



THE UNIVERSITY OF
MAINE

Division of Lifelong Learning

TRAVEL STUDY FACULTY HANDBOOK

A how-to guide for designing and
implementing short-term travel study
courses at the University of Maine

Dear Faculty:

Thank you for expressing an interest in the Travel Study Program offered by the Division of Lifelong Learning. What follows is: Part I. A Brief Description of the Program, Part II. A Preparatory Checklist, Part III. Course Design, Part IV. Travel Study Documents and Forms, Part V. Course Fee, Part VI. Safety Precaution Forms and Part VII. A Final Checklist. These are designed to help you achieve a safe and successful travel outcome for you and your students.

We are here to assist you with your course. We will seek to ensure that all University and System policies and procedures are followed for the safety of you and your students. We will work with you to make the appropriate travel-related expenditures for your trip, while you will be able to create and establish necessary travel arrangements.

Included are the forms that you need to complete and place on file with our office prior to any payment of expenses and deposits, including: Student Intent Form, Release and Assumption of Risk Form, Traveler Emergency Contact Information Form, Travel Course Fee Request Form, Assumption of Responsibility for Non-Emergency Cost Overruns, Travel Course Hazard Review/Safety Management Plan, and Health Insurance Information Form.

If you are interested in offering a Travel Study course, take the first step and contact our office. Please remember that we are here to help you and your students have a safe and successful experience.

Division of Lifelong Learning

Hannah Carter
Associate Provost

Beth Maberry
Director of Operations

Raphael Okutoro
Coordinator of Summer Programs

Cindy Barnes
Financial Manager

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University of Maine Division of Lifelong Learning Travel Study

Part I. Summary of Travel Study Program Information

A. Important University of Maine Contact Information

Name	Title	Phone	Fax	Email
Hannah Carter	Associate Provost, DLL	207.581.3113	207.581.3392	mlarocque@maine.edu
Travel Study email		207.581.4750	207.581.3141	um.travelstudy@maine.edu
Raphael Okutoro	Coordinator of Summer Programs	207.581.4750	207.581.3141	raphael.okutoro@maine.edu
Cindy Barnes	Financial Manager	207.581.3595	207.581.3141	cynthia.barnes@maine.edu

If you are unable to reach the University during normal business hours, ask the University of Maine Police Department dispatcher to contact the administrator on 24-hour emergency call duty.

Contact	Phone	Fax	Website
University Police Department	207.581.4040	207.581.4119	umaine.edu/police
Student Health Services (after hours, nights, & weekends)	207.581.4000	207.581.3997	umaine.edu/auxservices/cutler
Orlina Boteva, Director International Programs	207.581.3433	207.581.2920	umaine.edu/international

B. Important Information for Travel Study Courses

The following information has been provided to summarize details related to the programming for study/travel courses. A **Travel Study checklist** in the next section is provided to assist you in keeping track of your progress in meeting all course-leader responsibilities.

- Contact Raphael Okuturo, Coordinator of Summer Programs at 207.581.4750 or by email at um.travelstudy@maine.edu or raphael.okuturo@maine.edu as a first contact to discuss any travel/study proposals.
- Visit the U.S. Department of Treasury Office of Foreign Assets website to determine safe travel to foreign countries prior to your travel request. The next steps will include having all travel courses approved through DLL and the UMS Office of Risk Management.

What are Travel Study Courses?

- Travel Study courses are academic offerings and must meet the academic standards, approvals and policies that exist for all classes offered on campus. Faculty course leaders follow all departmental approval processes and guidelines in developing and leading a course, from the approval process to the final evaluation process.
- DLL travel study courses fit into one or more of the following criteria:
 - Takes place during Summer University and involves travel, regardless if overnight or day travel
 - Domestic courses (including academic year) that have a significant travel component, usually including overnight travel
 - Any course with international travel, year-round (aside from study away or abroad, which are handled through the Office of International Programs)
 - Any course for which DLL is collecting a fee from students and paying for trip-related expenses using our general ledger account
 - Any course for which DLL is paying a faculty salary/overload from DLL's budget with a travel component (day trips or overnight)
- A minimum of 12 student travelers accompanied by two course leaders is required for a class to be offered. If the number of students prepared to travel falls below 12 prior to your departure, DLL reserves the right to cancel the trip. Please note that your budget should *not* be based on fewer than 12 students.

Part II. Preparatory Travel Study Checklist

Semester and Year	
Course Number(s)	
Instructor(s)	
Travel Destination	
Last Offered	

Use this checklist to keep track of your progress in obtaining the necessary approvals to offer a travel study course and it will also assist you in completing the necessary actions to ensure a safe and trouble-free experience for you and your students.

Action	✓	Contact	Phone Number
One Year to Eighteen Months Prior to Travel			
Complete the Travel Study Request Form and schedule a consultation meeting with DLL to discuss the Travel Study Course approval process, expectations, and your course idea.		Raphael Okutoro	581.4750
Complete the CTP Group Travel Request Form to begin discussion for your airfare needs. Note: Travel must be approved by Risk Management before committing funds.		groups@ctptravelservices.com	800.810.2695 800.223.1308
Schedule initial consultation meeting with the Office of International Programs		Orlina Boteva	300 Stodder Hall 581.3437
Complete the DLL Course Approval Form if DLL is supporting this course as a travel course for the first time.		Raphael Okutoro	581.4750
Read Travel Study Handbook and sign the Faculty Acknowledgement of Handbook Receipt.		Raphael Okutoro or Cindy Barnes	581.4750 or 581.3595
Nine Months to a Year Prior to Travel			
Obtain DLL approval to offer course New Courses will need to be submitted/approved by UPCC on New Course Proposal Form (visit umaine.edu/upcc/forms for the most up-to-date version)		Raphael Okutoro or Cindy Barnes	581.4750 or 581.3595
Finalize marketing planning with Coordinator for Summer Program Development		Raphael Okutoro	581.4750
Travel Course Fee Request Form Preparation Meet with DLL Travel Study to review budget and travel details		Raphael Okutoro or Cindy Barnes	581.4750 or 581.3595
Provide copy of course syllabus and travel itinerary to DLL		Raphael Okutoro or Cindy Barnes	581.4750 or 581.3595
File office contact name with DLL		Raphael Okutoro or Cindy Barnes	581.4750 or 581-3595
Meet with Office of International Programs to obtain travel advice umaine.edu/international		Orlina Boteva	300 Stodder Hall 581.3437
At Least Six Months Prior to Travel			
Finalize and submit remaining forms, including but not limited to: Travel Course Fee Request Form with Unit Leader and Dean Signature to DLL		Raphael Okutoro or Cindy Barnes	581.4750 or 581.3595
File Travel Course Hazard Review/Safety Management Plan with DLL		Raphael Okutoro or Cindy Barnes	581.4750 or 581.3595
Assumption of Responsibility for Non-Emergency Cost Overruns Form to DLL		Raphael Okutoro or Cindy Barnes	581.4750 or 581.3595
Final review by DLL Review Team (Review meetings occur as follows: December review of following Fall courses; June review of following Spring courses; August review of following Summer courses)		Raphael Okutoro	581.4750

No Later than Three Months Prior to Travel			
Prepare Concur Travel Requisition		Raphael Okutoro or Cindy Barnes	581.4750 or 581.3595
Confirm all travel reservations		Travel Agency or Concur	
Finalize travel itinerary and submit to DLL		Raphael Okutoro or Cindy Barnes	581.4750 or 581.3595
At Least One Month Prior to Travel			
Conduct pre-trip orientation meeting with students		Raphael Okutoro	581.4750
File emergency numbers for all hotels with DLL		Raphael Okutoro or Cindy Barnes	581.4750 or 581.3595
Required traveler forms for students and faculty: Student Intent Form Release and Assumption of Risk Form Traveler Emergency Contact Information and Health Insurance Form Passport copy		Raphael Okutoro or Cindy Barnes	581.4750 or 581.3595
Within five days of return, submit Concur expense report (DLL staff available to assist with any questions, and to provide account numbers)		Concur	

Faculty Acknowledgment of Handbook Receipt

I, _____, faculty director for the course titled _____, acknowledge receipt of this handbook, including established deadlines for necessary documents pertaining to my course, and agree to follow the established procedures as outlined in order to obtain DLL approval to offer this course. I understand that failure to adhere to the timeline as outlined above may result in delay of approval, or in the course not being approved for the semester I have requested. I understand that expenses incurred due to a cancellation that is not mandated by the University of Maine System, University of Maine, State or Federal regulations, the travel destination, or low enrollment is the sole responsibility of my department. The Division of Lifelong Learning will not be liable.

Faculty Signature: _____ **Date:** _____

DLL Staff Signature: _____ **Date:** _____

Part III. Course Design

Short term travel study courses link real world experiences with other cultures and resources and connect experiential education to the traditional classroom curriculum. These courses are unique educational opportunities with tremendous potential for student learning. Additionally, short term travel study courses are often more accessible, allowing students with challenging academic schedules, financial considerations, and other barriers to a traditional study abroad experience the chance to participate in travel study. When designing a travel study course, it is important to consider how the particular location chosen compliments student learning and how the program as a whole will move students toward achieving the course learning outcomes.

At times, short-term travel study courses can be perceived as “vacations for credit” rather than a true immersive learning experience. It is the goal of the Division of Lifelong Learning (DLL) to assist you in developing an academically rigorous and fulfilling travel study program that meets the learning outcomes you have established based on your expertise as a faculty member. Faculty members who have lead courses may tell you that, in fact, travel study courses can be more challenging than their on-campus counterparts, as you are fully immersed in the program alongside your students. This type of course requires careful planning and preparation, and DLL is here to help you at every step of the way.

A. Designing and Developing a Course:

Academic Criteria:

- Course should meet all standards as outlined by the University of Maine, and be approved by the UPCC
- Faculty course leaders will follow all departmental approval processes and guidelines in developing and leading a course, from the approval process to the final evaluation process.
- Course should integrate site visits, museums, cultural experiences, readings, lectures, and other aspects of the selected location, while providing ample opportunity for reflection and group discussion.
- Course itinerary should complement and enhance student learning outcomes. Active course time and free time should be carefully balanced so that students avoid burn-out while maintaining the academic integrity of the course.
- Course should meet all necessary contact hour requirements for the designated credits being offered. This can include class-time before and/or after travel, or could include all contact hours while traveling, depending on the design of the course.

Points to consider

- Is the academic rigor comparable to courses offered on campus?
- Are the prerequisites clearly stated and appropriate?
- Does the course enhance or supplement, rather than duplicate, on-campus curriculum?
- What are the intended academic goals of the program? Are these feasible goals given the program duration and the resources/facilities available to students?
- Who is the intended audience? Will the course attract a sufficient number of applicants?
- What are the academic advantages to conducting the course abroad/off-site? What are the advantages of the specific proposed location?
- What are the admissions requirements for the program? Do these match other travel study courses?
- Is the projected program size conducive to an effective learning environment, given the location, facilities, and proposed activities?
- How will this program integrate students into the local academic and community lives?
- What is the nature and degree of exposure to the host culture and language?
- How do the pre-departure materials and sessions prepare students for the academic and intercultural experience?

Logistical Criteria:

- Faculty course leaders should review the list of [US State Department travel warnings](#) to ensure that the selected location poses no risk to participant safety. Please note that those locations that have a Level 3 advisory require additional review, which may delay the approval process or result in denial of the program proposal. Travel to Level 4 locations is not permitted.
- A minimum of 12 student travelers accompanied by two course leaders is required for a class to be offered. The second course leader could be another University of Maine faculty member, University of Maine staff member, University of Maine graduate student/teaching assistant, a faculty member of a partnering university, or staff member of a program provider who agrees to accompany the group at all times. Please note that if the number of students prepared to travel falls below 12 prior to your departure, DLL reserves the right to cancel the trip, and that your budget should *not* be based on fewer than 12 students.
- It can be very helpful to have a contact in the destination country when making your travel arrangements, plans for excursions, booking lodging, etc. We recommend connecting with university colleagues when possible as a resource. You may also decide to hire a local coordinator to accompany your group while in the country- this expense can be built into your budget.
- You may also choose to utilize a company specializing in educational travel to coordinate your travel course. There are various pros and cons to doing so. For more information, and a list of program providers the University has worked with previously, please contact the Coordinator for Summer Program Development or the Director of International Programs.
- Double check all plans and requirements related to any land transportation you plan to use—domestically or internationally. Be sure that you have met all legal requirements for drivers, followed all University requirements related to use of vehicles, and have arranged for adequate insurance coverage for any vehicles that will be used.
- Consider the accessibility of selected locations and accommodations. Are the selected lodgings, classrooms, and bathrooms accessible for disabled students? If not, are there alternatives should the need arise?

Cultural/Personal

It is common that students actually know very little beyond media exposure and stereotypes of the country and culture in which they plan to travel. Students who have never traveled abroad or immersed themselves in a different culture can at times be ill-prepared for the cultural and personal adjustments that confront them on a travel study experience.

It is necessary that the faculty ensure that students receive appropriate pre-departure information about cultural adjustment and basic cultural information about the community they will be immersed in. Faculty should be prepared to mentor and guide students through the initial process of functioning in the local area (transportation, changing money, places to eat, use of telephones, etc.) and to guide students through the experience of adapting to another culture. **We recommend conducting a pre-departure orientation, on-site orientation, and re-entry orientation to assist in this process.** Sample agendas are available through DLL. The University of Maine Police Department is also available to assist in educating students on safe travel.

Assisting students with adjusting to new cultures

Faculty should understand that no matter the purpose or length of a short-term travel program, the impact on the students and yourself can be significant. However, the act of traveling to another country is not enough to guarantee intercultural learning or understanding. The most successful short-term travel study courses teach content as well as improve intercultural understanding by guiding students through critical observation of the culture and surroundings.

Your role is to facilitate student growth by incorporating cultural understanding while traveling. Help cultivate understanding by encouraging personal reflections and observation of the culture, business practices, use of land and other resources, etc. Students come with varying understandings for and appreciation of diversity. It is important to help work through stereotypes as a way to promote understanding and to reach the learning outcomes of your course. This process begins with your first meeting, the pre-departure orientation, and continues through completion of the course.

Sample activities around cultural understanding are available through DLL. If you would like more information on helping students to adjust to and understand cultural differences, please contact Raphael Okutoro in the Division of Lifelong Learning.

B. Travel Study Resources:

For your convenience, assorted resources regarding curriculum, orientation agendas, and more have been compiled into a [shared folder](#).

The following websites may be useful as you plan your course:

- www.state.gov
- www.cdc.gov
- www.aig.com/us/travelguardassistance
 - By creating an account, travelers can view this and more:
 - Country overview
 - Political conditions
 - Security issues
 - Travel logistic
 - Health advisory
 - Public holidays
 - Weather forecast
 - Country maps

Financial Resources for Students

Financial Aid may or may not be available to students for travel study, based on the specifics of their aid packages. It is recommended that students interested in travel study meet with a financial aid counselor in the Office of Student Financial Aid directly for review of their individual aid package. The Office of Student Financial Aid can be reached at 207.581.1324.

There are two scholarships available for students who participate in short-term travel study with varying criteria for obtaining the awards. The first is the [Gilman International Scholarship](#) which may provide funds for trips of 21 days or longer, not counting travel days, to Pell eligible students. The second is the [Phi Kappa Phi Study Abroad Grant](#), which does not require a minimum travel length. Students may contact Director of Major Scholarships Nives Dal Bo-Wheeler at [the Office of Major Scholarships](#) for further information and application assistance.

C. Travel Study Partnerships and Vendors:

1. *Corporate Travel Planners* 1-800.223.1308

- Complete the [CTP Travel Request Form](#) to begin your group airfare request in Concur.

2. *Exchange programs offering conference style support*

- **American University in Bulgaria** - www.aubg.bg - conference services offers summer faculty led space, can provide academic space, cafeteria or catering, organize cultural and other field trips. Very affordable option. Exchange partner for 20+ years. Bulgaria is very affordable as a destination. Close to Greece, Macedonia and Serbia. Great for political science, business, economics, journalism, math, comp science, psychology, environmental studies. Could be a good launch pad for comparative education (Julie DelaMattera)
- **University of Mannheim, Germany** - www.uni-mannheim.de/en - business school is very prestigious and has its own conference services team. Can offer academic space, lecturers, field trips, industry visits, support with housing in the city. Great location. Amazing facilities - largest EU palace after Versailles.
- **UK exchange partners** - all have similar contracted services
 - **England** - Lancaster Univ, Univ of Birmingham, and Univ of East Anglia
 - **Scotland** - Univ of Aberdeen
- **University College Cork, Ireland** - www.ucc.edu - similar services, excellent reputation, top 2% world rankings.

3. *UMaine has an affiliation agreement with the following:*

- **API** - apiabroad.com - mid size for-profit company, based in Austin, TX, created in 1997 but four women who left ISA. Focus on quality and student support. UMaine sends 3-10 students each year and student feedback is consistently excellent. Strength in language immersion programs. Runs only direct enrolls, none of their own programming. A big portion of their portfolio is faculty-led courses. They have a flexible model of what services you are contracting which can create pricing levels.
apiabroad.com/educators/customized-and-faculty-led-programs/
- **CIEE** - www.ciee.org - oldest study abroad organization, established in 1947, based in Portland, ME. Always a number of UMaine study abroad alumni work there. Golden industry standard in academics, health and safety, and operations, however very expensive. UMaine sends 1-4 students a year mostly for Arabic or Russian immersion and more recently to their study centers in capital cities. Students can do 3 countries per semester with a month in each. Courses are modular. Huge organization, handles thousands of incoming and outgoing students. Corporate feel, huge focus on numbers and enrollment.
- **CIS** - www.cisabroad.com - based in Northampton, MA, started 20 years ago as a start-up and now sends 4,000 students abroad. Traditional portfolio is direct enroll semester and summer programs but 50% of their portfolio is faculty-led. Excellent team support, has a business model to walk faculty at any level from concept to creation. CIS always has a CIS staff member accompany a travel study program. Quick and nimble with fast response time. UMaine sends 3-13 students annually to traditional programs and students have very good feedback on support and excursions.

- **USAC** - www.usac.edu - All logistics handled by USAC. UMaine just takes care of academics for the UMaine course.
- 4. *Others in the industry, we do not have formal agreements with these options but some faculty may choose to work with them.*
- **Explorica** - www.explorica.com - a travel type agency type organization, sent 400,000 students and teachers abroad. Works with all ages and types of programs and does not specialize in study abroad at the college level. They do have a number of faculty-led courses they support but we have received some feedback that questions the quality of their offerings.
- **EF tours** - www.eftours.com - very expensive, similar to explorica but better quality of services according to word of mouth

D. Travel Study Assessment:

At the conclusion of your course, DLL will conduct a post-trip assessment, including a student feedback survey and a faculty feedback survey. This serves as a mechanism to gather information on the student and faculty experience, any vendors used, and the operational components of implementing the course.

Part IV: Travel Study Forms and Documents

The following forms and documents must be completed according to the checklist outlined on pages 6-7 of this handbook. Should you have any questions about these forms, please contact Raphael Okutoro or Cindy Barnes for guidance.

A. DLL Course Proposal Form:

The DLL Course Proposal Form can be found here. Please complete the [DLL Travel Request Form](#) to initiate planning for your travel course with the DLL travel team. Complete [this form](#) for any new Travel Study Course to begin the planning process with DLL.

B. Travel Study Student Forms:

[These forms](#) must be completed by all student travelers and faculty travelers at least one month prior to departure.

C. Suggested Course Budget Planning Form:

This form is intended to assist faculty members in the financial planning portion of their course development process. The only funds the Division of Lifelong Learning has at its disposal to pay for travel expenses are derived from the fees that are attached to the course. Please complete this form and make an appointment with Cindy Barnes, Financial Manager, and Raphael Okuturo, Coordinator of Summer Program Development, to review your projections. Please use this form to assist you in completing the Travel Course Fee Request Form.

	Per Student Cost	Per Faculty Cost
Transportation		
1) Airfare (include bus to airport)	_____	_____
2) Travel Insurance	_____	_____
3) Ground Transportation	_____	_____
Lodging		
1) _____	_____	_____
2) _____	_____	_____
Meals		
1) _____	_____	_____
2) _____	_____	_____
Other		
1) Entry fees (i.e., museums)	_____	_____
2) Honoraria/tips (local presenters)	_____	_____
3) Facilities (classrooms)	_____	_____
4) Supplies	_____	_____
5) Other	_____	_____
Total Expenses per student	_____	Total Expenses per faculty _____
Projected enrollments (min. 12)	x _____	Number of faculty _____
Student expenses	= _____	Total faculty expense _____
Total faculty expense	+ _____	

Projected Course Budget = _____

IMPORTANT

- A course must enroll a minimum of 12 students.
- University of Maine funds may not be used to pay for alcoholic beverages.
- Students may not break the travel itinerary and must return to Orono with the class unless prior permission obtained.
- The only funds available to use for travel expenses are those projected in your budget.

Part V: Course Fee

A. Course Fee Philosophy:

Course fees are justified only when the costs associated with instruction clearly exceed what is reasonable and ordinary.

Some allowed expenses may be fully recouped through the course fee. These include:

1. The cost of printing and assembling a set of readings, a lab manual, a class workbook, or other such document that is distributed in its complete form at the beginning of the semester. Instructors should consider having such materials produced by Printing Services and sold through the University Bookstore rather than covering the expense through a course fee. No royalty payments to the instructor are allowed for unpublished materials printed for course use. The University of Maine supports full compliance with all copyright laws.
2. Project, art, or photographic supplies used in the creation of a work that becomes the property of the student
3. Transportation (e.g., bus rental) and lodging associated with field trips
4. Professional models for art classes
5. Site-license fees for software use (providing it's only use is for instruction)

Other allowed expenses may be partially recouped (usually at the rate of 50% or less) by course fees. These include:

1. One-on-one lessons (as in music performance course) – 75% maximum reimbursement rate
2. Cost of routine laboratory and studio supplies (e.g., chemicals and other expendable materials)
3. Rental fees for special equipment not available on campus
4. Travel expense for guest speakers not affiliated with the University of Maine

Please use the Budget Planning Form to justify requests for new fees or changes in existing fees.

Expenses that do not conform to the categories above may be eligible for recovery through course fees. Please consult the Senior Associate Provost for Academic Affairs.

B. Course Fee Request Form:

UNIVERSITY OF MAINE - COURSE FEE REQUEST FORM

Please make sure all information is filled out and legible.

FEE DESCRIPTION: _____

TERM: _____

ONE TIME FEE
~~ONGOING FEE~~

NEW FEE FEE REVISION (Current Fee: \$ _____)

TRAVEL STUDY COURSE

COURSE INFORMATION		MONETARY INFORMATION	
Subject		Department	
Catalog #		Fund	
Section(s)		Account	
Instructor		Class	
Locations			

Last day to drop this class to receive refund of travel study course fee: _____

TRANSPORTATION	ALLOWED COST
	\$
	\$
	\$
	\$
LODGING	ALLOWED COST
	\$
	\$
	\$
	\$
MEALS	ALLOWED COST
	\$
	\$
	\$
	\$
OTHER	ALLOWED COST
	\$
	\$
	\$
	\$
TOTAL ALLOWED COST	\$

ANNUAL TOTAL ENROLLMENT: _____

REQUESTED FEE PER STUDENT: \$ _____

SIGNATURES AND APPROVAL

UNIT LEADER APPROVAL

Name Signature Date

DEAN APPROVAL

Name Signature Date

TRAVEL STUDY COURSES

The Division of Lifelong Learning must sign for any DLL travel study courses during the academic year and all travel courses during the summer.

TOTAL AMOUNT APPROVAL: \$ _____

DIRECTOR OF OPERATIONS DLL APPROVAL

Name Signature Date

ASSOC. PROVOST/DEAN DLL APPROVAL

Name Signature Date

PROVOST APPROVAL/PROVOST DESIGNEE

Name Signature Date

Once the instructor has obtained unit leader and dean's approvals, please send the signed form to the Division of Lifelong Learning (um.travelstudy@maine.edu) for DLL approval.

Part VI: Risk Management Forms and Information

A. Assumption of Responsibility for Non-Emergency Cost Overruns:

In proposing _____ [name of course] for delivery through DLL in _____ [semester and year], the College of _____ assumes responsibility for all non-emergency cost overruns, which include, but are not limited to, the following:

- a. all overruns attributable to underestimated expenses in relation to the agreed-upon course budget
- b. all overruns attributable to discretionary expenses not stipulated in the agreed-upon course budget
- c. all overruns reflecting the failure of the sponsoring faculty to plan for non-emergency contingencies related to travel, accommodations, food, activities, and/or incidental costs

Per an agreement among the University of Maine System Risk Manager, the Chief Business Officer of the University of Maine, the Executive Vice President for Academic Affairs and Provost, and the Associate Provost and Dean for the Division of Lifelong Learning, *emergency* cost overruns, defined narrowly as those attributable to vendor fraud, physical injury, political unrest, and/or "acts of God" (e.g., earthquakes, floods), will be assumed upon review by a combination of current travel insurance and/or the University of Maine.

Having reviewed this document and the accompanying Travel Study Course Fee Request form, I agree to the terms outlined above.

Dean's Signature: _____ Date: _____

B. Pre-Trip Assessment Inquiry (international travel only):

Upon receipt of the course syllabus and itinerary, DLL staff will request a **Pre-Trip Assessment** for the destinations included in your itinerary through our international insurance carrier, AIG. This will be shared with course leaders and Risk Management, in order to adequately review any risks associated with travel to the destination(s).

Please email a copy of the signed form to Raphael Okutoro (raphael.okutoro@maine.edu) and Cindy Barnes (cynthia.barnes@maine.edu) after obtaining Dean approval.

C. Student Travel Course Hazard Review/Safety Management Form:

Name: _____ MaineStreet ID #: _____
Gender: [] Male [] Female [] Unspecified Date & Place of Birth: _____
Passport Number: _____ Passport Expiration Date: _____
Date & Place of Passport Issuance: _____

Please attach a copy of your passport to this form (only for international travelers)

Person to be notified in case of an emergency:

Name: _____ Relationship to you*: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____

* If this individual is not your parent/legal guardian, do we also have permission to contact your parent or legal guardian in case of an emergency?

YES NO (circle one)

Parent/Guardian Name: _____
Address: _____ Home Phone: _____
Work Phone: _____
Cell Phone: _____

Health Insurance Information

(This information will remain confidential and only be used in urgent or emergency situations.)

Health Insurance Provider: _____ Group Number: _____
Address: _____ Policy Number: _____
Phone: _____
Dates of Coverage: _____ to _____
Allergies: _____

List any medications you take on a regular basis: Are there any other health considerations the program needs to be aware of should you require emergency medical care? (e.g., previous hospitalization, history of family illness, treatment of a psychological condition, etc.). *Use the reverse side if necessary.*

A copy of this form will be filed with the University of Maine Police Department prior to your departure

D. Faculty Hazard Review/Safety Management Plan:

As the Faculty Advisor/Trip Leader, you are responsible for the safety of your group. Proper planning and implementation will help you reduce the potential of an injury or illness for anyone in your group. The Hazard Review/Safety Management Plan is designed to assist you as you identify and develop solutions for potential risks prior to departure.

Although no single document or plan will address all logistical needs or the safety and health contingencies that might exist, the UMS endeavors to balance the value of participation in international activities against any potential risks to its students, faculty and staff, as well as the fiscal realities the University faces, and to ensure institutional compliance with applicable regulatory programs. The Hazard Review/Safety Management Plan requirement is one of the first steps in what will be an ongoing process as you develop your course.

General Description of Activities	
Course Leader:	Department:
Co-leader/Backup:	
Leaders phone number:	Leaders Email address:
Co-Leaders phone number:	Co-Leaders Email address:
Trip Type (Check One): <input type="checkbox"/> Academic <input type="checkbox"/> Service <input type="checkbox"/> Other	Course Number: # of Students: # of Faculty
Location:	Country(s):
Organizer(s):	College:
Dates for Trip:	Course/Event Title:
Briefly describe the course or event activity:	
General Itinerary	
List each city/location/country that requires overnight accommodations.	
Location(s) of course work:	Location(s) of course work:
Country:	Country:
City (nearest):	City (nearest):
Accommodations:	Accommodations:
Arrival date:	Arrival date:
Departure date:	Departure date:
Location(s) of course work:	Location(s) of course work:
Country:	Country:
City (nearest):	City (nearest):
Accommodations:	Accommodations:
Arrival date:	Arrival date:
Departure date:	Departure date:

Location(s) of course work:	Location(s) of course work:
Country:	Country:
City (nearest):	City (nearest):
Accommodations:	Accommodations:
Arrival date:	Arrival date:
Departure date:	Departure date:

Modes of transportation (vehicles/boats that are owned/leased/rented):

Communication

Team Leader:	Phone/email:
Team Leader:	Phone/email:
University Emergency Contact:	Phone/email:
Family Emergency Contact:	Phone/email:

What means of communication will be available during trip (equipment):

Communication Plan (describe your protocol/schedule for maintaining contact with your university representative(s):

Action Plan (describe your protocol/timeline for alerting authorities to begin medical rescue if the communication plan is not met):

Travel Related Conditions (describe the travel related conditions that may be of concern and the appropriate actions required to address each condition:

Travel Group Membership

Please list the names of all members of the travel group. Include a *separate sheet if necessary*.
 Name/Cell Phone Number (if applicable on site) Add a satellite phone number, when applicable.

Name / Cell/Sat Phone Number	Designated Emergency Contact
Team Leader:	

Local Contacts

Local Contact:	Phone/email:
Nearest hospital:	Phone/location:
Emergency Services (police, fire, rescue):	Phone/radio:

Hazard/Risk Considerations

Check all of the items in Column A that apply to your trip. Column B provides a list of potential necessary equipment; procedures and tools that will help you prepare and experience a safe and successful trip. Check all that apply and purchase or prepare those items for your trip.

(Column A)

Work Related Hazards

- Animal handling
- Flying debris or impact (eyes)
- Impact or electrical contact (head)
- Excessive noise
- Cuts, abrasions (hands)
- Impact or compression (feet)
- Fall hazards
- Water hazards
- Low visibility hazards (hunting, road work, etc.)
- Electrical
- Fire hazards (welding, cutting)
- Other:

Environmental Hazard:

- Excessive heat/sunlight
- Excessive cold
- Underwater/diving (must be certified. See UMaine Dive Safety Program)
- Remote location
- Insects/Ticks/Spiders
- Other:

Personal Health:

- Medical conditions
- Allergies (food, plant, insect, etc.)
- Inadequate food source
- Inadequate drinking water source

(Column B)

Personal Protective Equipment:

- Barriers for direct contact with animals
- Safety glasses/goggles/face shield
- Hard hat (with/without headlight)
- Hearing protection
- Gloves (as appropriate)
- Work boots (hiking, steel toe)
- Personal fall arrest system
- Floatation devices
- Fluorescent orange or reflectorized vests
- Flame-resistant or flame-retardant clothing
- Portable fire extinguisher
- Other:

Clothing/Equipment/Provision:

- Light clothing, wide-brimmed hat, sunscreen
- Thermal clothing, blankets, etc.
- Wet suit
- Navigation Tools, Bivouac gear, etc.
- Insect repellent, appropriate clothing
- Other:

Preparedness:

- Medications (taken on a regular basis)
- Allergy treatments (as needed)
- Adequate food supplies
- Water purification tablets or filter devices

Personal safety:

- Lost Passport/Visa
- Possible theft
- Risk of crime
- Being too "American"
- Stolen electronic devices
- Culture Differences
- Lost Phone/Documentation

Emergency:

- Injury or medical emergency
- Flat tire, out-of-gas, etc.
- Night work, caving, etc.
- Lost, trapped, stranded
- Ice
- Other:

Preparedness:

- Get plain cover, make copies
- Traveler's checks, new, separate credit card
- Locations of police, U.S. Embassy; be aware
- Learn host culture; blend in
- Back up data, bring clean cell phone, laptop
- Follow student code of conduct
- Have copies of key documents at home and with you
- Follow Student Code of Conduct

Equipment/Provision:

- First aid training, kit and field manual, International medical coverage
- Vehicle emergency kit (spare tire, jack, flares)
- Flashlight with extra batteries
- Ability to signal (flares, mirror, light sticks, etc.)
- Two-way radio and/or cellular phone
- Flagging tape or entrance marker flag

- Shovel, rakes, hand tools
- Generator with sufficient fuel
- Extra food, water, and clothing
- Other:

Training Yes /No	Have all trip members completed the mandatory international-travel safety course. In addition, the course or program's faculty or sponsor must provide the traveler, in advance, with culture-specific information about the destination country or region.
Registration Yes /No	The course leader/sponsor has registered the trip on the online U.S. Department of State registration form: http://travel.state.gov/travel/tips/registration/registration_4789.html .
Registration Yes /No	The course leader/sponsor must register each trip 90 days in advance with UMS Risk Management http://www.maine.edu/about-the-system/system-office/facilities-management-and-general-services/risk-management-and-insurance/ and also with a contracted travel-management company (link to follow).
Medical Insurance Yes /No	Medical and accident insurance coverage has been confirmed. Can be accessed at www.inext.com https://www.internationalsos.com/en/medical-and-travel-assistance.htm .
Student Conduct Record Yes /No	Each student's record has been checked at the Conduct Office of Student Life.
Medical Requirements Yes /No	Check whether you are required to take any vaccines/medications prior to travel. http://travel.state.gov/content/passports/english/country.html
UMS International Travel Notification	Need info
International Driving Yes /No	If you will operate a vehicle abroad, you may need to obtain an International Driving Permit. http://travel.state.gov/content/passports/english/go/safety/driving.html

Trip Leader Name (*print*) _____

Signature _____

Date _____

Co-Trip Leader Name (*print*) _____

Signature _____

Date _____

Note: The final Risk and Safety Management Plan must be sent to the Dean/Director and all Trip Leaders.

E. Emergency Response and Student Behavior:

As the leader of a group of students in a foreign country, situations will arise that are unexpected. A major goal in this handbook is to prepare you with tools to assess potentially risky factors in your program and to prepare for handling difficult situations in an appropriate manner. Faculty directors should talk with each other in advance about preparing for a crisis. You may want to decide who will be responsible for different types of issues or who would be the best person to return to the U.S. with a student if it becomes necessary. You may want to split who will be on call for minor issues (ie. lost keys, minor illnesses) to relieve the stress of being on call 24/7.

UMS Insurance Information

The faculty directors approved by UMaine are, in most cases, considered the legal representatives of the University of Maine. As such, they are entitled to the same insurance and liability protection given to all UMaine representatives. UMaine carries an insurance policy through AIG for all of its personnel who travel. For additional information, please see below.

Insurance Broker

Broker: Arthur J. Gallagher (AJG) / 500 Victory Road, Quincy, MA, 02171 Broker contacts: Dean Sandonato / dean_sandonato@ajg.com / 781-856-6594

Insurance Carrier: AIG

Toll-Free/Free Phone (within the U.S.): 1.877.832.3523

Collect/Reverse Charge (outside of U.S.): +1.715.295.1194 Email: assistance@aig.com

Domestic Travel - Business Travel Accident – Policy # GTP0009157859

· Domestic Travel FAQs

- Who is covered under this policy? The policy covers all active U.S. employees traveling on business within the United States. Covers accidental death, dismemberment, paralysis, exposure, disappearance, etc.
- How do I know what exactly is and is not covered on the insurance policy? 2021–22 Plan Benefit Brochure

International Travel - Study Abroad – Policy # GLB0009157881

The policy covers educational trips outside of the United States. This includes all registered students (Class I) and all registered faculty, staff, and alumni (Class II). It covers medical expenses, trip interruption/delays, security evacuations, repatriation, emergency evacuations, etc.

- Who is covered under this policy? Policy covers educational trips outside of the United States. This includes all registered students (Class I) and all registered faculty, staff, and alumni (Class II).
- Covers medical expenses, trip interruption/delays, security evacuations, repatriation, emergency evacuations, etc.
- How do I know exactly what is and is not covered on the insurance policy? § 2021–22 Plan Benefit Brochure

What happens if I am sick or injured while abroad? Trip interruption is covered. However, trip cancellation **is not covered**. Trip interruption coverage does apply to testing positive for COVID. Most often usage is testing positive for COVID while abroad and rescheduling flights.

How do I submit an insurance claim? Please contact broker AJG directly:

Arthur J. Gallagher (AJG) / 500 Victory Road, Quincy, MA, 02171 Broker contacts: Dean Sandonato / dean_sandonato@ajg.com / 781.856.6594

- AJG will automatically copy UMS Risk Management on all claims communications.
- Depending on the circumstances, AJG may be able to provide upfront payments for a cash-free experience for the traveler. Alternatively, AJG may instruct the travelers to pay for costs upfront and submit a claim for reimbursement.

Responding to an emergency

In the event of an emergency, first take any steps deemed immediately necessary to stabilize the situation. This would include obtaining emergency medical care, police intervention, securing the students' safety or providing victim support. Then, at the first possible opportunity, call UMPD and AIG for assistance.

University of Maine Police Department: 1.207.581.4040

AIG (US & Canada): 1.877.832.3523

AIG (Anywhere other than US or Canada): +1.715.295.1194

For our purposes, an emergency is ***any circumstance that poses a genuine risk to program participants, or that has already disturbed their safety and well-being.*** Emergencies include, but are not limited to, the scenarios listed below. This list is not meant to be exhaustive but to serve as a guide for when it is appropriate to involve members of the emergency response team.

- serious illness or injury requiring hospitalization
- assault
- sexual assault or rape
- death
- disappearance or kidnapping
- threat to the safety of our students or faculty
- serious psychological issue
- serious behavioral issue necessitating immediate dismissal
- natural disaster
- serious civil unrest or political crisis
- act of terrorism
- arrest or questioning by police or other security forces

UMPD will assist in contacting the appropriate university staff member(s) to follow up and provide assistance in addressing the situation.

Minor incidents

Not all problems require assistance by the university emergency management team. Responding to these issues may be done by one faculty director in conjunction with On Call International while the other faculty/staff person continues teaching. When the issue has been addressed or is in the process of resolution, please contact DLL to report the incident. Complete the Incident Report Form to document the situation as well.

- Stolen wallet
- Lost passport
- Minor illness or injury
- Flight delays/cancellations
- Minor behavioral issues (see section above)

Lost/Stolen Wallet: File a report with local authorities, and contact AIG as necessary for assistance. Student is advised to contact necessary banks, credit card companies, etc. for personal assistance regarding their cards.

Lost/Stolen Passport: Refer to your emergency contact sheet for phone numbers of the nearest U.S. embassy or consulate. You will need to speak to the American Citizens Services unit of the Consular Section. If you are scheduled to leave the foreign country shortly, please provide the Consular Section with details regarding your departure schedule. Every effort will be made to assist you quickly. You will also be directed to where you can obtain the required passport photo, as well as necessary forms and documents.

Minor Illness/Injury: In the event of a minor illness (ie. flu, migraines) or injury (ie. cut, sprained ankle), help take a student to a local pharmacy for over-the-counter medicine or take the student to a doctor or clinic if care by a professional seems necessary. Contact AIG for assistance in locating and paying for providers if necessary.

Cancellation and Evacuation Plans- Significant Safety Concerns

Criteria for suspension/cancellation of program and evacuation of the students: The decision by the UMS Risk Management Team to suspend or cancel any Short-Term Program and/or evacuate UMaine students will be within the Risk Management Team's discretion after consultation with the following sources of information as it may deem appropriate:

- The State Department and local United States Embassy or Consulate
- Officials from other United States Agencies and Non-governmental organizations
- University Officials at the Partner Institution (if applicable)

In determining whether to suspend or cancel any Short-Term Program and/or evacuate UMaine students the Risk Management Team may consider one or more of the following factors (not in rank order) as it may deem appropriate:

- Declaration of war by the United States against the host country or an adjacent country
- Declaration of war by a third country against the host country or an adjacent country
- Significant terrorist activity in or near the locale of the Short-Term Program; Travel warning and/or specific directive by the State Department or local United States Embassy or Consulate
- Any protracted or indefinite closure of the Partner Institution and/or the inability of the partner institution to organize and carry out the Short-Term Program outside of that institution
- Disruption of public utilities and/or services in the host country or locale of the Short-Term Program
- Wide-spread civil unrest, violence and/or rioting in the host country or locale of the Short-Term Program
- Declaration of martial law in the host country or locale of the Short-Term Program
- The recommendations of our partner institutions
- An assessment of the risks associated with the movement and/or evacuation of UMaine students

In making this assessment, the Risk Management Team may seek recommendations regarding safety of travel in host country from the State Department and the local United States Embassy or Consulate, the Partner Institution, and the government ministries and offices in each host country concerned with public safety and emergency services, as may be deemed appropriate.

If the UMS Risk Management Team decides to cancel a program or evacuate UMaine students, faculty leaders should work with AIG in an effort to:

- Locate and contact all UMaine students
- Transport all UMaine students to a safe location until their travel out of the host country is arranged
- Establish communication with the local United States Embassy or Consulate and work with that Embassy or Consulate to determine an evacuation method, as may be required
- Determine whether the local airport is safe for purposes of evacuating the students
- If the local airport is deemed safe and is open with flights operating, the Office of International Programs or program leader will take reasonable steps to arrange for the safe movement of the students to that airport for air transportation to either the United States or another destination deemed safe.
- If the local airport is not deemed safe or is not open with flights available, the Office of International Programs or program leader may consider ground transportation to the closest international airport for air evacuation.

If the State Department declares a state of emergency in a country and asks American citizens to leave a host country: Contact AIG and The Office of International Programs. The program leader will attempt to establish

communication with the local United States Embassy or Consulate, with assistance from AIG, and work with that Embassy or Consulate to determine the safest evacuation method and coordinate any evacuation plan with the State Department. The Office of International Programs will work with the program leader in an effort to:

- Locate and contact all UMaine students
- Transport all UMaine students to a safe location until their travel out of the host country is arranged
- Determine whether the local airport is safe for purposes of evacuating the students
- If the local airport is deemed safe and is open with flights operating, the Office of International Programs or program leaders, will take reasonable steps to arrange for the safe movement of the students to that airport for air transportation to either the United States or another destination deemed safe. In the event that the students cannot fly out as a group, they will depart as seats are available.
- If the local airport is not deemed safe or is not open with flights available, the Office of International Programs or program leader may consider ground transportation to the closest international airport for air evacuation. In the event that the students cannot fly out as a group, they will depart as seats are available.

If a student decides to leave a Short-Term Program on his or her own: The cost of the return home will be the responsibility of the student. The student will receive no refund and risks receiving an Incomplete or failing grade.

Political Conflict

In times of political conflict, keep in touch with the current political situations by listening daily to the television or radio or reading the local newspaper. In the event of an emergency, advisories may be made to the general public through the media. In case of an emergency, remain in contact with the Office of International Programs, AIG, and the U.S. Consulate nearest you.

- In large cities and other popular tourist destinations, avoid or spend as little time as possible in potential target areas for terrorist activities, especially places frequented by Americans: bars, clubs, U.S. fast food restaurants, branches of American banks, American churches, American consulates or embassies.
- Advise students to not wear clothing that makes them easily identifiable as an American (i.e. USM sweatshirt or shirt with a large American company logo).
- Keep away from areas known to have large concentrations of residents aligned with interests unfriendly to the U.S. and its allies. Always consult with an on-site contact before traveling to neighboring cities or popular tourist destinations.
- Keep away from political demonstrations which can easily result in clashes between demonstrators and authorities, particularly those authorities aligned with the U.S. If you see a situation developing, resist the temptation to satisfy your curiosity and investigate what is happening. Walk the other way.
- Do not agree to newspaper or other media interviews regarding political conflicts or controversial issues. It is important to remain as inconspicuous as possible. Do not make reference to your group. If the media approaches you, simply decline to talk and walk away.

Sexual Harassment Policy

The University of Maine System (“the University”) is committed to providing a safe environment which promotes the dignity and worth of each member of the community. In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University does not discriminate on the basis of sex in employment, education, and all other programs and activities. For this reason, the University will not tolerate sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, or retaliation in any form. All conduct of this nature is considered a violation of this policy.

The University will respond promptly and effectively to complaints and reports of violations of this policy. The University has an obligation to address incidents of sexual harassment that it knows or should know about, even when a complaint or report is not filed. The University will take steps to end and prevent recurrence of violations and to correct their discriminatory effects on the complainant and others. In responding to all complaints and reports, the University will act to ensure the safety of students, guests, and employees while complying with state and federal laws and provisions of applicable collective bargaining agreements and employee handbooks.

Title IX Incident

It is important to remember that as a faculty member, you are a mandatory reporter as defined by Title IX, as are any co-instructors assisting with your course.

Your Requirements as a Mandatory University Reporter:

All University faculty and staff have a duty to report incidents of sexual discrimination, sexual harassment and sexual assault. Because domestic violence, dating violence, stalking and sexual misconduct can also constitute sex discrimination, information received by University employees about such incidents must also be reported. Student employees, peer advocates and volunteers who learn of a violation of this policy in the course of their employment, programming or volunteer responsibilities are also required to report.

An employee will not pressure a complainant to request confidentiality, or pressure a complainant to file a report or complaint. An employee will respect the complainant's wishes to the extent possible. If a complainant discloses an incident to an employee but wishes to maintain confidentiality or requests that no investigation into an incident be conducted or disciplinary action taken, the employee still must disclose the incident to the Title IX Coordinator, and the University will weigh the complainant's request against the University's obligation to provide a safe, non-discriminatory environment for all students and employees, including the complainant.

If the University honors the request for confidentiality, a complainant needs to understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action, if warranted, against the respondent(s) may be limited. There are times when the University may not be able to honor a complainant's request because it would pose a risk to providing a safe, non-discriminatory environment for students and employees. If the University determines that it cannot maintain a complainant's confidentiality, the University will inform the complainant prior to starting an investigation and, to the extent possible, will share information only with people responsible for handling the University's response.

Report all incidents of sexual discrimination including:

- Sexual Misconduct
- Sexual Harassment
- Sexual Assault
- Stalking
- Dating Violence
- Domestic Violence

Who Do You Report Incidents to?

Incidents involving students:

Title IX Student Services
3rd Floor Memorial Union, Room 315
University of Maine
Orono, ME 04469
207.581.1406
titleix@maine.edu
umaine.edu/titleix

To reach the Deputy Title IX coordinator after hours, dial 207.581.4040 and ask to be connected to her directly.

Incidents involving non-students:

Title IX Coordinator
101 North Stevens Hall
University of Maine

Orono, ME 04469
207.581.1226
equal.opportunity@maine.edu
umaine.edu/EO

What Information Do You Have to Share?

Any and all facts provided to you about the incident.

- a. Name of student reporting the incident
- b. Name of the students involved
- c. Name of any witnesses
- d. Date, time, location of the alleged incident
- e. Any other relevant information that the reporting party shares with you

How will the University Respond?

Someone from Title IX Student Services (if the complainant is a student) or someone from Equal Opportunity (non-student complainants) will reach out to the complainant and provide them with support, services, options, and information on their rights.

Resources to Provide the Person/Student Who Disclosed the Alleged Incident:

Support Services

For Emergencies: University of Maine Police Department, available 24 hours a day, 7 days a week

Dial 911 from campus telephones or 207.581.4040 from other Maine phones

For On-Call Dean: Kenda Scheele, 207.299.7237

For Student Advocates: University of Maine Division of Student Affairs

Andrea Gifford: 207.581.1406

Lauri Sidelko: 207.581.1423

For Student Conduct Complaints: University of Maine Office of Community Standards, Rights, and Responsibilities

David Fiacco: 207.581.1409

Deputy Title IX Coordinator: Office of Equal Opportunity, University of Maine 207.581.1406

On-Campus Confidential Resources

There are also a number of services, both on and off campus, available for students who are seeking confidential support.

University of Maine Counseling Center:

Monday – Friday 8:00 a.m.–4:30 p.m. Dial 207.581.1392

If you need to speak with a counselor after regular work hours, you can arrange this through the University of Maine Police Department by dialing 911 from campus telephones or 207.581-4040 from other Maine telephones

Cutler Health Center

Monday - Friday 8:00 AM to 5:00 PM - Dial 207.581.4000

Emergency Care: Ambulance service is available on campus
24 hours a day, seven days a week. Dial 911 for emergency services.

After Hours and Weekend Care: Clinicians are also available after hours and on weekends. These services may be provided at EMMC Orono Family Medicine, located on Kelley Road in Orono, or at Walk-In Care, located on Union Street in Bangor. Dial 207.581.4000 to reach the on-call service.

Transportation to off-campus appointments and the emergency room are offered by the University through a local taxi service at no cost to the student.

Off-Campus Confidential Resources

For Sexual Assault: Rape Response Services

24-Hour Hotline: 1.800.871.7741

For Relationship Abuse/Violence: Partners for Peace

24-Hour Hotline: 1.800.863.9909

When to contact the police:

It is very important that you **DO NOT** contact the police unless:

- You witness an incident taking place, call 911 or UMPD at 207.581.4040, safety first! (if away from campus, dial the local emergency number as appropriate)
- If the person reporting the alleged incident asks you to contact police*

*Our policy clearly states that a victim has a right to decline to notify law enforcement.

If a reporting person wants you to contact police you may do so. Please let the person know that they have a right to have help in filing a police report. For assistance in filing a police report contact the Office of Sexual Assault & Violence Prevention at 207.581.1406.

Tips on how to let your students know that you are a mandatory university reporter.

- Discuss it on the first day of classes.
- Let your students know that disclosures in written assignments will require you to report.
- Put information about your reporting requirements in your syllabus.
- When meeting with a student privately always start off with a disclosure, letting them know that you cannot promise confidentiality (this is a good practice as it covers suicidal ideations, intent to harm others, sexual assault, etc.).

Other Incidents and Emergencies: We cannot predict all the possible emergency situations that may happen during travel study. In the case of any other emergency please contact the University of Maine Police Department and AIG (where applicable) for immediate assistance.

Resolving Student Discipline Problems

While abroad, you may be confronted with a variety of student problems. It is important to impress upon the students that the program is not a tourist trip and that performance and behavior abroad will severely affect their grade. Should a problem arise, you have the final say but are encouraged to contact the Office of International Programs or DLL for guidance and assistance.

Behavioral Contracts are a great way to resolve minor disciplinary concerns while traveling with students. If a student breaks a rule for the first time, the faculty director should have a conversation with the student explaining their infraction, how the infraction impacts the student and group, and reiterate the behavioral expectations for students. The program leader should write a summary of the conversation and ask the student to sign the summary, agreeing to not repeat the behavior, noting that if behavioral concerns persist, further disciplinary action may be appropriate up to and including being sent home.

Alcohol and Drug Use or Abuse

All participants sign an alcohol awareness form stating that they will not drink if they are not 21 years old and that they will follow the University of Maine System Code of Conduct. Even if the legal drinking age is lower in the host country, only students who are 21 years and older are permitted to drink. In the student pre-departure orientation, please remind students of this policy and tell students who are of age that if they chose to drink, they are expected to do so in moderation and to be responsible. Remind all students that they are expected to show up to all of their class meetings on-time and to act courteously and professionally, as they are representatives of the University of Maine and the United States as a whole.

Drug use or abuse is not tolerated and is grounds for immediate expulsion from the program. Depending on the situation, the student may also face consequences with the host country law enforcement. Call the Office of Student Life in any case where a student has been found or suspected of using drugs. If after hours, you can contact UMPD(581.4040) after hours for assistance from the on-call staff.

Alcohol and drug issues must be handled proactively. If you notice that a student is hung-over in the morning, hear students talk about drinking a lot or hear about underage students drinking, do not ignore it. Arrange to talk with them that day to discuss their actions and how it impacts the student and group. Write a summary of your conversation with the student and ask the student to sign it. If the student refuses to sign, then make a note of the student's refusal. In many cases, a conversation and warning can prevent future issues and will appropriately address the situation. In some cases, alcohol abuse may require immediate dismissal. Call the Office of Student Life for guidance or if necessary, UMPD(581.4040) after hours for assistance from the on-call staff.

Disciplinary Removal

Unfortunately, there may be circumstances that necessitate sending a student home, because the student breaks published rules of the University code of conduct. Each faculty director will have different thresholds for student behavior and it is important to articulate these expectations to students at the pre-departure orientation, in the syllabus, and again after arrival on-site. In the case of disciplinary problems, the student will face the Community Standards process upon return to the University. It is important to record the details of the disciplinary concern and any actions taken to resolve the concern in writing, so that appropriate documentation can be kept, and student actions can be addressed.

Expelling a student from the Program

If a student violates the rules of conduct a second time, or the student's first violations (such as drug use) are significant enough to warrant immediate expulsion from the program, the faculty will need to work with the Office of Student Life to institute interim disciplinary action.

Faculty do not need to make these decisions on their own. Contact the Office of Student Life or DLL for assistance, or UMPD (581.4040) after-hours for assistance from on-call staff. An extreme case may call for a student to be expelled from the home institution as well as from the travel course. In such cases, the student will be referred to the Office of Student Life at the University.

Sending Students Home: There are many reasons why a student may need to return home during a travel course. Some returns will be voluntary, such as for medical reasons or a death in the family. Other returns will be disciplinary, prompted by the action (or inaction) of the student. If faculty find it necessary to send a student home, they should contact the Office of Student Life for guidance or UMPD (581.4040) after-hours for assistance from on-call staff. Document all of the student's and your actions and reactions in the form of an Incident Report (see sample in the Appendix).

When a student needs to return home for a medical or emotional/psychological reason, contact the Office of Student Life or UMPD (581.4040) after hours to determine if the student needs to be accompanied. This can be very problematic. Students are adults and cannot be forced to return against their will. Professional advice must be sought on the student's condition, and the best procedure should be determined. Your first step is to contact the Office of Student Life or UMPD. A ticket may have to be arranged for whoever would accompany the student home under these circumstances.

In all instances, you will need to bring the student to the airport and make sure that the student has purchased a return ticket and walked through security. The costs incurred will be the student's responsibility if they are leaving due to disciplinary issues. The logistical issues, such as the group's location far away from the departure city may be the most challenging. Work with on-site coordinators, the travel agent, and/or our insurance carrier to secure the best route. If the student needs to be sent home due to medical concerns, please contact AIG using the appropriate phone number (listed above) as they will assist.

F. Travel Study Incident Report:

Please fill out this form as completely as possible. In the event of any legal action this form will serve as the basic official college record of what transpired and what actions were taken by responsible college officials at the scene of the incident. Attach extra sheets as necessary and any documentary evidence.

Submit the complete original report and all supporting materials to Student Life as soon as feasibly possible, and no later than 48 hours after the incident occurs.

Date of incident _____ Location of incident _____

Time of incident _____ Were you present? _____

Name of student(s) involved:

Name of witnesses (if any):

Brief description of what happened:

Who provided this description if you were not a witness (please list all names)?

If you were not present, when were you informed?

What actions did you take?

If the student was transported to a hospital or clinic, please provide complete name of the facility, its phone and fax numbers, and address.

Names and phone numbers of all physicians who examined or treated the student.
Dr. _____ phone: _____
Dr. _____ phone: _____

Exact names of any medications prescribed to the student (please keep all packaging/inserts):

RX: _____

RX: _____

Was the student conscious and capable of making informed judgments about his or her medical treatment?

If the student was not capable of making informed judgments about medical decisions, who made any decisions?

What, if any, follow-up care was recommended?

Were the police or legal authorities notified of the incident or present at the scene?

Names and phone numbers of responsible legal authorities in charge of the case:

Case # _____ Was the U.S. or relevant embassy notified? _____

Name and number of responsible consular officials involved in this incident:

Dates/times of contact with Office of International Programs and/or parents:

Signature

Date

Time

Part VII: Final Considerations for Travel

- Budgets that have been prepared for your course must be followed as presented. All travel expenses are to be reported to DLL within five business days (APL #26) of your return. Travel study faculty must complete a Concur travel requisition for the course once expenses have been determined. This requisition will allow for cash advances if appropriate, and funds will be distributed 1-2 weeks prior to travel. Account numbers will be provided by DLL staff. All travel expenses are to be reported in Concur within 5 business days of your return. All receipts should be kept and must be attached to the travel expense report. Any unexpended travel advance funds should be returned to the University in accordance with Concur instructions. If a surplus in student course fees exists after all trip expenses have been covered, contact the DLL travel study office.
- Double check all plans and requirements related to any land transportation you plan to use—domestically or internationally. Be sure that you have met all legal requirements for drivers, followed all University requirements related to use of vehicles, and have arranged for adequate insurance coverage for any vehicles that will be used.
- Please plan and conduct pre-travel meetings with students so that plenty of time is available to thoroughly discuss all academic and conduct expectations related to the course, sign required forms, and gather all emergency information. Sample itineraries for pre-travel meetings are available in the [Travel Study Resources Google Folder](#).
- Supply each student registered in your class with two copies of the enclosed Student Intent Form. These letters are to be signed, with the student keeping one copy and the other kept on file in the Division of Lifelong Learning. Please note that the purpose of this letter is to impress on each student that he or she is personally responsible for any fees incurred should that student decide for any reason to cancel (if fees for airfare, hotel, entry fees, etc. have been paid on their behalf).
- Please let the staff of the DLL know immediately if you have any questions. Being as clear as possible about details and as specific as possible about expectations has allowed everyone to have positive experiences in these courses and achieve easier solutions should challenges arise.

status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity, 101 Boudreau Hall, University of Maine, Orono, ME 04469-5754, 207.581.1226, TTY 711 (Maine Relay System).