

UPP 1-18: Policy on Marquette University Sponsoring Employees Traveling Abroad with Students and Others Participating University Policies & Procedures

Direct all Inquiries to: Office of the Provost 288-7511
provost@marquette.edu

Replaces: UPP 1-18 issued 2/24/05

Key Terms: traveling abroad; study abroad; service learning; service;
international programs; approval; requirements; IMAP

Effective Date: 03/07/06

Policy Number: UPP 1-18

WHY DO WE HAVE THIS POLICY:

This policy is intended to define the approval process, required documentation and pre trip planning requirements for Marquette University employees coordinating, leading or as the sole employee participating in travel abroad involving students. The requirements delineated in this policy also pertain to the Marquette University sponsored study abroad programs.

WHAT IS THE POLICY:

Purpose

To delineate the requirements and guidelines for all Marquette University employees who coordinate, organize, and/or participate in programs that involve Marquette University students visiting other countries. This policy provides the framework that will assist in managing the risk associated with participation in these programs. This policy covers all service learning programs, service projects, student organization sponsored travel abroad, service trips, study abroad programs, international study programs, international student internships (even if no Marquette employee accompanies the student(s)), international programs and any other trip involving Marquette University employees traveling abroad with Marquette University students participating or Marquette University student(s) traveling abroad under a program sponsored by the university.

Requirements

The Marquette University employee coordinating or the only Marquette University employee participating in a program/project that includes the involvement of Marquette University students traveling internationally shall ensure at a minimum the completion of the requirements contained in this policy.

Student Organizations: Recognized student organizations that are interested in international travel or service must submit a detailed proposal to the Office of Student Development for review at least six months prior to the planned trip. A faculty or administrator advisor must be identified to serve as the sponsor who will work with the designated student organization leaders planning the trip. All of the requirements addressed in this policy must be followed.

I. Documentation

A. Approval

1. Established Programs

- a. The Marquette University employee who is the only employee or is designated as the trip coordinator for travel abroad involving Marquette University students must have their Marquette University Foreign Travel Information Form (Involving Student participation) signed as follows:
 - i. For all service learning, service projects (except IMAP), international programs and any other travel abroad involving students by the Dean of the college who is the primary sponsor of the trip.
 - ii. Trips sponsored by IMAP by the Executive Director University Mission and Identity.
 - iii. Trips coordinated by the Office of Student Development by the Vice President for Student Affairs.
 - iv. Trips sponsored by the Les Aspin Center by the Vice Provost for Undergraduate Programs and Teaching.
- b. Oversight for the existing Study Abroad Program and South Africa Service Learning Program is provided by the Deans of the College of Arts and Sciences and College of Business Administration.

2. New Programs or Established Programs Going to New Locations

- a. All new service learning programs, service projects, and international programs or current programs including study abroad expanding to new locations must receive approval from the Provost or Senior Vice President before taking students abroad.
 - b. The Office of Student Development will submit to the Provost or Senior Vice President a copy of the Student Organizations detailed proposal for taking students abroad for final approval.
3. Any other new program/project involving Marquette University employees participating in students traveling abroad must obtain approval from the Provost or Senior Vice President.
 4. Programs/projects requiring approval from the Provost or Senior Vice President must submit documentation that includes the program dates,

program name, location of program, purpose of visit, and lodging information. Documentation must be forwarded via the respective Dean, Vice President for Student Affairs, Executive Director for University Mission and Identity or the Vice Provost for Undergraduate Programs and Teaching to the Office of the Provost or Senior Vice President at least three months prior to the planned departure date.

5. The Policy Requirements Spreadsheet depicts the required level of approval and overall requirements for all programs.

B. Application

All programs must utilize an application process with established deadlines at least three months prior to the planned travel. This timeframe is necessary to allow all participants ample time to complete paperwork, medical evaluation and pre-trip preparations. Suitability of students to participate in the program must also be considered when reviewing the application.

C. Marquette University Foreign Travel Information Form (Involving Student participation):

This form must be completed by all Marquette University employee(s) participating in any of the travel abroad programs involving student participation. For the Marquette University employee designated as the trip coordinator or for the only Marquette University employee participating in this trip please review paragraph four below for additional requirements.

1. Marquette University employee(s) upon completing the Marquette University Foreign Travel Information Form must have it signed by his or her Department Supervisor/Chair and forwarded to Charyl Burke, Director of Risk Management: charyl.burke@marquette.edu (8-6806) at least three weeks prior to departing upon the trip.
2. The Marquette University Foreign Travel Information Form may be obtained from the Director of Risk Management at: charyl.burke@marquette.edu (8-6806), from the General Counsel web site: <http://www.marquette.edu/ogc/forms/index.shtml> or at the end of this policy.
3. The Marquette University Foreign Travel Information Form should be completed by the Marquette University employee who is traveling abroad as the on-site coordinators for the Madrid Study Abroad Program and the Cape Town South Africa Service Learning Program. These individuals should complete this form prior to their departure.
4. **The Marquette University employee (faculty member/administrator or other) who is the designated trip coordinator or is the only Marquette University employee participating in the trip must attach the following information to their Marquette University Foreign Travel Information Form:**
 - i. A list containing the name(s) and college/department and U.S. contact information (in case of an emergency) for all participants. Reference the Trip Participants and U.S. Contact

Information form, which can be accessed at the end of this policy.

- ii. The name and contact information for the Marquette University employee(s) who will be the primary point of contact in the Milwaukee or D.C. (for Les Aspin Center trips) area during the timeframe of the trip.
 - iii. The primary point of contact must have a copy of the Trip Participants and U.S. Contact Information form to facilitate contacting participant's families in case the need arises.
 - iv. The primary point of contact's local contact information must be forwarded to the Public Safety Department to facilitate weekend and after-hour contact if required in case of an emergency.
 - v. The name and telephone number of the in-country host group or Non-Governmental Organization (NGO) supporting the trip. This is critical in case a participant of the program needs to be contacted concerning an emergency at home while on the trip.
 - vi. The Marquette University Foreign Travel Information Form must be signed by the appropriate Dean, Vice President for Student Affairs, Executive Director of University Mission and Identity or the Vice Provost for Undergraduate Programs and Teaching (as delineated in the Approval section of this policy).
 - vii. The signed form with attachments must be forwarded to Charyl Burke, Director of Risk Management: charyl.burke@marquette.edu at least three weeks prior to departing on the trip. A copy of the Marquette University Foreign Travel Information Form must also be provided to his/her Department Supervisor/Chair.
5. The Director of Risk Management will forward a copy of this form with attachments to the Special Assistant to the Provost, Office of the Provost: dale.kaser@marquette.edu. The Office of the Provost will ensure the Marquette University public folder on student travel abroad will be updated with this information.
 6. Questions concerning completion of the Marquette University Foreign Travel Information Form should be directed to Charyl Burke, Director of Risk Management: charyl.burke@marquette.edu (8-6806).

D. Waiver of Liability and Release Form

The Waiver of Liability and Release Form must be signed by every participant EXCEPT for Marquette University employee(s). Those not completing this form must be excluded from participating. The program/project coordinator or sole Marquette University employee participating in the trip can obtain this form by contacting Jeff Kipfmüller, Associate General Counsel: jeff.kipfmuelle@marquette.edu (8-7343). This form should be obtained as soon as possible but at least four weeks prior to departure.

1. Completed forms must be maintained by the primary sponsor for a minimum of three years from the date of return. Forms must be maintained longer than three years if the participant is a minor (less than 18 years of age).

2. The waiver form for minors (less than 18 years of age) must be signed by a parent or legal guardian.
3. Questions concerning completion and maintaining the Waiver of Liability and Release Form should be directed to Jeff Kipfmüller, Associate General Counsel: jeff.kipfmuller@marquette.edu (8-7343).

E. Emergency Contact/Medical Information Form

This form must be completed by every participant (employee, student, alumni or other). Individuals not providing emergency contact information must be excluded from participating. Original forms must be maintained by the Marquette University employee coordinating/leading the project. Medical information on this form must be handled in a confidential manner. Reference the Emergency Contact/Medical Information Form, which can be accessed at the end of this policy.

II. Medical/Emergency Issues

A. Health Insurance

Participants are required to have personal health coverage that will cover them during international travel. Individuals must contact their current health insurance company to obtain the required coverage. Insurance information must be provided on the Emergency Contact/Medical Information Form.

B. SOS Scholastic Traveler Program

Assistance is provided by SOS International. This is an emergency medical and security assistance program, providing Marquette University employees and students with comprehensive emergency protection. This program is not a substitute for travel abroad health insurance coverage. Personal health coverage is required for all participants.

1. Program coordinators or Marquette University employee(s) participating in the trip should contact Charyl Burke: charyl.burke@marquette.edu (8-6806) for SOS traveler information and to obtain the emergency assistance card for each program/project participant. SOS Scholastic Traveler Program information is located at: <http://www.internationalsos.com/private/marquette/index.cfm>

C. Marquette University International 1-800 Number

This number is an emergency number, usable 24/7, connected directly to the Marquette University Public Safety Department and can be used from overseas in case of an emergency situation requiring the need to contact the University. The number is: U.S. country code then 1-800-818-9825.

III. Trip Preparation

Proper trip preparation is an important part of minimizing the risk involved in traveling abroad. Listed in this section are the steps the program coordinator or Marquette University employee participating in the trip must follow on preparing participants for their travel abroad.

A. Political Climate for Traveling Abroad

The United States Department of State web site must be reviewed by the program coordinator to ensure that the political climate in the visiting country is safe for student travel: <http://www.travel.state.gov>. SOS International also has a very informative web site with detailed information on political climate and other issues of concern in the host countries at <http://www.internationalsos.com>.

B. Registering with the U. S. Embassy

It is highly encouraged that each participant registers with the U.S. Embassy prior to traveling abroad: <https://travelregistration.state.gov/ibrs/>.

C. Preparation of a Pre-trip Packet

The information contained in the pre-trip packet must be provided to the participants a minimum of eight weeks prior to departure so there is adequate time to complete pre-travel arrangements such as passports and medical screenings. This list may be amended as required for the Study Abroad and South Africa Service Learning programs.

The following information, at a minimum, must be included in the pre-trip informational packet:

1. Trip itinerary, travel dates/times and airline information. Passport /visa requirements:
http://www.travel.state.gov/passport/passport_1738.html
2. Trip cost/donation efforts.
3. Emergency Contact/Medical Information Form must be completed and returned at least 4 weeks prior to departure. Information provided on emergency contact sheet must be current and correct.
4. Every participant should have an SOS travelers card and information on how to use the 1-800 number to Marquette University.
5. Health Information Sheet (country specific)
 - a. Participants must visit their personal doctor to receive immunizations and updated medical information on traveling to that particular part of the world. The Marquette University Student Health Clinic may be of assistance in providing this service.
 - b. Refill of personal prescriptions to ensure adequate supply for duration of trip.
 - i. Prescriptions must be carried in original containers.
 - ii. Individuals must have copies of prescriptions with them.

- c. Health Information Sheet should include information on recommended immunizations and any other health concerns for that particular area.
- d. The Department of Health and Human Services Center for Disease Control and Prevention web site must be consulted for updates on country-specific medical issues: <http://www.cdc.gov>
- e. Health information can also be obtained from the World Health Organization web site: <http://www.who.org>
6. Information on “Basic Preventive Measures” covering such topics as:
 - a. Insect precautions
 - b. Safe food and water
 - c. Blood-borne and Sexually Transmitted Diseases (STDs)
 - d. Safety and crime
 - e. Blending in with the local environment
7. Detailed information on what and what not to bring.
 - a. How to pack (luggage limitations)
 - b. Required and optional clothing
 - c. Financial issues: how much money to bring, credit cards, traveler checks. Accessibility to ATMs and check cashing facilities
 - d. Unique items such as suntan lotion, insect repellent
 - e. Prescriptions, first aid material
8. Local language assistance sheet.
9. Information on the local support group, faith based organization or Non-Governmental Organization (NGO) that will be assisting and/or supporting the group while in the country.
10. Information on the history of the country and region.
11. Details on what to expect when arriving and during the stay. Describe the housing and meal arrangements.
12. Information on preparing for traveling/living abroad, dealing with cultural shock. (see appendix a.)
13. Details on the work project, daily schedule, time for reflection and faith development.
14. Provide a suggested reading list of books, videos, and web sites on the history of the country and the culture.
15. Any other information that participants should know prior to departing Marquette University.

D. Briefing Sessions

Minimum of two briefing sessions attended by all participants covering the details of the trip, items distributed in the pre-trip packet, cultural awareness. Sessions should include time for questions and answers.

1. For programs in which service is a central theme of the program, it is highly encouraged that a program on reflection is included in the pre-trip program as well as in the daily routine during the project. Reference the Suggested Reflection Program Guidelines at the end of this policy.

2. Many of our established programs have outstanding briefing programs and utilize other preparatory tools. None of the issues discussed in this document are intended to reduce the preparation taken by those established programs.
3. It is recommended that a pre-trip packet be prepared for the parents of the Marquette University students participating in the program/project. The packet should include information on the service project, the environment of the visiting country, the medical/emergency issues, detailed emergency contact information, and liability waiver issue.

E. Post Trip Reflection

It is highly encouraged for the programs in which service is a central theme that post trip sessions are conducted to reflect on the project and what was learned by the students and sponsors. Many of the participants will be affected in ways that may change their lives. Ideas should be developed on how this experience can be used by the participants to serve our local communities and possibly evolve into a life of service to others. Reference the Suggested Reflection Program Guidelines found at the end of this policy.

IMPORTANT NOTE

This policy has been established to help identify, manage and reduce risks inherent in international travel. Closely adhering to the procedures set forth in this policy will facilitate Marquette's provision of assistance to you and the students participating in the trip abroad. Failure to follow the procedures set forth in this policy may result in increased, and unnecessary, risk and/or liability for you and the students participating in the trip.

HOW DO I IMPLEMENT THIS POLICY:

All Marquette University employees involved with travel abroad programs involving the participation of students are required to follow the requirements contained within this policy.

ADDITIONAL RESOURCES AND FORMS:

Foreign Travel Information Form:

<http://www.marquette.edu/upp/documents/ForeignTravelInformationForm.pdf>

Trip Participants and U.S. Contact Information:

<http://www.marquette.edu/upp/documents/TripParticipantsandUSContactInformation.pdf>

Emergency Contact/Medical Information:

<http://www.marquette.edu/upp/documents/EmergencyContact-MedicalInformation.pdf>

Suggested Reflection Program Guidelines:

<http://www.marquette.edu/upp/documents/SuggestedReflectionProgramGuidelines.pdf>

Policy Requirements Spreadsheet:

<http://www.marquette.edu/upp/documents/Program-Project-TripRequirements.pdf>