

LINFIELD UNIVERSITY

Guidelines for non-students/non-employees traveling on faculty-led study abroad programs through Linfield University.

These guidelines are provided to assist faculty in making informed decisions related to including family members and others on their January Term off-campus courses or on any other faculty-led (short term) off-campus courses administered by the International Programs Office (IPO). Linfield University must reiterate that such courses are, first and foremost, academic programs and, like their counterparts on campus, these classes, field trips, and cultural excursions cannot cater to the needs of accompanying participants who are not enrolled students. However, Linfield recognizes that accompanying participants can and do provide a supportive role to the faculty leading the course.

Faculty wishing to have non-students/non-employees accompany them on Jan Term courses or on any other faculty-led courses administered by IPO must first discuss their plans with the director of international programs at the time their course is being proposed to the Curriculum Committee.

Definitions and Guidelines:

Individuals, defined below, who are not enrolled students or non-employees will be collectively referred as “accompanying participants.”

- a. Spouse/partner
 - i. A “spouse/partner” refers to either the spouse or the domestic partner of a faculty member, irrespective of sexual orientation.
 - ii. A spouse/partner may accompany the faculty member for the duration of the program or a portion of the program as long as it does not interfere with the faculty member’s duties to the program and the students.
- b. Children
 - i. The faculty member’s children or legal dependents may accompany the faculty member for the duration of the program or for a portion of the program as long as it does not interfere with the faculty member’s duties to the program and the students.
 - ii. If the child is under the age of 12, the faculty member must provide a caretaker. This caretaker could be the spouse/partner of the faculty member.
 1. The faculty member must cover the caretaker’s expenses.
 2. Students on the program should never serve as a caretaker, as this detracts from the program and the student’s experience, and students should never feel pressure to perform personal services for a faculty member.
 3. The faculty member cannot be considered the caretaker.
 4. Other faculty or staff members involved with the program cannot serve as a caretaker.
 - iii. It is strongly recommended that faculty members consider carefully the impact of taking children on these programs. Logistically, the more children that are involved, the more difficult it becomes to make accommodation arrangements, and the more difficult it is for the faculty member to focus their full attention on the program, especially in areas/sites considered more challenging and posing additional hazards.

- c. Financial Considerations
 - i. University policy requires that faculty members pay all expenses of accompanying participants. Linfield does not allow such expenses to be paid by student program fees or monies mixed into student program fee accounts. This means that separate payments directly from the faculty member to the University will be required for these expenses. Student program fees cannot, in any way, subsidize accompanying participants.
 - ii. In recent years, the University has encountered cases where travel vendors are not able to provide appropriate and/or accurate cost breakdowns for accompanying participants. As such, to recoup University costs, accompanying participants on all these programs must each pay the full cost of airfare arranged by the University and 55% of the program fees normally paid by enrolled students for the land portion, regardless of program or location, by December 1, unless a reasonable breakdown of actual costs of accompanying participants is easily available from a particular vendor.
- d. Logistical Arrangements
 - i. All program accommodations are made in furtherance of an academic program designed to meet the educational needs of the students. Program accommodations are not designed to meet the needs of accompanying participants.
 - ii. Faculty members are responsible for obtaining passports, visas, vaccinations (required by host countries), and insurance coverage (sanctioned by the University) for all accompanying participants.
 - iii. Faculty members must organize the travel arrangements of accompanying participants whenever these arrangements deviate from those made for the planned study abroad program, such as (but not limited to):
 - 1. Transportation to and from the study abroad location
 - 2. Excursions in the host country
 - 3. Hotels
 - 4. Meals

When travel arrangements coincide exactly with the planned study abroad program, these will be coordinated with the International Programs Office, using the same program arrangements, deadlines and processes that apply for students engaged in the program.
 - iv. Where appropriate, accompanying participants may room with the faculty member if accommodations allow.
 - v. Accompanying participants are not permitted to share accommodations with students.
 - vi. Accompanying participants should not compromise the planned academic program in any way, such as (but not limited to):
 - 1. preventing the faculty member from attending or leading field trips or other academic elements of the program.
 - 2. disrupting class or field trips.
 - 3. preventing students or other faculty members from engaging fully in the academic program.

Disputes or variances regarding any of the guidelines whether specifically covered above or otherwise, will be subject to decision by the Vice President for Academic Affairs/Dean of Faculty, in consultation with University Counsel and committee leadership.