

Linfield University (spring '23)

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 Jan 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 at Linfield.

Faculty wishing to have non-students/ non-employees accompany them on Jan Term off-campus courses or any other faculty-led courses administered by the IPO must first discuss their plans with the director of the IPO at the time their course is being proposed to their respective Curriculum Committee (CAS, SOB, SON).

Individuals who are non-students/ non-employees will be collectively referred to as "accompanying participants".

Financial Considerations:

If an accompanying participant goes on an off-campus program, the faculty member will pay the program fee less \$1000, regardless of the length of time the accompanying participant is on the course. For example, if the program fee is \$5000, the faculty will pay a flat fee of \$4000 for the accompanying participant. Student program fees cannot, in any way, subsidize accompanying participants. The accompanying participant is required to make their own round-trip flight arrangements. It is strongly recommended that accompanying participants purchase their own travel interruption and cancellation insurance, as Linfield will not refund monies to accompanying participant past June 1st prior to the January Term off-campus course. This is approximately the same deadline that the student participants have to withdrawal from the off-campus course without any financial penalties.

Children:

It is not recommended that children are taken on academic programs as accompanying participants. Adding children makes it more difficult for the faculty member to focus their full attention on the course, especially in areas/sites considered more challenging and posing additional hazards.

If the accompanying participant is under the age of 12, the faculty member must provide a caretaker. Since a child and a caretaker are considered accompanying participants, the information under "Financial Considerations" applies.

Students on the program must never serve as a caretaker, and the students should never feel pressure to preform personal services for the faculty member.

The faculty member cannot be considered the caretaker.

Other faculty or staff members involved with the program cannot serve as a caretaker.

Logistical Arrangements:

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.

If an accompanying participant wants to go on a trip that coincides with a Linfield off-campus course, the accompanying participant will then make and pay for their own round-trip air and in-country logistical arrangements to parallel to the academic group; they would not be involved with any of the academic sections of the course, and the faculty would not be required to pay for the program fee or round-trip airfare to Linfield.

Faculty members are responsible for obtaining passports, visas, vaccinations (required by host countries) and insurance coverage (sanctioned by Linfield) for all accompanying participants.

Accompanying participants are not permitted to share accommodations with students.

Accompanying participants should not compromise the planned academic program in any way, such as, but not limited to:

- Preventing faculty from attending or leading any field trips or other academic elements of the program.
- Disrupting class or field trips.
- 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 the decision by the Vice President for Academic Affairs/Provost, in consultation with the University Counsel and committee leadership.