

Dear January Term Off-Campus Faculty,

Welcome to January Term! In the 30+ years since the first Linfield off-campus JT courses were offered, we have seen how they provide a rich and valuable learning experience for everyone involved. Students repeatedly say that these courses are among their most valued and memorable college experiences. The IPO considers it a privilege to be part of such an exciting and satisfying educational effort, and we know that the rewards for you as faculty are great, as are the responsibilities.

As you know, the travel industry has changed dramatically in the past several years. Additionally, new issues of risk and liability have affected the way we provide international experiences for our students. We hope this guide will help you navigate through the preparation and delivery of your course.

We enjoy cooperating with you and are glad to be of assistance in any way we can. Thank you for all your fine work on behalf of the students and the college.

IPO Staff

Linfield College recognizes that leading a January Term off-campus course can place many demands on you. We encourage you to have an open discussion with the director of international programs and/or staff if you have specific concerns or issues that may impact your role as the course leader. We ask for your cooperation in working with us in the planning of your course and, eventually, the on-site day-to-day management of your course, in keeping with college policies with respect to travel and disbursement of expenses.

## **Pre-departure Orientation Meetings**

If you are not holding an IDST 098, the college expects that each faculty leader will hold frequent class meetings in the fall in preparation for the January Term experience. Some of the topics in Appendix A will provide useful guidelines for the meetings.

### **Airlines, Airports, Tickets, and Travel Documents**

A. Checking Accuracy of Documents—We will give you all the e-tickets for yourself and your group. Please check each e-ticket to make sure that you have all of them and that there are no errors in names, dates, or times. The name on the e-ticket **MUST** match the name on the passport. We also keep copies of the students' passports and visa (if required). However, please encourage the students to make copies of these items and to leave a copy at home and keep a copy with them separate from their passport.

B. Transport to Airport—We will arrange transportation from McMinnville to PDX for you and your group if you are leaving with-in the three-day departure and return window. Since we will be using commercial transportation, having groups depart and return within the 3-day window saves the college money.

**Everyone should plan to arrive at the airport no later than 3 hours before departure. NOTE: This is a TSA requirement, especially for group travel.**

**C. Make sure that all the luggage for you and your group is checked to the final destination.**

**Note that it is individual students' responsibility to pay for any luggage fees imposed by the airlines.**

If anyone in your group requires special seating or other arrangements (e.g. vegetarian meals), please let us know by mid-September.

**Check [www.tsa.gov](http://www.tsa.gov) a few days before you travel for current regulations regarding what is and is not allowed on the plane. Share with your students which airline(s) you will be using and encourage the students to check the website(s) for checked and carry-on luggage weight and size restrictions.**

D. No-shows—If there are no-shows at the time of departure for the airport (or, in some cases, at the airport), please let us know. Contact phone numbers are provided at the back of this handbook, (Appendix D).

E. Non-U.S. Citizens—If there are any students in your group who are not U.S. citizens, please make sure we are aware of this well in advance. **There may be special visa requirements for these students. Students in your course who are non-US citizens should contact the IPO in September prior to departure in January.**

## Academics

A. Book and Videos—You can still order library books/videos for your course; please let Kathleen Spring know if you need books or films. x2263 or kspring

B. Country-specific Background Information—Four-page *Culturegrams* are available through Brigham Young University for a fee ([www.culturegrams.com](http://www.culturegrams.com)). We also encourage you to browse the country specific information on the State Department website [www.state.gov](http://www.state.gov).

C. Balancing Course Time and Free Time—Finding this balance during off-campus courses can be very challenging. There is usually so much to see and do that the temptation is to overload the students and yourself. Try to schedule regular periods of free time so that the students can relax and unwind; after all, being in an unfamiliar place is strenuous and stressful. Also, health problems can begin to arise when the pace is too hectic.

D. Human Decency Component Many JT faculty have adopted this in their syllabi: “Human Decency Component (HDC). Students will also be evaluated through self-evaluation and the instructor’s evaluation on the HDC. The HDC is the extent to which the student has worked to the benefit of the group, respected the culture and people they are visiting, and have become involved in the daily life in X. Traveling typically brings out the best and worst in people, and part of your grade will be determined by your actions towards citizens of X and towards each other in a manner that maximized the positive aspects of the experience. If your interactions with members of the group draw away from the purposes of the program, you will be graded down for it.”

E. Contacting Alumni—We encourage you to find time to make connections with Linfield alumni in any of the places/countries you will be visiting. If you want to pursue this please let us know and we may be able to provide information, or contact Debbie Harmon Ferry: dharmon or x2607. Our former international students and our American graduates working or living abroad are usually delighted to meet with Linfield groups and can offer unique perspectives into the country and culture.

The Admission Office will also appreciate any assistance you can provide while you are abroad: contacting prospective students and their parents at your study site, dropping off college materials, visiting a high school if appropriate, etc... Please contact Lisa Knodle-Bragiel at x2214 or lbragiel.

## Health Information and Precautions

A.

### STUDENTS

Linfield College requires all students participating in any of Linfield's study abroad programs to be enrolled in a study abroad accident & sickness policy with USI, which includes the Travel Guard endorsement. This policy is mandatory, regardless of other insurance they may have. The cost is included in the program fee.

Please be aware that the medical coverage for anyone being hurt from engaging in any kind of \*extreme sports\* while abroad is woefully and deplorably limited. Therefore, Linfield will not condone such activities and, strongly discourages you from engaging in any form of extreme sports (broadly defined as any activity which is not part of the college's current athletic program) while participating in a Linfield-administered program abroad.

Be aware that the majority of medical facilities abroad will only accept cash for expenses incurred by non-nationals. U.S. insurance companies usually pay through a reimbursement process. If a student incurs medical expenses abroad, be sure to ask for and keep all receipts. Also ask for a written statement from the attending physician.

If your students are participating in a domestic off-campus January Term course, please encourage them to make sure they have insurance coverage, just as if they were taking a course on campus.

### FACULTY:

All employees enrolled in Linfield's Group Life Insurance plan are automatically enrolled in Principal - AXA Travel Assistance:

<https://www.linfield.edu/humanresources/employee-benefits/travel-assistance-benefits.html>

If you have questions, please contact the Human Resources office, Melrose 109, x 2594. Faculty leading an international off-campus course will also be enrolled with USI, for emergency medical, evacuation, and repatriation.

B. Consent for Medical Treatment—All students have signed a statement giving consent “to the Linfield representative overseas to authorize any necessary medical or surgical treatment in case of a medical emergency.” The student **must personally consent to said medical procedure** if he/she is physically and emotionally capable of consenting at the time such treatment is required. You will be provided with a copy of each students' "Health Information Form".

C. Inoculations—It is the students' responsibility to find out if they will need any inoculations (or preventative medications), so please encourage them to consult with their personal physician, or check the Center for Disease control website at [www.cdc.gov](http://www.cdc.gov).

D. Depression, Eating Disorders, Alcoholism—Pre-existing problems are often exacerbated when participants leave the safety and comfort of home. Look for signs of extreme anxiety or homesickness, depression, alcoholism, eating disorders, or other medical problems, and be prepared to take action if necessary.

E. Jet Lag—Because this is a short-term course and you want to have your group alert and functioning as soon after arrival as possible, you may want to talk about tips for minimizing jet lag (Appendix B).

F. Students with Disabilities—Linfield has certain responsibilities in making reasonable accommodations on off-campus courses for students with disabilities. Please inform our office immediately if you know of any students who might need special travel or other arrangements.

G. Special Health Requirements—If your course places special demands or requirements on students (e.g., high altitudes, severe weather hiking, scuba diving or other potentially strenuous activity), please make sure our office is well-informed in advance.

H. First Aid/Medical Kit—It's a good idea to take a small medical kit with you (the IPO will reimburse you upon receiving receipts). Please supplement this kit as advisable for your particular needs in rural areas or certain locations (Appendix E).

## **General Safety Information**

A. Buddy System—Encourage students to use a buddy system anytime they are away from the group, and especially when they are out at night

B. Your Availability—Make sure that students always carry with them the name and phone number of the hotel/hostel/family/or facility where they are staying and that they know how to reach you at all times.

C. Students' Whereabouts During Free Time—During any period of independent travel, students need to let you know where they are going (specific information on places they are visiting).

D. Changes in the Group Itinerary—If your itinerary should change in a way that affects how you can be reached, it is essential that you inform our office by phone or e-mail. Should you need to change your itinerary for safety reasons once you are en route, do not hesitate to do so, but please let us know.

E. Responsibility to Group vs. Individual Student—On some occasions, you will need to decide whether to assist an individual student at the expense of the group. While there are no hard and fast rules, we generally advise that the welfare of the group must take priority over the individual, unless the individual is in danger or serious trouble. For example, if an individual student forgets to bring a passport to the airport, the faculty member should give instructions to that student regarding the next steps to take and call our office, but nonetheless depart with the group. Before making this decision, please call our office. **However, if a student is having medical or psychological difficulties, it is imperative that s/he is not left behind. When in doubt call the IPO.**

F. Encourage your students to store their valuables (passports, etc...) in hotel safety deposit boxes.

## Emergency Situations

A. Linfield Emergency Procedures—Appendix D provides information for dealing with a crisis or emergency.

B. Emergency card—You and the students will receive emergency cards with relevant contact information.

C. Communication with Linfield—You are requested to call or e-mail IPO immediately should you be concerned for the safety or general welfare of the group or of an individual student(s). Also, it is very important to contact us in cases of “perceived emergency” so that we can reassure parents and others. Examples of "perceived emergency" are: natural disasters such as earthquakes, flooding or volcanoes; political unrest; student matters such as illness.

## Money, Budget, and Reporting Requirements

A. Faculty Advance—Faculty members will receive an advance to be used for course expenses that are not already pre-paid. If there is a second faculty leader, s/he will receive a similar advance. The advances are only given to employees of the college. **These expenses must be accounted for at the end of the program through actual receipts and final accounting to be handed in to the IPO no later than early March.**

B. Student Advance—Before your departure, we will also issue you an advance for the amount of yet unpaid student expenses. If you have a personal visa card, you might want to take it for emergencies (interest is charged on cash advances from the day of withdrawal). You should take some cash, including some cash in

the foreign currency you will need upon arrival. **NOTE: PDX has a currency conversion kiosk (beyond security, near the Delta international counter), and a couple of our vendors may be able help with currency conversion too (given enough time).**

**All advances will be issued prior to departure.**

C. **Reporting Expenses**—With regard to your faculty advance, you need not track or keep receipts for your per diem meals (\$51/day x #days). The per diem can only be used for any meals not pre-paid or paid with student advance. **Any expenses (not including meals) in excess of the per diem must be tracked and reported with receipts.** We will provide you with advance tracking forms electronically. **Please submit the completed form to the International Programs Office with the receipts within 30 days of completion of travel (per new travel policy).**

**Please do not discuss any financial matters (refunds, costs of the program, etc...) with students in your group. Please allow the IPO to handle such matters when and where appropriate.**

D. **Student refunds**—Please do not refund money to students, yourself or promise students any refunds. Once all JT accounts are reconciled on the home campus, we will make appropriate refunds to the students' accounts and let them know.

E. **Reimbursement for alcohol on Jan Term off-campus courses**

The College will only reimburse Jan Term faculty for alcohol consumption (one glass per person) at dinner when entertaining a guest – such as a speaker in your course, a tour guide, guests and colleagues at institutions abroad. The college will not reimburse for alcohol when having meals with another JT faculty or with students. Jan Term faculty are urged not to encourage or allow alcohol consumption by students in their courses during group meals. Students who are over 21 years of age may purchase their own alcohol (in moderation) during these meals.

**A list of reimbursable expenses is attached—See Appendix F**

## **Alcohol and Drug Policy/Guidelines**

Students are expected to abide by the alcohol and drug laws of the host country (or the relevant U.S. state for domestic courses) **and** by the alcohol and drug standards of conduct of Linfield College. Please review the Linfield College Student Handbook or online at [www.linfield.edu/policy.html](http://www.linfield.edu/policy.html) to familiarize yourself with college policy.

## Disciplinary Problems

A. Warnings and Dismissal—As a faculty leader, you have the authority to dismiss a student from the course for violation of rules or laws, for behavior that is disruptive to the group or the hosts, or for academic reasons. Unless an offense is grievous, you should first give a student a warning verbally and in writing (keep a copy of the written warning). Please consult with our office before final dismissal, and we will consult with the appropriate officials of the College.

## Spreading the Word

A. Photo and Essay Contest—Our annual photo and essay contests take place each spring and the winners are displayed on the IPO site. Encourage your students to enter as it serves as good publicity for the program and Linfield, plus there will be cash prizes for winners! Faculty can also enter the photo contest! (Sorry, no cash prizes for faculty.)

B. Publicity—Scott Nelson, Institutional Advancement, is interested in spreading the good word about our off-campus courses in our own publications as well as in the *News Register*, *Oregonian*, etc. Please let us know if you think your course lends itself to a feature story. Also, you might encourage students in your course to write articles or letters to the editor for the *Linfield Review*.

C. Blogging: If you are interested in having a student blog for your course, please contact Marie Schmidt ([mschmidt@linfield.edu](mailto:mschmidt@linfield.edu)) before December 1<sup>st</sup>.

## Returning to the USA

A. Questionnaires—We will ask each student to complete an online questionnaire upon return. **The information will be used for assessment purposes.**

Jan Term course evaluations will follow procedures set forth by Academic Affairs, similar to all other regular courses. Please contact Meridith Symons in Academic Affairs if you have questions: x2409

B. Reverse Culture Shock—After the intensity of a January Term off-campus course, students may experience what is known as “reentry shock” or “reverse culture shock.” Many students actually tell us that the culture shock is worse upon return than on arriving abroad. You may want to prepare your students near the end of the course (see the chapter in Kohls' *Survival Kit*, available in the IPO).

# Appendix A

## Guidelines for Student Orientation Sessions

Provide an itinerary with a day-by-day schedule, and information on free time and optional activities. Please ask the students to share this information with their parents.

### Academic Issues

- Syllabus, which includes learning outcomes/assessment tools and behavioral expectations
- Textbooks/materials to be purchased
- Recommended readings/films/activities for independent preparation
- Evaluations and grading
- How this course differs from on-campus instruction
- To learn phrases in foreign language

### Basic Introduction to Host Culture/Country/Countries

- History, current events (State Department Briefs are useful)
- Relevant books (Intercultural Press catalog is helpful) and web sites
- Meet international students/scholars on campus (IPO can assist with contact info)

Cultural Sensitivity (Robert Kohls' *Survival Kit for Overseas Living* has some useful information, available in IPO)

- Stereotypes of Americans
- Gender roles in host country
- Different religious beliefs/practices
- Different customs
- Different foods
- U.S. politics and foreign policy as related to host culture/country (www.state.gov)
- Special precautions for developing countries (sensitivity to poverty, how to barter, etc.)
- What is culture shock? See page 4 under Cultural Sensitivity, or Kohl's *Survival Kit*
- Need to express appreciation to hosts
- Human Decency Component: See page 4 under Academics

### Group Dynamics

- What you expect of the group; importance of showing consideration for each other, being on time, etc.
- Flexibility required (e.g., some students will have better rooms than others, itinerary may change)

### Health and Safety Issues

- <https://travel.state.gov/content/travel/en/international-travel/before-you-go.html> Please distribute information to your students regarding the areas in which the group will be traveling.
- Recommended inoculations: [www.cdc.gov](http://www.cdc.gov), personal physician
- Special health precautions (high altitude, hiking, etc.)
- Drug and alcohol guidelines
- Street smarts
- Jet lag
- Warning regarding walking, crossing streets in crowded areas and/or countries that drive on the other side of the road.
- General review of health and safety information in *Student Handbook* (airport safety, traffic safety, residence safety, safety in cities)
- Buddy system
- Need to be informed of whereabouts during independent travel periods
- Relationships and romance

### Costs and Foreign Currency

- What the course covers; how much to take for meals and personal expenses (we recommend students have access between \$600-\$900 for food and personal expenses)
- How foreign currency works (please do not recommend when to change money)
- Availability of ATM machines

### Making International Phone Calls

- The time differences
- Work with cell provider before departure

### Packing

- Review the list in the *Student Handbook*
- Luggage requirements (check airline websites)
- Customs regulations
- Check out the Transportation and Security Administration website: [www.tsa.gov](http://www.tsa.gov)

### General Information

- Guidebooks
- Web sites

Must do prior to departure:

- Copy of passport to IPO
- Copy of visa (if one is required) to IPO
- IPO has correct and updated contact information for each participant
- Share State Department/safety information with students
- Updated medical conditions have been reported to IPO and you
- OTHER?

## **Appendix B**

### **Minimizing Jet Lag**

1. Get plenty of sleep before the flight.
2. Wear loose, comfortable clothing.
3. Avoid heavy meals before departure and eat lightly and regularly during and after the flight.
4. Change your watch to the new time when your flight departs.
5. Avoid caffeine, alcohol, and tobacco before and during the flight.
6. Drink plenty of water and juice to avoid dehydration.
7. Relax by regularly stretching, standing, and breathing deeply.
8. If possible, sleep during the flight.
9. Walk and/or exercise after arrival.
10. Try to get on a normal sleeping schedule immediately. If you arrive at your destination during the day, try to stay awake until your normal bedtime.



# Linfield College January Term Off-Campus Programs and General Study Abroad Protocol

## Information on Safety and Emergency Response Policy

### Emergency Response Team

First contact person on campus:

January Term Programs:                   **Michele Tomseth**, 503-883-2434  
Office fax: 503-883 2207  
(Cell: 541-604-0658)

Other persons to contact on campus (in order) if first person is not available:

**Shaik Ismail**, 503-883-2228  
home: 503-434-7282, office fax: 503-883-2207  
Cell: 971-241-8986  
**Marie Schmidt**, 503-883-2222  
home: 503-852-7545, office fax: 503-883-2207  
(Cell: 503-250-0204)  
**Deborah Herlocker-Freeman**, 503-883-2502  
office fax: 503-883-2207 (Cell: 503-320-7182)

*Overseas faculty directors are asked to call the first contact person in case of **any** emergency overseas. All faculty directors are also given phone/fax numbers of US Embassies at their sites (Overseas Citizens Services) for emergencies—loss of passport, violence against students, severe health issues, etc.*

*It is highly recommended that you call Linfield College BEFORE calling the US Embassy at your site unless the situation, according to your judgment, calls for the Embassy to be contacted first. Even after the Embassy has been contacted, you are to call the first contact person on campus.*

In turn, IPO will consult/inform the following at the College, following your call:

Student life issues:                   **Jeff MacKay**, 503-883-2278  
Home: 503-472-2388, cell: 503-560-4955

Risk management issues:           **Shaik Ismail**, 503-883-2228  
home: 503-434-7282, cell: 971-241-8986

Health/psychological issues:       **Patty Haddeland**, 503-883-2535

Other resources when/if necessary: **Campus Safety** 503-883-7233 (SAFE)

## Appendix D

### Travelers' First Aid Kit

\*Check [www.tsa.gov](http://www.tsa.gov) to see what can and cannot be taken on the plane.

- ACE bandages, Band-Aids
- adhesive tape
- aspirin, acetaminophen, or ibuprofen ( for fever, muscle aches, or pain relief)
- antidiarrheal medication (e.g., Immodium)
- antiseptic cream/antibacterial ointment (e.g., Neosporin)
- antihistamine Benedryl / decongestant (for common cold symptoms)
- motion sickness remedy (e.g., Dramamine)
- hydrocortisone cream (for poison ivy, allergic reactions)
- antacid (Tums, Rolaids)
- PeptoBismol
- cold tablets
- laxative
- cough syrup
- sunscreen
- insect repellent (containing DEET 30%-35%)
- aloe vera
- alcohol wipes/hand sanitizer
- moleskin/molefoam
- cold packs
- thermometer
- Q-tips
- eye cup and saline eye drops
- gauze pads
- arm sling/bandana
- cotton balls
- dental floss
- flashlight/matches
- first aid book
- gloves
- safety pins
- latex condoms
- scissors **(not in carry on)**
- Tweezers **(not in carry on)**
- pocket knife **(not in carry on)**
- syringes **(not in carry on)**

- glasses repair kit (**not in carry on**)/ contact lens (each traveler's own)

Log book: It is suggested that a log be kept with the following information: who required care; who administered care; chief complaint(s); date; time; follow-up.

**\*A day or two before the flight both faculty and students should check [www.tsa.gov](http://www.tsa.gov) for the most up-to-date regulations regarding packing and other flight related issues.**

## Appendix E

### Some Useful Web Sites

- **U.S. State Department:** home page: [www.state.gov](http://www.state.gov)
- **U.S. State Department:** <http://www.state.gov/travel/> for the following information: Countries and Regions, International Issues, Services for Citizens Abroad, Travel Emergencies and Warnings, plus much more.  
  
Also check out <https://travel.state.gov/content/travel/en/international-travel/before-you-go.html>
- **Center for Disease Control and Prevention (CDC):** home page [www.cdc.gov](http://www.cdc.gov). This is a comprehensive web site that contains up-to-date information on health issues in the USA and around the world.
- **U.S. Department of Health and Human Services Center for Disease Control and Prevention (CDC):** Travelers' Health [www.cdc.gov/travel](http://www.cdc.gov/travel). This section of the CDC web site contains information on health issues and inoculations needed for different countries around the world.
- Hot Spots <https://uhcglobal.com/assistance-risk/medical-and-security-intelligence/> Sign up for daily security alerts.

## **Appendix F**

### **Linfield College Expense Reimbursement Guidelines**

Several faculty members have asked about college guidelines with respect to reimbursable expenses incurred when conducting college business off-campus, such as teaching a January Term course. Below are guidelines consistent with college policy. Please feel free to email Tiffany Burgess ([tburgess@linfield.edu](mailto:tburgess@linfield.edu)), International Programs Office, if you have specific questions and about items not specifically listed below.

#### **Miscellaneous Reimbursable Expenses**

Individuals will be reimbursed for the following miscellaneous expenses incurred while teaching a January Term course:

- Business office expenses (fax, copy services, etc.)
- Inoculation costs
- Currency conversion fees
- Ground transportation (taxi, bus, subway, etc.)
- Checked luggage (maximum two (2) pieces of checked luggage)
- Overnight delivery / postage (for items sent back to the College)
- Parking and tolls
- Tips
- Internet fees
- Fees related to obtaining a Visa (not a passport)
- Mileage expense @ .525 per mile
- First aid supplies
- Books / materials for course

#### **Non-reimbursable Expenses**

Individuals will **NOT** be reimbursed for the following miscellaneous expenses:

- Airline club mileage dues
- Air phone usage
- Annual fees for personal credit cards
- Baby-sitting or dependent care
- Baggage insurance
- Barbers and hairdressers
- Clothing or toiletry items
- Donations to charities, foundations, or not-for-profit organizations
- Lost baggage

- Luggage or briefcases
- Magazines, newspapers, or personal reading materials
- Movies (including in-flight and hotel in-house movies)
- Personal entertainment
- Recreational expenses
- Saunas or massages
- Shoe shines
- Souvenirs or personal gifts
- Airfare upgrades
- Alcohol (unless consistent with college policy:  
<https://www.linfield.edu/assets/files/finance/Alcohol-Policy-10-1-18.pdf>)
- Additional costs for significant other or dependent travel