



Global Engagement Center's SPAN Faculty Led Handbook July 2019

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Faculty Led & SPAN at Hamline University

Glossary of Commonly Used Terms

KEY DEFINITIONS	
TERM/ACRONYM	DEFINITION
Accepted Phase	After a student has completed the items required in the Application Phase, their student records will be checked for conduct or GPA issues. Once students have been accepted, they need to decide to move forward into a Committed Phase.

Application Phase	Students begin the process for their education abroad program by starting an application on the Global Engagement Center (GEC) site. They will need to submit several documents before moving into a review or Accepted Phase by the GEC.
Committed Phase	Once a student has committed to the program, they are now responsible for the full financial burden of the program. GEC will assess the application and insurance fee in this phase to their student account before moving onto the final stage of the process, the Enrollment Phase.
Contracts	Contracts are formal agreements for the exchange of services for payment. The GEC creates contracts with Program Providers, Contractors and various other entities associated with Faculty-Led programs to ensure services in country allow for a successful time for students. GEC and Hamline officials in the President's office signs the contracts.
Code of Conduct	While abroad students are still held to Hamline policies and Codes of Conduct, in addition to any others that are program specific.
Course Notification Form	These Google Docs are sent to the registrar to assist in the registration, billing, and other details regarding a student's study away program. It also contains information for the Financial Aid Office to use as well.
Faculty-Led Program (FL)	Faculty-Led Programs are study abroad programs that are designed and led by Hamline faculty. Each program's course offerings are determined by the faculty director or department organizing the program. Faculty-Led programs make it easy to fulfill Hamline requirements while abroad. Faculty-Led Programs may be abbreviated as FL in this manual.
Faculty Director (FD)	SPAN's faculty director is the faculty teaching the methods course on campus, and also responsible for much more coordination with the SPAN governing entity in Minnesota.
Faculty Advisor (FA)	In SPAN programming, the faculty advisor will have multiple roles in addition to leading the students abroad. During the spring semester they will be part of the country orientations, and post abroad they will continue to work with students to complete the SPAN paper.. See list of responsibilities for more details.
High-Risk Location	A location that has been deemed to contain a higher level of risk or security issues by the United States Department of State. As GEC goes to great lengths to ensure our students safety, locations with travel warnings and alerts may not be approved. Always check the Department of State's website for a list of these locations and be ready to provide justification why students need to travel there for academic purposes.
Program Provider/Third Party Programmer	The Program Provider, also known as a Third Party Programmer or Provider, are companies that partner with Hamline to assist in the logistics of the program. They offer a variety of services and levels of involvement.
Pre-Departure Orientation (PDO) & Country-Specific Sessions	Pre-Departure Orientation is one of the mandatory orientations that the GEC host for students. In the PDO and subsequent Country-Specific PDO, students learn about multiple issues to assist in their preparation for going abroad. Topics include packing tips, culture shock, cultural competency/sensitivity and more.
Program Budget	The program budget is a critical piece to any program. Working with the GEC's template, the Implementation Team must enter in all program related expenses, salary information and more to come up with a Program Participation Expense that we market to students. Please be aware that once an expense is marketed to students the GEC is limited with raising that price. Faculty-led programs must be self-supporting in terms of funding.
Program Participation Expenses/Student expenses	The Program Participation Expenses are the costs that students must pay. It varies with each program to what the Expenses include but should have the basics such as transportation in country, housing, and program excursions. Occasionally this expense can be lowered.
Risk Assessment	The Risk Assessment process at Hamline ensures a certain level of safety for students on Faculty-Led Programs. The Itinerary and Contractors (if any) are evaluated to confirm that all activities, companies, and sites have safeguards.

	While this does not cover all the occurrences abroad, nor can it totally eliminate risk, the Risk Assessment process does provide Hamline with an opportunity to mitigate them.
Smart Traveler Enrollment Program (STEP)	The Smart Traveler Enrollment Program is a free service through the United States Department of State. U.S. citizens and nationals are enrolled, and this notifies the nearest U.S. Embassy or Consulate of their travel destinations. GEC uses this to track students and receive alerts when travel warnings or international incidents occur near their location.
Sponsoring departments	The Sponsoring Department is the department or college that offers the courses and program abroad. For example, the sponsoring department for a business in Europe program would be the Holt School of Business.
SPAN	Student Project for Amity among Nations is a directed research program housed and run by Hamline University.
Studio Abroad	Studio Abroad (SA) is the software that Hamline uses for managing its study abroad data, applications and documents. It is used by staff, faculty and participants.
Fac-Led Coordinator	The Fac-Led Coordinator is the GEC representative that works with faculty to ensure successful programming is completed.
“Made” “Make”	This is a term to signify that the program has reached the minimum number of participants committed to the program by deadline AND the department has confirmed that it will run.
Aid Year (AY)	The academic aid year (AY) signifies the Fall-Spring-Summer cycle of semesters in line with academic and financial aid rules.
Global Engagement Center (GEC)	An office responsible for all outgoing study abroad students. GEC also partners with departments to create Faculty-Led programming.

Faculty Led & SPAN at Hamline

Hamline's Global Engagement Center prepares students to become not only *global thinkers* but also *global citizens*, attuned to the multifaceted interconnections that shape our world.

In developing global competencies, students are equipped to analyze global and intercultural issues critically from multiple perspectives, to understand how differences affect perceptions, judgments, values, and ideas of self and others, and to engage in open, appropriate, and effective interactions with others from diverse backgrounds on the basis of a shared sense of social responsibility and respect for human dignity.

Closely related to the ethical imperative is a civic commitment -- a sense of global ethics that emerges in the context of evolving definitions of citizenship and interdependence -- that equip students to 1) become informed, open-minded, and responsible people who are attentive to diversity across the spectrum of differences, 2) seek to understand how their actions affect both local and global communities, and 3) address the world's most pressing and enduring issues collaboratively and equitably.

Faculty-Led programming is one of the many ways that the GEC contributes to the University's goals. Over the past several years, the GEC and faculty from around campus have coordinated 7-8 programs a year for students to expand their understanding of the world and themselves.

As of AY 2019-2020, SPAN has become a part of Hamline University and is facilitated in part through the Global Engagement Center. While it may look like a regular faculty led program with a faculty taking students abroad or off campus during the summer, there are a few extra components.

History of SPAN

SPAN (Student Project for Amity among Nations) began in 1946, after World War II, when a group of Minnesota college students and faculty decided that international understanding and amity was becoming increasingly important. They believed that the best way to improve relations and spread amity was for students to travel, study, and conduct independent research in other countries, meeting people and sharing their cultures. Thus, the SPAN program was born. Since that time, SPAN has sent nearly 3,000 students to more than 80 countries on six continents.

The SPAN program has two principal goals:

- To foster goodwill and understanding among nations, and
- To provide students with a unique independent research opportunity.

The SPAN program is divided into three parts:

- Preparation period
- Summer abroad
- Return year, writing of research paper

All parts are essential to the comprehensive international experience for students.

Benefits of SPAN for the student:

- Travel to an intriguing destination
- Choose your own research topic; pursue it independently
- Be mentored by an experienced academic advisor

- Work with bright, curious students from various disciplines
- Earn eight upper division academic credits from Hamline University (with a possible 2 additional in summer if needed)
- Enjoy an affordable experience; receive a SPAN scholarship
- Grow personally, professionally, and academically

SPAN at HU Requirements

Program Enrollment:

In order to provide the most cost effective program for students, Hamline University and the GEC have set a minimum enrollment level of 10 students for programs.

Location Considerations:

The location of the program will have a major impact on the research topics for students. In order to ensure that students will have a base level of support, Hamline is requiring programming to take place at one of Hamline University's exchange partners. These locations include:

Academics:

Students participating in the SPAN program will enroll in GLOB 3020: Interdisciplinary Research Methods, during the spring semester preceding the summer semester abroad. GLOB 3020 is taught as a hybrid course in the spring. The FA will be required to periodically contribute to the methods course, including the last two weeks of the semester with country specific orientations. This methods course will serve as a preparation for the students to do their research, and also as an orientation to their cohort and the location.

The majority of research and fieldwork will be conducted during the Interdisciplinary Research Practicum (GLOB TBD) course offered in the summer 6-week summer program. This course will carry 4 to 6 credits. Students wishing to use federal aid can register for the 6-credit option, which will include participation at Hamline's Interdisciplinary Student Research Symposium, in addition to the normal SPAN research assignment.

Following practicum abroad, students will have the rest of summer and fall semester to complete their papers. The FA will serve as the research project supervisor during the writing phase.

Program Development

Faculty Advisor Roles & GEC Collaboration

Developing, implementing and running a program off campus can become a large endeavor and there are many stakeholders that need to be consulted at various stages. The Global Engagement Center (GEC) will take the lead in building the in-country program logistics in conjunction with the faculty advisor.

There will also be a Faculty Director (FD) involved to support students in their writing, and other SPAN related items.

Faculty Advisor (FA) Roles & Responsibilities

Before committing to leading a SPAN program, it is important to understand the roles and responsibilities that come along with the program.

FAs serve as Hamline representatives abroad, international educators, and are the primary resource for students for in-country knowledge and health and safety concerns. Being a FA can be an academically exciting opportunity to develop experiential learning pedagogical skills and make important research contacts abroad.

Faculty Advisors should be able to:

- Communicate with GEC about programming development, updates, and changes.
- Provide necessary communication to college or department administration and area finance officer regarding approvals, safety, salaries, budgets, and changes.
- Design country specific academic orientations for the methods course in the spring semester.
- Have working knowledge and abide by all of Hamline's academic and conduct policies, including FERPA, Student Code of Conduct, Title IX, and Clery Act.
- Enable students to initiate, plan, and carry out research.
- Serve as a mentor, helping students to take responsibility for themselves and their own learning while giving mature intellectual guidance and push students to dive deeper.
- Engage with the students throughout the SPAN cycle from recruitment, the preparation coursework, while on-site, and during the paper drafting phases.
- Provide support for students by:
 - Conducting on-site orientation within the first few weeks on program to include introducing students to transportation, access to ATMs/banks, an other useful locations.
 - Giving assistance with obtaining cell phones or other means of communications.
 - Troubleshooting questions and issues as they arise.
 - Encouraging social media and other communication back in Minnesota with SPAN, and others.
- Remain in close contact with students not only in terms of location, but also check ins while on-site.
- Provide the GEC with an itinerary and phone numbers of any personal travel plans while during on-site program dates.

- Plan at least two meetings of the whole cohort during the summer research time - usually welcome and farewell dinners (budget provided).
- Upon return, FAs will serve as an advisor during the writing phase of the program. This can include:
 - Setting deadline for completion of various phases of the paper and reviews by the FA, FD, and a third reader.
 - Review drafts of the paper, provide feedback, and see that needed changes are made.
 - Review input from second readers.
 - Determine and submit grades.

In addition to the academic planning taken on by FA(s), they must also be prepared to provide non- academic personal support to participants. These roles may include:

- Serve as a guide, advisor, and counselor to participants.
- Take appropriate action if a participant violates Hamline's code of conduct or the host country laws.
- Take appropriate action if a participant becomes ill or is injured.
- Initiate an emergency management plan as appropriate while providing leadership, clarifying risks to students, and making decisions in consultation (when possible) with the GEC.
- Promptly alert the GEC and any program partners (if applicable) of any concerns while abroad in a time appropriate manner.

FAs are expected to be on call for student needs and emergencies outside normal working hours (9am -5pm).

In addition, the FA should also work with their departments to work out any overload or course load concerns prior to proposing a SPAN program.

Faculty Compensation:

In addition to leading the program abroad, the FA will receive the following as compensation for their time and expertise:

- RT airfare with cohort
- Stipend for communication costs (international SIM or plan use)
- Single room accommodations abroad
- Office space abroad if needed
- Several group meals + check-in stipends to use with students
- Teaching salary for one course
- Access to resources at the partner location for personal research use

GEC Roles

Global Engagement Center (GEC) can provide support as the Faculty Director requests. The base-line services include:

- Budget creation
- Program application creation and management
- Program information marketing support
- Advising for program participants
- Ensure program requirements are met for each approved applicant
- Booking of flights to program location, reserving rooms, and other contractual pieces
- Managing contracting process with needed entities
- Risk management services
- Communication with any program group for services on the program
- Assist with travel advance process for FA as allocated in budget (FA must submit in WorkDay)
- On call emergency support while program is away (via phone and email)

Additional support can come in the form of partnering with other entities/institutions abroad. A common example is partnering with a local university or program provider for student accommodations and classroom space.

Process and GEC Timelines

In addition to understanding and agreeing to the above additional responsibilities, the first step in designing a program comes with knowing the timing and FL/SPAN cycle.

The SPAN cycle can be broken into different phases that reflect the life cycle of the programs being managed. There are also tasks that need to be completed prior to the beginning of the academic year, other tasks are more cyclical and tied to the program.

Hamline’s proposal deadlines are strictly adhered to and late programs may be rejected if the GEC has a high volume of programs to develop.

Development – Implementation – Application – Confirmation – Program Duration – Debrief

Faculty are welcome to begin working with the GEC long before the proposal deadlines, but by the deadline, the proposal **MUST** be complete.

Here are more steps detailing the process and when they need to occur.

Action	Completed By:					SPAN
	GEC	FA	HU Partner	HU Dept	Other - HU	
Development						

Initial planning of program	*	*		*		
Consultation with GEC	*	*				
Online proposal	*	*				
RFP Drafted & sent to partner	*		*			
Online proposal completed		*				
Budget drafted	*	*	*			
Risk assessments completed	*					
Implementation						
Budget completed	*	*				
Contracts created/updated for all contractors	*		*		*	
Program marketing materials created	*					
Classroom visits and promotion events	*	*				*
Application						
Program application site created & opened	*					
Classroom visits/promotion continues	*	*				*
Confirmation						
Application closes on deadline day at 3 p.m.	*					
Budget revised with final numbers	*	*	*	*		*
Applicants Approved	*	*				*?
Program confirmed or cancelled	*	*	*	*		*
Participants informed of decision	*					
Billing and registration spreadsheets sent to Student Accounts & Registrar	*				*	
Students enrolled in STEP	*					
Students enrolled in courses, bills generated	*				*	

FA training	*	*				*
FA Program Packets assembled and distributed	*					
Set up any advances in WorkDay		*		*	*	
Program invoices and flights finalized	*		*		*	
Orientations and pre-departure meetings happen	*	*	*			*
Duration of Program						
Methods Class taught in Spring		*				
Research mentorship on-site		*				
Emergency Assistance/Support	*	*	*	*	*	*
Debrief						
End of summer program: Budget balanced	*					
Program design, implementation, costs, and outcomes evaluated	*	*	*	*	*	*
Returned student mentorship and grading		*				*
Alumni engagement & 501(c)3 work						*

SPAN Model at Hamline

Hamline Exchange Partners

In order to support students with access to services abroad such as library facilities, cost-effective and safe housing, and other logistical support, Hamline University will run SPAN summer programs in locations where it already has an established partnership with a local institution.

Program Provider

If the use of a Hamline Partner is not feasible for the approved program, the GEC will bid the cost of the program in accordance with [Hamline Due Diligence and RFP Guidelines Policy](#). Once the GEC has bids from program provider(s) or contractor(s), an estimated budget will be created. In the event that a program must be in a different location, the GEC will work with companies to facilitate the program's safe provision of lodging and necessities.

Budgets & Finances

The GEC will be responsible for creating a budget and managing it for each SPAN program at Hamline University. Each program should be self-sustaining; all program costs must be balanced by income from student paid fees.

In order to have an accurate budget, it is important for the FA to communicate with the GEC on all items required for their program- this includes potential excursions/activities related to the program content, office space, and other items.

There are several categories of expenses that are included in the Hamline faculty-led program budget: 1) Hamline FA expenses, 2) instructional and administrative expenses, and 3) group rates and student expenses. These costs together create the overall program expense. This expense is then divided by the student participants.

Participant Costs & Billing

To participate on a study away program, students pay an application fee. For SPAN programs, this fee is \$275. Students are not charged this fee until they are ready to commit into the program. HU students' application fee will be added to their student account once the rest of the program's costs are ready to be billed (a few weeks before the start of the term). Non-HU students will need to pay the application fee via check or cash at the GEC office.

It does not cost anything for students to start an application.

Once the student has completed and submitted the the SPAN application, they are committed into the program and legally responsible to pay the program expense. Students are subject to the GEC's withdrawal policy at this time.

In order to get a program expense for each student, the GEC will total up the program costs (as listed above) and divide that by the number of student participants.

The GEC works with Hamline University to post the program expense for each student to their Hamline student account. It can be paid using financial aid funds (Federal, State, and Hamline funds depending on term), outside scholarships, and personal funding.

The program expense is billed to students' accounts near the end of the semester before the program departs. For example, summer costs will typically appear around the beginning of May or close to Hamline's academic calendar dates.

As mentioned, students are subject to GEC withdrawal policies, late payment fees, and other Hamline University rules when it comes to paying for a program once they have committed.

Faculty Costs & Information

The FA on the program will have the majority of their costs in-country covered. This means that single occupancy rooms, any program planned group meals, excursions, airfare and selected in-country transportation is covered. The GEC will also provide funds for the FA to purchase an international SIM or international calling plan (typically around \$150) for use in communication with students, partners, and the GEC.

The FA is responsible for any outside the program costs incurred on their own behalf- souvenirs, non- program covered meals, additional trips, flight upgrades/changes, etc.

Emergency medical insurance is also provided for FA and all program participants. Prior to departure the GEC will go over how to use the insurance.

Receipts

The GEC does its best to pay for all services before the program departs Minnesota, but there are some cases where the FA might incur.

If you make any emergency purchases for the program, please contact the GEC as soon as you are notified of the missing purchase or non-covered items. Some purchases should not be taken on by the FA or the program.

Covered	Not Covered
SIM card for program phone use	Late student takes a taxi to excursion site (should be paid for by the student)
Additional dinner when trying to keep students safe during an emergency.	Taxi to hospital for a student (should be paid for by the student/claimed for reimbursement with insurance)

T Card use while abroad has specific codes to use when submitting your receipts in the normal manner. If you have questions, please contact the GEC.

Studio Abroad Proposal

After beginning to conceptualize your desired program (program location and connection), the next step to officially begin the process with the GEC is to start the online proposal.

Hamline University utilizes an online platform for both program proposals and student application management.

SPAN Proposal Deadline: June 1

Faculty should access the Faculty Led Proposals here:

<https://hamline.studioabroad.com/index.cfm?FuseAction=Programs.SimpleSearch>

Using the Risk Management drop down option in the SHOW field, search for SPAN Proposals.

Using your Hamline University email or one provided to you by the GEC (for non HU faculty) login information, log into the system and begin a proposal.

The GEC can also open an application for you if requested.

Once you have worked on building the foundations of your program, it is time for your partnership with the GEC to bring the planning to the next level. In the implementation stage, the budgets are created, applications are opened, and the details of the program are solidified.

Hamline Approval Process

It is important to note that not all program proposals will be selected to progress to the application phase. This can be due to the volume of faculty wishing to run a program during a particular term to issues on the proposed location or course offerings.

The GEC will work with each FA on building a program that meets the requirements and standards of Hamline University and national best practices and standards.

Student Applications

Once the planning stages yield enough information to provide students a general understanding of the cost of the program, the GEC will create the online application system.

The GEC will create the online application site with information from the proposal (objectives, prerequisites, and other details from the itinerary) to help inform students on the scope of the program. This site will have a link to the application that students must complete before the deadlines.

A program's application site will not be opened for applications until the budget has been approved by both the FA, FD, and the GEC.

Online Application & Deadlines

Students will need to complete an online application using the GEC's software, similar to the faculty's proposal.

The application includes students providing general background information, emergency contacts, and signing several forms (including one that explains the withdrawal and cancellation policy). This is collected in the form of questionnaires, signature documents and materials that are uploaded to the application system.

If a FA needs a special questionnaire or application item like a pre-screening essay, please contact the GEC before the applications are opened.

Student Application Deadlines: November 5

Hamline students will be able to log into the system using their Hamline credentials. For all Non-HU students, they will need to get Hamline credentials by becoming a non-degree seeking student through admissions. Please contact Hamline's registrar for more information and forms.

Confirmation or cancellation of programs will happen shortly after the deadline. The GEC will communicate with the FA before emailing all committed participants of the program's outcome.

The application fee can be billed to the student's Hamline account, but they are responsible for it at the time of committing into the program. The GEC can also accept cash or checks at the GEC office.

For SPAN's non-HU students, the GEC will require a check or cash to be paid by the deadline.

Recruitment and Marketing Roles

During the application period, faculty, SPAN officials, and the GEC will be working with students directly to get them excited about the program and complete the online applications. While the GEC will provide some support for the faculty, the GEC must ensure that all programs receive the same levels of attention. Understanding the roles for recruiting and marketing are critical to gathering enough completed applicants.

It is important to note that many students will not start applications until closer to the deadlines. Others will begin applications and then never complete them.

Faculty

The FA's role in the early phases is mainly planning and recruitment. This means talking to your classes and other similar themed classes about your program and the benefits of joining. This can mean creating a short presentation with colorful pictures and utilizing the materials that the GEC will provide.

Your work (or past participants for recurring programs) in promoting your program will be the most impactful to students. FA should note that an important draw to students is the desire to learn with the FA themselves. SPAN will also assist with recruiting of non-Hamline students at regional events and fairs.

Several examples of types of activities FAs can use:

- Classroom presentations
- Convo Hour Info Sessions
- Tabling in Anderson
- GEC Fair
- Social media campaigns
- Hamline email/listserve
- Digital displays on campus
- Flyers around campus

GEC

In order to assist the FA with marketing and outreach, the GEC will also draft and print copies of a half sheet guide specific to the program. These sheets will be used at all Hamline Events that the GEC attends, as well as displayed in the GEC and at the GEC Fair.

The GEC will print the first 40 copies for the faculty to hand out to students and stock the GEC resource room/fair events with copies. The faculty will be provided digital file of the guides should they want more than the original 40 copies.

The GEC will also communicate weekly updates on program applications with the FA(s) getting closer to the deadlines (starting the month before). Faculty can request an application number check in at any time by emailing the GEC Faculty-Led Coordinator directly.

Student Eligibility

The GEC has several requirements for students on any study away program. For the summer term, these are relaxed slightly to allow for more students the opportunity to study away.

Students participating on FL programs must:

- Be in good academic and social standing with Hamline University
- 18 years of age or older (no minors)
- Complete all application materials from the GEC

Have no account holds on their HU account prior to departure
Complete any/all program prerequisites or have permission of the faculty
For international programs, students must secure passport and any special
visa/permissions to travel

For countries with languages other than English, students should have taken college courses in the language spoken. Having a working language ability will not always indicate a successful research project, and fluency might not be a necessity.

Students should not delay in beginning the GEC application in addition to planning finances related to their program. Faculty and students are encouraged to use the GEC as a resource for assistance in understanding the financial aid process, budgeting for programs, or the application process in general.

SPAN Programming

Students, once approved into the SPAN program, will begin an intense preparation period with their cohort and FA. The timeline has three main parts:

Interdisciplinary Research Methods Course & Preparation for Interdisciplinary Research Practicum

Once the deadlines have passed, the GEC will communicate if the program is viable to run or not. Sometimes not hitting the target minimum student enrollment can still mean a program has enough financial resources to operate.

If your program was not successful, the GEC will notify all students with committed applications and contracting partners. A debrief of the application phase and program can be helpful in finding better ways to promote the program for subsequent years.

Course Objectives

This 4 credit hybrid course (GLOB 3020: Interdisciplinary Research Methods) is offered at Hamline University during the spring semester to prepare students for the summer research period.

FAs will be asked to consult in the methods course to also include topics that will help the students such as:

- Country information including customs, history, geography, art, literature, language(s), politics, economy, and people.
- Discuss arrangements for transportation and housing (with GEC assistance if requested).

- Establish preliminary contacts for their research and methods of contacting people once they are in country.
- Teamwork/team building to get acquainted with one another and with the FA.
- Discuss and have students understand behavior/Code of Conduct while off campus
- Expectations/Norms for the program off campus
 - Social Media and Technology Away
 - Hotel/Roommates
 - Free time/Class time
- Health, safety and risk mitigation when conducting research in another location, country specific emergency preparedness topics.

Some faculty advisors in the past have used the following to aid in increasing students' knowledge:

- Organize on campus talks by guest speakers who are experts in specific fields.
- Visit events or presentations relating to the country or region.
- Invite SPAN to assist with finding country specific speakers.

The Interdisciplinary Research Practicum course (GLOB TBD) will be graded by the FA and FD during the fall semester after the research abroad is completed. Both the FA and FD are responsible for working with students to mentor and assist with them completing the assignment by January 31st.

SPAN Orientations

FA Orientations

Much like preparing the students, the FA will also need to attend a training from both SPAN and the GEC. The ones hosted by the GEC include a focused session to walk FA through Hamline emergency insurance use, Hamline policies, and other preparedness topics. SPAN will host FA orientations and SPAN meetings throughout the spring semester prior to departure.

FA are expected to participate in the SPAN events.

Student Orientations

Pre-departure Orientation/PDO (GEC led)

The Pre-departure orientation (PDO) from the GEC has two forms. One is an online learning assessment found in the student's applications, these should be completed shortly after committing to the program. The second part will entail an on campus orientation and workshop the semester prior to departure.

Bon Voyage Banquet (SPAN led)

This event is open to the cohort and their families. Additionally, other SPAN alumni will be in attendance. This is an opportunity for families to get to know the FA and SPAN. It is also a chance for students to network with former SPAN participants. SPAN scholarships will be announced at this event, which will take place in May prior to departure.

Passport/Visa

In the GEC application, students are asked for their current passport information and in many cases a copy of the passport. The GEC will assist a student in finding the proper paperwork to obtaining a first passport or renewal, as well as information on where to go to get the documents processed.

The GEC is not able to provide official visa consulting services. While the GEC will work to aid as much as possible, if the program requires a valid passport and/or visa, the ultimate responsibility to secure these are on the participant. FA must also secure their own passport for international travel.

If an international student wishes to participate on an abroad program, they are encouraged to check with the International Student Advisor in the GEC (or their home institution for non-HU students) to ensure proper re-entry permissions are in place for after the program. They are also required to have any needed visa/paperwork for the program's host country completed prior to departure. International students are responsible for finding out if they are allowed to travel to the host country as well before committing to the program.

During Program

Hamline University and the GEC takes the safety and success of the program very seriously. This includes maintaining the health and safety of its participants and also keeping the program moving forward. The GEC does its best to mitigate risks and provide the safest program possible, there are some incidents that are out of its control. Understanding the role that the FA play during the program during times of emergency or change is critical to keeping the program progressing.

Emergencies can be both real and perceived and can include the following:

- Robbery
- Physical and sexual assault
- Illness (physical and emotional)

- Accidents/injuries
- Hospitalization
- Political events causing major upheaval
- Arrest
- Detention/Interrogation by foreign officials
- Legal actions involving program participants
- Natural disaster
- Disappearance of a student
- Terrorism

As part of the pre-departure services, the GEC will enroll all program participants in the STEP program (Smart Traveler Enrollment Program), a service of the U.S. State Department. This will notify the closest embassy of the presence of U.S. citizens for the program's duration.

Registration enables the U.S. Embassy to provide assistance in the event of an emergency.

In addition, the GEC will also provide the FA a binder with emergency information and numbers of in country resources to utilize as needed. The binder will also include student emergency contacts and disclosed medical and food related allergies/needs.

FA should carry this information and a working cell phone with them during the program.

Emergency Management

While on the program, in the event of emergencies (political, weather, other), the FA must coordinate to ensure the safety of the program and participants. The GEC and exchange institution counterparts (if used) are points of support, but ultimately the FA is on-site with the program.

Health

Prior to departing, the GEC recommends that the FA discuss self care and maintenance of health while away with students in one of the orientation sessions. At this point in the process, students should have completed a travel clinic consultation (part of the application process). Students are also asked to self-disclose any health issues that might have an impact on their time away, however, this is not mandatory.

If a student shares a medical condition or need for accommodation, the FA and the GEC should work together to ensure the reasonable steps are taken to aid the student on the program.

For more information on travel clinics and vaccine requirements, please see the GEC's website or the Centers for Disease Control for a list of recommended and mandatory treatments.

In country, Hamline's insurance provider will have a list of hospitals and facilities that can assist in the event of a health emergency away. During the PDO event, the GEC will go over how to use the insurance and provide information regarding the policy.

In the event of a health emergency, once able, FAs must report the incident to the GEC.

Even though students may not notice certain issues in their daily lives does not mean factors like culture shock or added stress of traveling to an unknown location will not occur.

FA are not trained medical practitioners, but should be able to support students by providing any resources needed or assisting them in getting the needed medical help while away.

Safety

Safety is an important issue for both Hamline University and those involved with the program. This is why it is critical for taking into consideration the location of the program in the planning stages. The FAs are encouraged to review any travel warnings or heightened advisories provided from the Department of State's Consular Services division. Locations deemed with higher security levels may be denied program approval.

The GEC monitors local and international news, and subscribes the the U.S. State Department's OSAC updates for any significant impact to the program's location security. It is up to the FA to be aware of events on the ground or to be in contact with the GEC if concerns arise.

Local events like worker's strikes, protests, and marches can happen without much warning, so it is critical for on-site staff to be aware and remind students to be aware of their own personal safety when not with the program cohort. Having back up locations for emergency meetup spaces is also up to the FA to coordinate and inform students.

It is also important for the FA to discuss safety items of the location in one of the orientation sessions to prepare students before travel. Items such as robbery, disease potential (Malaria, Zika, waterborne issues, and others) and how to protect themselves should be addressed as a group. The GEC will go over general rules and tips, but not country specific ones in the PDO.

Renting cars is prohibited for students. FA may choose to rent a car, but please note that the FA is responsible for obtaining any needed international licenses and insurances.

Emergency Response Protocol

In the event of an emergency, the GEC recommends the FA follow the protocol and assist program participants in getting to safety.

1. Get to a safe location

- a. In order to fully assess the situation and response, make sure that yourself and involved participants get to a safe location.
2. Confirm participants are accounted for
 - a. Locate and contact program participants as quickly as possible if the emergency is a larger issue that impacts the whole group.
3. Remain Calm
 - a. Try and not panic or overreact- student are looking to the FAs to aid them in the situation.
 - b. With a clear and focused mindset, consider the situation, options for securing the group's safety, and resources at your disposal.
 - i. The FA should work as a team
 - ii. Remember to stick to the facts and not say more than necessary
 - iii. Hamline University & the GEC will support your decisions
4. Contact the GEC & Hamline Insurance (if medical)
 - a. If you are able to contact the GEC or program provider prior to decision making, please do so. This will not be a viable option in all emergency situations.
5. Assess the situation and act
 - a. Gather the needed information about the issue and assess what can be done.
 - b. Use your resources outside the GEC, like the U.S. Department of State, Overseas Citizens Services or others.
6. Utilize the Embassy or Consulate nearest to you
 - a. If appropriate, contact the U.S. Embassy or Consulate for emergency assistance. For political and natural disaster situations, these are a must contact.
7. Be present
 - a. Never leave a student on their own, especially in a medical emergency.
 - b. Coordinate with other program leaders and have one go with the injured/involved party if needed.
 - c. Use your resources: GEC, insurance, program provider, etc.
8. Communicate Updates
 - a. Communication with the GEC at the onset of an emergency can provide more than just simple support. The GEC can begin coordinating with consulates, insurance providers, and parents to take some of the tasks off of the FA.
 - b. Keep participants updated and calm as well.
9. Follow Up
 - a. Once the emergency has passed, make sure to continue to follow up with any groups or steps needed.
 - b. Circle back and have a debrief meeting to discuss any further impacts to the program and communicate these with the GEC and program providers.
10. Continue program/return to MN
 - a. Unless the emergency is a major political or natural disaster, the program should continue as planned or with as few changes as possible - depending on the nature of the emergency.

- b. In the event of the situation dictating the cancelation of the program, the GEC will work in conjunction with our insurance providers and consulate to ensure the safe return of all program participants and staff.

Participant Code of Conduct

While the program is in motion, students have agreed to abide by Hamline University's Code of Conduct and any program specific code. In the event of non-compliance or behavioral issues, there are resources to aid the FA in facilitating a closure to a situation.

Behavioral or issues of misconduct can be unpredictable while away. Minor acts should be expected such as tardiness, but when the behavior becomes disruptive to the program, that is when FAs must act for the good of the program.

For more details on Hamline University's code for students, please see the official site:

<https://www.hamline.edu/Content.aspx?id=2147489543>

In addition to the Hamline University rules, student have also agreed to the GEC's terms and conditions that include any specific rules set for by any program provider or group addendums during the orientation sessions. Host country laws and rules are also enforceable by the local government system.

Disciplinary Violations and Consequences

FA have the full authority to adjudicate misconduct and violations of rules during the program. The GEC highly recommends documenting the offense in writing, and notifying the GEC.

Consequences for continued or program disruptive actions by a participant should follow the severity of the offense or take into account the types of previous warning provided. The severity of punishment can include expulsion from the program, failing the course, or further consequences back at Hamline University.

FA are encouraged to discuss the situation prior to any warnings, or expulsions are carried out.

1. Verbal warnings to participant: This is the first warning to those involved with the misconduct. FA should clearly identify the behavioral expectations, code of conduct, and consequences of further incidents. The FA can set sanctions or terms for the participant to complete/as a warning. Writing a summary of the verbal warning meeting with students is recommended.
2. Written warnings to participant: If the incident continues to impact the program, or the severity of the program is heightened more than just tardiness, the FA can provide a written warning to students. The GEC should receive a copy of this note, as this can be

communicated with Hamline University and impact the student upon return. The GEC provides sample text in the binder provided. The FA can set sanctions or terms for the participant to complete/as a warning. Writing a summary of the verbal warning meeting with students is recommended.

3. Disciplinary Expulsion: Major violations, or certain types of violations carry this severe consequence. No prior verbal or written warning is required if the violation is egregious.

Disciplinary Dismissal from Program:

This should be reserved for misconduct that has a negative impact on the program, its participants, and/or goes against Hamline University's image in a significant way.

The dismissal of a student from the program will be at the discretion of the GEC in consultation with the FA and Dean of Students.

Once expelled from a program, as part of the terms and conditions, the student is responsible for all expenses to return home. They are no longer able to use program resources, or accommodations. It should be noted that a student should never be left in a situation that could be dangerous or have negative impact to their safety, unless imminent danger to the program requires the removal or the participant refuses to follow directions that jeopardizes the group.

Post Program/Return Semester

Once the abroad program has completed, several steps need to be accomplished before the FA and GEC can call the program successfully completed.

Due to the nature of the SPAN projects, students will be writing their final paper over the course of the next few months. FAs need to continue to support the students in the review process.

Program Debrief Meeting

The GEC will invite the FA to a meeting shortly after the return from abroad. In this meeting it allows the GEC and leaders on the program to discuss how the program went, and any issues that arose.

General topics of conversation include:

- Participant numbers (faculty:student ratio)
- Logistics on the ground, and if program provider used, feedback on services
 - Housing
 - Transportation
 - Excursion quality
- Behavior/Disciplinary issues
- Communication with GEC, participants, program provider, etc

- Course/teaching conditions
- Learning outcomes

FA Items To Complete

Grades

Regardless of the date of return, the FA are responsible to submit the participant grades in a timely manner that coincides with Hamline University's policies. Please keep the deadlines for grades in mind if you are planning on adding post-program assignments/coursework for students.

Failure to submit grades will have negative consequences for the participants and the program.

FA will need to continue to work closely with students even after the fieldwork abroad has ended. The role of research supervisor continues until the student has submitted their SPAN paper.

Late Papers

Students who cannot meet the deadline for submission of the paper may ask for an extraordinary circumstance extension. To do this, the student must submit a formal request to the FA and FD. In this request, students must state the reason(s) an extension is being sought and a proposed date for the paper to be handed in. If the extension is approved, the student will have an "I" grade entered until the paper is completed.

The official due date for the paper is January 31st.

Need to Know Federal and University Regulations in EA

Faculty-led and SPAN programming created by Hamline University must still comply with the various United States rules and regulations, even when not in the U.S.

While being outside of the U.S. jurisdiction on internationally located programs, Hamline University and the GEC will continue to comply with Clery, FERPA and Title IX federal regulations and follow the [Forum on Education Abroad's Standards of Best Practice](#) to ensure student safety and well being. If you would like access to an online copy of the Forum's Standards of Best Practice, please inquire with the GEC.

Below are the major regulations that each FA must understand and continue to adhere to while on their program.

Clery Act

The Clery Act is a federal statute that began in 1990. Under the Clery Act, all public and private institutions that wish to receive federal financial aid programs must report crimes that take place on or around University campuses.

The Clery Act also applies to any off-campus university sponsored programming; in this case, study away programs fall under the mandatory reporting rules.

For more information on how the Clery Act impacts your study away program, the U.S. Department of Education 2011 “Handbook for Campus Safety and Security Reporting” will provide further details.

All minor and major incidents away from campus need to be reported to the GEC. This includes any thefts students are involved in/with, or other crimes that happen to students or Hamline personnel.

Family Educational Records Privacy Act (FERPA)

The Family Educational Records Privacy Act of 1974 (FERPA) applies to all university activities, including study away programming. Under FERPA, University staff and officials cannot disclose any records of students aged 18 or older. This protection includes grades, disciplinary information, financials, or course related information. For the purposes of study away, this means University officials cannot confirm or deny that a particular student is participating on a program to a third party without the written consent of the student. While the GEC does ask students to provide a FERPA waiver, it is not a mandatory part of the application.

There are a few exceptions to FERPA that allows the data sharing, one such example includes other University staff with a “need to know” basis on the protected information- i.e. financial aid officials need to know a student is going on the program to provide an accurate award package.

Most often, faculty and staff will be asked questions by parents/guardians of students regarding the program and other course details. In this case, only general information that is accessible to the public may be shared.

In the event of an emergency or “perceived” emergency, FERPA does allow for the release of information. Participant information may be accessed and shared if the knowledge of such information is necessary to protect health or safety of a student or other person(s).

Title IX

Title IX is a federal civil rights law in the United States of America that was passed as part of the Education Amendments of 1972. Under the law “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” This protection also is extended to include sexual harassment and assault. Under the law, universities must that “effective corrective” action in circumstances, including programming that is off-campus.

Hamline University faculty and staff must comply with normal mandatory reporting practices as if there were still located on campus.

Insurance Considerations & Risk Reduction

Each program will have different levels of risk associated with the location, activities, and other factors. During the program creation stage, it is important to keep in mind several factors for keeping the program accessible for a wide variety of students.

Excursions/Program Activities:

Each activity may have different levels of risk associated with them. For example, water activities like scuba diving, or extreme sports such as zip lining, hang gliding, and many others are considered high risk, and are not covered by many insurance packages.

Excursions that are part of a program should remain tied to the learning outcomes of the program or add cultural depth to the program. This does not mean programs cannot add items like hiking ruins, or travel on a boat during the program. The GEC will ask the FA or program provider partners used to add a safety training prior to the event to ensure participants know where safety features are located or what to do in the case of emergency.

If you have any questions about specific excursions or activities, please ask the GEC on the risk level or ideas on how to mitigate the risk.

Emergency Medical Insurance

Hamline University and the GEC provide emergency medical insurance for all participants through Educational & Institutional Insurance Administrators (EIIA). Please note that all students and program leaders should also maintain their domestic insurance while abroad.

The EIIA policy does not cover routine procedures (medical or dental).

The GEC will provide an insurance card and emergency hotline number in the orientations for both students in the Pre-departure orientation and the separate FA training.

Contractor General Liability Insurance

As mentioned in the program provider section, any third party used for program support must have a certain level of general liability and emergency services. These will depend on the individual company, and the GEC will have more information on this.

Visitors on Programs Policy

Family Members/Visitors

Hamline University does not allow non-program individuals to be part of any study away program. This includes spouses or children of the FA, as well as the participants. In addition to creating increased liability on the part of Hamline University and it being a national best practice, the separation of costs for the additional individuals would create unneeded complexities as program fees cannot be used for non-program participants. This includes the use of transportation, accommodations, and any program excursion rates.