activities
- Lack of motivation
- Deteriorating academic performance
- Increasing absences from class
- Periods of memory loss (blackouts)
- Student is accident-prone

Suicidal Potential
- Feelings of depression, hopelessness, and futility
- A severe loss or threat of loss
- A detailed suicide plan
- History of a previous attempt
- History of alcohol or drug abuse
- Lethality and availability of method
- Poor proximity of social support

How to Recognize a Distressed Student:
Low Stress Level
- Behavior is not yet disruptive
- Serious grade problems
- Excessive absences
- Becoming withdrawn and isolated
- Depressed mood
- Marked change in appearance
- Falling asleep in class

What You Can Do to Help:
- Express concern
- Be honest and genuine
- Stay connected and supportive
- Normalize the student’s problems
- Help get them involved
- Help them get support (friends, family, church, counseling, etc.)
- Don’t ignore strange or inappropriate behavior
- Consult with Student Counseling Services and the CHS IP Office
Moderate Distress Level
▪ Significant emotional distress
▪ Repeated requests for special consideration
▪ Disruptive behavior in class
▪ Unusual or exaggerated emotional responses

What You Can Do to Help
▪ Express concern about seriousness of problem
▪ Develop a plan of action
▪ Assess for safety
▪ Refer/escort student to counseling center
▪ Involve family and/or friends
▪ Follow up with student

High Distress Level
▪ Extreme emotional distress and need for urgent care
▪ Aggressive, hostile, or violent behavior
▪ Inability to communicate clearly
▪ Loss of contact with reality
▪ Overtly suicidal thoughts
▪ Homicidal thoughts

What You Can Do to Help
▪ Remain calm and firm
▪ Do not escalate the situation
▪ Involve other university personnel and call the CHS IP Office
▪ Contact police if needed
▪ Escort student to counseling
▪ Escort student to hospital emergency room

Adapted from Campus Challenge: Students in Distress, Student Counseling Services, Iowa State University
ISU Alcohol Policy and Alcohol on Study Abroad Programs

Iowa State University Alcohol Policy

Alcohol Use - Students and Student Organizations
Refer to ISU’s policy on student alcohol use

Introduction
Iowa State University is committed to maintaining an environment conducive to healthy lifestyles, including the academic and personal development of all members of the university community. Members of the university community are accountable for their own actions and are expected to make responsible, lawful decisions regarding the use of alcohol. Iowa State University encourages students to hold substance free events and programs.

This policy applies to all students and student organizations affiliated with or recognized by the university. See also the “Alcohol, Drugs and Other Intoxicants” policy which pertains to all university employees, students, and visitors.

Policy Statement
Alcohol may be used only in ways that neither harm nor degrade the individual or the university community. The university community must encourage responsible behavior for those individuals who consume alcohol and respect the rights of individuals who choose not to consume alcohol. Consistent with these rights, the institution will encourage responsible decision-making regarding the consumption of alcoholic beverages.

The university recognizes that some individuals have difficulty with alcohol because they are chemically dependent. Although the institution has an interest in helping those individuals, it neither ensures the safety of nor protects those individuals from the consequences of their acts or violation of this policy or any other rule or regulation.

In order for the university to be consistent and fair in the implementation of this policy, all organizations affiliated with or recognized by the university must observe the following policies with regard to the possession, consumption, distribution, and promotion of alcohol on university property.

Time, Place, and Conditions

The university has the authority to determine the time, place, and conditions under which alcoholic beverages are consumed on university property. Persons under the legal drinking age may not consume or have alcoholic beverages in their possession. The university will clearly designate all locations where alcoholic beverages may be served. Unless specifically allowed by state permit or university policy, the consumption of alcoholic beverages is not permitted within university buildings, within university vehicles, or on other university property.
Safety

Drinking activities that are potentially dangerous, such as “chugging” of alcoholic beverages, competitive drinking activities, and activities that employ peer pressure to force participants to consume alcohol, are prohibited. Alcohol is not to be used as an award or prize.

Supervision and Compliance

When alcoholic beverages are served at a social function, the sponsoring organization shall provide adequate supervision at the event and comply with all the applicable laws, ordinances, and rules governing the distribution, possession, and consumption of alcoholic beverages.

- Individuals sponsoring the event must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.
- Nonalcoholic beverages and food are to be provided whenever alcohol is served. They must be displayed as prominently as the alcohol. They must also be available in appropriate quantities depending upon the number of people in attendance.
- The quantity of alcohol available at an activity is to be based upon the number of people of legal drinking age expected to attend and the duration of the activity.
- Advertising for events that specify or emphasize the quantity of alcohol to be served is prohibited. Nonalcoholic beverages are to be advertised as prominently as alcohol.
- All individuals or registered groups must comply with the laws of the State of Iowa, the ordinances of the City of Ames, and the policies of Iowa State University. It is the duty and responsibility of the sponsoring organization(s) or individual(s) to provide adequate supervision and to comply with all applicable laws and university regulations including the activity authorization process.
- Cash bars are subject to restrictions. See the “Alcohol, Drugs and Other Intoxicants” policy.

Residences

To the extent possible and reasonable, the institution will respect a student's privacy within his/her university housing room. Possession and consumption of alcoholic beverages is permitted in university housing according to the policies established by the Department of Residence and only for those persons having attained drinking age as stipulated in the laws of the State of Iowa.
Part Seven
Returning to Iowa State University

Student Re-entry Programming

The COD IP Office offers re-entry programming to help students reflect on their time abroad, learn how to list their experience on their resume and talk about it in an interview, and discover how they can remain involved with international activities on campus. Please let the COD IP Office know if you would like a staff member to make a presentation to your returned students.

Reimbursements

The COD IP Office follows ISU policy for the allowability and appropriateness of reimbursements. Each receipt must be fully documented on either a general or hospitality expense form, and both forms (as fillable PDFs) are available from the IP Assistant. Receipts and expense forms should be submitted no later than 30 days after the conclusion of travel. You should also refer to the ISU Controller’s website for a summary of allowable travel expenses.

Student Evaluations

After the end of the study abroad program, the Director of International Programs will contact participants and ask them to complete a program evaluation in ISUAbroad. The COD IP Office uses student feedback to review and to make improvements to its study abroad programs. Much like the course evaluations students routinely complete each semester, this information is shared with you as the instructor of record, but everything distributed is anonymous.

Final Report Requirements

The Education Abroad Committee (EAC) requests a final report about each program, which is due 60 days after the program returns from abroad. The Director of International Programs will provide you with the form to fill out after your program, and the information you discuss in your debriefing meeting will help you to write up the report. The report is not meant to be exhaustive, and a couple of sentences or a short paragraph will be sufficient for each answer. If an answer does not apply to your program, it is okay to leave it blank or write N/A. The report also requests a final itinerary for the program. The COD IP Office will add the final itinerary you provided prior to departure unless there were significant changes to the program made in country. In addition to the EAC, the final report will be distributed to your Department Chair or School Director, the Associate Dean for Undergraduate Academic Affairs, the Dean, and members of the COD International Programs Committee.
Iowa State University
Study Abroad Program Written Warning

Name of student:

Date and location of incident:

Brief summary of violation:

Witnesses:

On (date) the above-named student was determined to have violated the ISU Study Abroad Conduct Code in the following manner:

WRITTEN WARNING: The student is therefore receiving this written warning. If the above named student fails to comply with the expected behavior specified below or if the student continues to violate the ISU Study Abroad Conduct Code, s/he will be dismissed from the study abroad program and must return to the United States immediately at his/her own cost.

Expected Behavior:

____________________________
Student signature          date

____________________________
Program Director’s signature date

Please email to the COD IP Office at chsintl@iastate.edu within 48 hours of signing.
Iowa State University
Study Abroad Program Dismissal Notice

Name of student:

Date and location of incident:

Brief summary of violation:

Witnesses:

Please mark as appropriate:
_____ After having received a prior written warning the above-named student has not desisted from continuing to violate the Study Abroad Conduct Code, nor has s/he fulfilled the required expected behavior conditions as specified on the Written Warning. For this reason, the student in question is being dismissed from the program.
_____ The seriousness of the violation is such that further participation by the above-named student would be to the detriment of the study abroad program and its participants or cause detriment to the best interest and welfare of the program and to ISU. For this reason, the student in question is dismissed from the study abroad program.

To be completed by the student:
I understand that, due to my violation of the Study Abroad Conduct Code, I have been dismissed from the above-mentioned study abroad program. Dismissal shall not affect my obligation to make any and all payments to ISU. I understand that I may receive a grade of “F” in all coursework in progress; in addition, I will not be entitled to a refund of fees, may be required to reimburse ISU for financial aid received, and I am responsible for all non-recoverable costs incurred by the host institution and/or ISU. I understand that the conduct that led to my dismissal from this program may also lead to further sanctions upon returning to ISU.

I agree to immediately absent myself from all premises used by the study abroad program and return to the United States.

________________________________________
Student signature     date

________________________________________
Program Director’s signature     date

Please email to the COD IP Office at chsintl@iastate.edu within 48 hours of signing.