



SHORT-TERM PROGRAM PLANNING CALENDAR

Interession Deadlines	Spring Break Deadlines	Summer Deadlines	Planning and Tasks to be Completed
September 2014	September 2014	September 2014	Start planning Short-Term 2015 Programs. Secure approval from Department Chair and Dean to offer program.
September 22-26, 2014	October 1-7, 2014	October 1-7, 2014	Discuss schedule of activities and preliminary budget with the Senior Vice Provost. Any changes to the previous year's activities should be highlighted. Any changes to the activities after the initial approval must be re-approved.
September-October 2014	October, 2014 – February, 2015	October, 2014 – March, 2015	Promote program and recruit students. Undergraduate students must complete a Disciplinary Clearance Form prior to beginning the application process. The Office of Student Conduct, Rights, and Responsibilities (OSCRR) will grant disciplinary clearance enabling students to advance in the application process. Request for and receive training for Purchasing Card if needed. Complete Direct Deposit Authorization form for travel advance and out-of pocket reimbursements.
October 8, 2014	January 12, 2015	March 2, 2015	Submit budget and detailed program of activities for approval from the Senior Vice Provost. Expenditure requests including hotel deposits and program-related contracts must be approved by the Senior Vice Provost and processed through the Manager of Operations.
October 10, 2014	February 2, 2015	March 6, 2014	Preliminary list of students due to the Center for Global Education (CGE)
October 20, 2014	February 27, 2015	March 16, 2015	Deposit due to One-Stop for confirmed student participants
October 27, 2014	February 3, 2015	March 30, 2015 –	Set program fee and submit final budget to the Manager of Operations
November 3–7, 2014	March 2-6, 2015	April 13– April 17, 2015	Student registration
November 10, 2014	March 2, 2015	April 6, 2015	Submit final list of students to the Center for Global Education (CGE)
November 17, 2014	February 9, 2015	April 13, 2015	All student compliance forms due to the Center for Global Education (CGE)
November 17 – 21, 2014	February 9 – 13, 2015	April 13 – 17, 2015	Request and obtain approval of travel advance through Concur if needed. Meet with the Senior Vice Provost for Faculty/Staff Orientation. Schedule Pre-Departure Orientation for students.
December 8, 2014	March 9, 2015	May 4, 2015	Final itinerary/detailed schedule of activities and Emergency Response Plan (ERP)/Emergency Communication Plan (ECP) due to CGE
December 12, 2014	March 6, 2015	May 1, 2015	Tuition due to One-Stop for all students participating in program
Upon Arrival	Upon Arrival	Upon Arrival	Faculty or staff must communicate the safe arrival of all participants by email to the Senior Vice Provost and CGE. Hold on-site Orientation.
Upon Return	Upon Return	Upon Return	Post-Trip Evaluation submitted to the Senior Vice Provost. All expenditures with receipts must be reported through Concur

Templates and forms can be downloaded from:
http://www.usfca.edu/Provost/Immersion_Trips/



CHANGE THE WORLD FROM HERE

International Academic Programs & Immersion Trips

IMPORTANT INFORMATION AND DEADLINES ABOUT RISK MANAGEMENT COMPLIANCE FOR FACULTY AND STAFF LEADING AN ACADEMIC IMMERSION TRIP



Office of the
 Senior Vice Provost
 &
 Center for
 Global Education

For University-sponsored international travel, it is the responsibility of the faculty and/or department staff planning the trip to assure full compliance with risk management and safety procedures of participants in all program activities. Specific attention should be given to the following information.

In pursuit of its mission, USF promotes a global perspective. USF aims to increase the number of students studying abroad, whether it is semester long or short-term study abroad. The Senior Vice Provost oversees the Center for Global Education (CGE), which supports students who wish to study abroad. In addition, the Arrupe Justice Immersion Trips are included in the short-term study that offers programs within the United States and international destinations. The Senior Vice Provost and CGE staff will work closely with faculty to ensure the safety of students overseas, risk management compliance, and financial resources.

PRE-DEPARTURE DOCUMENTATION

1. All participants must complete the various compliant requirements from the following link:
<http://www.usfca.edu/studyabroad/shortterm/forms/>

Please be aware there are two parts: online submission and hard copy submission. The **online submission** forms are:

- a. **Participant Information Sheet**
- b. **Behavior Contract**
- c. **Travel Intent**

The **hard copy submission** documents must be sent to the Center for Global Education (UC 5th Floor):

- a. **Disciplinary Clearance Form** (Undergraduate students only- Students must complete a Disciplinary Clearance Form prior to beginning the application process. OSCRR will grant disciplinary clearance enabling students to advance in the application process.)
- b. **Original Waiver Form** bearing student's signature (CANNOT be sent by email, HARD COPY ORIGINAL ONLY)
- c. **Copy of student's flight itinerary** (can also be emailed to stp@usfca.edu)
- d. **Copy of student's passport in color** (can also be emailed to stp@usfca.edu)

All participants are required to have health insurance in order to participate in university sponsored international activities. Students are to indicate their health insurance information in the Participant Information Sheet – this section cannot be left blank.

2. Faculty should urge students to complete the compliant forms in a timely manner. In addition, faculty will be required to submit a final class roster of all students' full names, including their USF ID#s and email addresses. The Center for Global Education will need this in order to track students who have not completed the compliant requirements.

3. **USF/ACE AXA Card** – this supplemental coverage is automatic for all USF employees and registered USF students participating in university approved international programs. USF/AC AXA cards will be given to faculty/staff when all participants' original documentation has been given to the Center for Global Education (UC 5th Floor).

STUDENT SCREENING

1. Faculty or staff must email a list of confirmed participants with USF ID# to nobles@usfca.edu at the time of registration. The list will be shared with Counseling and Psychological Services and the Office of Student Conduct, Rights, and Responsibilities for identification of individuals who should not participate in an international program. This list must be emailed at the time students register for the program.

2. Any disclosure on the part of the student that may affect her/his participation in the program should be discussed with the Dean of Students.

DETAILED ITINERARY AND EMERGENCY PLANS

Itinerary and Emergency Plans must be emailed to nobles@usfca.edu at least two weeks prior to departure date.

1. Itinerary – A detailed program of activities must be approved by the Senior Vice Provost at least two months before the program begins. Itinerary must include day-to-day activities including times, locations, and all pertinent local contact information (i.e. hotel telephone, personal cell phone, travel agent contact, etc.).

2. Emergency Response Plan (ERP) – Including detailed steps to be followed by faculty/staff in case of medical emergencies, arrests, psychological difficulties, seriously disruptive behavior, natural disasters, political unrest, terrorism, outbreak of infectious diseases, or death or disappearance of students.

3. Emergency Communication Plan (ECP) – Including details on how students are to be informed of news or action to take in case of an emergency.

4. Emergency Evacuation Plan (EVP) – may be required for some destinations.

EMERGENCY CONTACT CARDS

Faculty/Staff should provide all participants with an emergency card that includes the University's logo and:

- a. Name, telephone, and address of local residence (written in the local language)
- b. Telephone numbers of all onsite personnel (faculty, staff, coordinator, etc.)
- c. Public Safety Dispatch number: 001-415-422-2911
- d. USF's 24/7 emergency telephone number: 001-415-994-4330
- e. Telephone of closest U.S. Embassy or Consulate

Who to Contact for What:

PROGRAM PROPOSALS

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ARRUPE JUSTICE IMMERSION PROGRAMS

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COMPLIANCE FORMS

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