POLICY TITLE
International Travel for Students

POLICY NUMBER
ASOM 4.30

PRIMARY RESPONSIBILITY
CAOC, VCSS, Risk Management

CREATION / REVISION / EFFECTIVE DATES
Created July 2013/Revised September 2017/Revised April 2019/Effective Immediately

PURPOSE
International travel can enrich a student’s college experience in several ways: by acquainting the students with the historical and cultural significance of other countries; by creating meaningful linkages between a student’s chosen field of discipline and how it is learned and lived in other countries; and/or by developing skills in another language. In addition, International Travel Study can also be an enriching experience for faculty and staff through exchange programs with international businesses, colleges in other countries, and through accompanying students on such trips. The College is responsible for developing and providing effective, safe, meaningful International Travel Study experiences for students, faculty, and staff.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty, staff, students

The types of activities and events that are covered by this policy include, but are not limited to, those that are:

- Required, organized and/or sponsored by Ivy Tech Course-related trips (credit and/or non-credit courses)
- College sponsored service learning travel (e.g. alternative spring break activities).

In general, international travel must be tied to a course, certificate, degree requirement or academic program. All academic international travel must be approved by the VCAA and Chancellor. Non-academic travel must be approved by the VCSS or VCESSS and Chancellor. All international travel must be submitted to the International Travel Committee (ITC) for a compliance review.
DEFINITIONS

*Cultural Awareness:* Cultural awareness encompasses the recognition of differences and similarities among people from which individuals can begin to understand, appreciate, respect, and value each other. These differences and similarities include, but are not limited to, ethnicity, religion, age, gender, culture, cognitive ability, life experiences, history, family situations, and traditions.

*Global Competence:* Global competence comprises conceptual understanding and applicable knowledge of social, cultural, political, and economic concepts that impact the world. Global competence includes:

- Fundamental knowledge and skills pertaining to core academic subjects such as English, reading comprehension, writing, mathematics, science, economics, humanities/arts, foreign languages, history, and geography.
- Applied knowledge and skills such as critical thinking, problem solving, oral and written communication, dynamic decision making, teamwork, information technology application, leadership, creativity, innovation, lifelong learning, professionalism, and ethics.
- Respect and openness for different cultures, customs, and professional practices.
- Knowledge of the politics of international economic factors leading to economic growth.
- Recognition of the fundamentals of global markets and creative entrepreneurship.
- Comprehension of environmental and economic issues that impact national and global security.
- Realization and potential impact of emerging global challenges.
- An understanding of intercultural and global issues tied to trade and commerce patterns, population migrations (immigration), human rights, and other interdependent issues.
- An awareness of environmental sustainability and issues regarding energy consumption.

*International Travel:* International travel is a non-credit bearing travel experience that may include faculty, staff, students, alumni, and/or individuals from the community who participate to gain cultural awareness and historical perspective; to learn how colleges, governments, and businesses and industries operate in other countries; and/or to supplement the college experience by studying and enjoying other customs, environments, and lifestyles. International travel can be part of a service learning/civic engagement project.

*International Study:* Short- or long-term international study is:

- Connected to program curriculum as part of a standardized credit course that is approved by program curriculum committees and the Campus Academic Officers Committee.
- Delivered in a structured manner that meets all course objectives with projects and assignments that require ongoing reflection through journaling and discussion, in-depth experiential study with host country participants, and written and oral presentations. Assignments could also include service learning projects.

*International Travel Study* refers to both *International Travel* and *International Study*. 
A global citizen is defined as an individual who is able to function productively within an international and culturally diverse business, academic, and civic environment. This individual possesses a high level of communication and language skills, cultural awareness, flexibility, and problem-solving.

A globally competitive individual is one that is well-educated and able to rapidly adapt to and compete effectively within a changing worldwide labor market.

A travel organization may be a contracted vendor that provides travel services including itinerary development, tours, and travel arrangements.

A program leader is a full-time faculty or staff employee of Ivy Tech Community College.

POLICY

Ivy Tech International Travel Study programs (hereafter referred to as “the program”) will be developed according to College policies and procedures as defined in this document.

Mission, Objectives and Purpose: The program relates to the mission and strategic plan of the college and has well-defined academic and/or experiential objectives including those that address strategies that are part of the College’s strategic plan.

1. Purpose: The program has clearly-defined purposes and academic and/or experiential goals. The purposes of the program should be clearly communicated to students via advertising, email, and orientation meetings. Programs articulate the expected knowledge and competencies needed to be successful in the International Travel Study setting. Program expectations may include cultural, historical, and academic discipline knowledge including exposure to other languages. Program developers must ensure learning outcomes focus broadly on cultural competency, discipline knowledge and/or language proficiency.

2. Appropriateness: The focus of the program must be appropriate to the site chosen. For example, an architectural and design tour should be planned for countries that have significant examples of architecture and design associated with the students’ program of study.

3. Viability: The primary beneficiary of the program must be the student. A sufficient number of students must be enrolled in the program to support its occurring without influence of outside participation. Inclusion of non-Ivy Tech students, faculty, or staff (“guests”) is supported where their participation is aligned with program objectives and will enhance the student experience. Guest participation must not determine program viability nor distract from the program objectives, purpose, or student experience. The majority of participants must be current students, faculty and/or staff.

Student Learning and Development: The program must be reviewed by the appropriate academic dean or Vice Chancellor in light of its stated educational purposes for fostering student learning and development.

1. Student Development: The program provides opportunities that encourage student development (e.g., leadership skills, service orientation, maturity, tolerance for ambiguity, growth in cultural awareness). These opportunities should be identified and communicated
to students via syllabus or other trip materials.

2. Learning Outcomes: The program fosters discipline-specific and/or interdisciplinary learning outcomes appropriate to the curriculum, sites visited, and program goals. Students who are receiving credit for courses that include International Travel Study should receive the syllabus that identifies the expected learning objectives. Some travel programs may not result in the award of college credit.

3. Language and Intercultural Development: The program provides intercultural and/or language development opportunities appropriate to its mission. Some programs may expand a student’s exposure to foreign language learning and awareness.

4. Intrapersonal Development: The program includes opportunities for reflection during and after the experience.

5. Environmental and Cultural Responsibility: The program fosters faculty, staff and student awareness of program-related environmental and social-cultural impacts.

6. Evaluation: Faculty and staff will assess the student learning outcomes and overall student experience at the program’s conclusion so that subsequent programs are improved based on this assessment.

**Academic Framework:**

1. Timing of Courses: Courses must begin and end during the same term. There are no exceptions to this rule.

2. Standard Parts of Term: Any course within a term that deviates from the standard parts of term must receive CAOC approval.

3. Academic Credit: When credit is awarded, faculty will use the Course Outlines of Record, and the length of the program will be aligned with the amount of time required for the credit granted or some appropriate portion of the credit granted. Non-credit seeking students are allowed to participate in credit-bearing International Study upon approval from the program leader. Non-credit seeking students must fully participate in the trip preparation and itinerary.

4. Academic Coursework: The course(s) will be academically rigorous and provide an interculturally enriching learning experience.

5. Academic Evaluation: Student grades are determined by methods that measure student learning in the integration of readings, site visits, discussions, and cultural activities.

6. Internships and Field Research: When offered for credit, internships and field research must have appropriate academic and field supervision. Independent programs may be approved when a student joins an independent International Travel Study program through which the student can meet College expectations. The student must seek prior approval from his/her academic advisor to ensure that the independent study program will meet College requirements for the awarding of credit.

7. Academic Integration: The program seeks to integrate student International Travel Study with other requirements and learning at the students’ home campus. This includes encouraging students to share their experience abroad in other classes upon return. All faculty are encouraged to support contributions in the classroom from students in International Travel Study programs.

**Additional Framework:** The College maintains clearly stated policies as follows on non-
academic matters related to the educational experience abroad.

1. For service and service-learning programs: It is recommended the program should be offered in collaboration with well-established, trusted, and known community-based agencies, private firms, or other organizations located in the host communities.

2. For trips organized and coordinated by College program leaders: A College-approved travel organization must be utilized for securing lodging and flights, at a minimum. For trips organized and coordinated by a travel organization: Program Leaders must only contract with a College-approved travel organization. Non-approved travel organizations will be considered for approval where the existing approved travel organizations are unable to fulfill the program objectives.

**Preparation for the International Learning Environment:** The College will provide an orientation that is consistent with the program’s mission and the needs of its students.

1. Orientation: The program leaders provide orientation for students prior to departure and upon arrival that includes discussion of the academic program, health and safety issues, adjustment to the host culture, expectations related to student conduct, and information about the host location and society.

2. Ongoing Orientation: The program leaders provide students with an ongoing orientation to the host culture to maximize their experience and learning. This can include handouts about sites visited or information about local news as it is occurring.

3. Advising: The program leaders provide appropriate academic and non-academic advising support to meet changing student needs before, throughout, and after the travel period.

**Student and Traveler Selection and Expectations:** The program is committed to fair and appropriate policies regarding student selection and participation in the program. With the permission of the program leader and the Chancellor at the campus level (Vice President at the state-wide level), friends and family of students, faculty, staff, and alumni are eligible to participate in travel opportunities. Minors are prohibited from International Travel Study. All participants are required to engage in the planned activities of the trip. College funds cannot not be used to subsidize the travel expenses of non-student guests.

1. Student Selection for credit programs: The prerequisites, recruitment, and selection processes are transparent, published, and fair, made available to students well-ahead of the expected date of selection and are consistent with general institutional standards and the specific criteria that program leaders may choose for their program. Programs provide clear requirements and expectations of students, including grade point average, status in program (e.g., number of credits achieved in program), experience, knowledge, competencies, certifications, language skills, required immunizations, passport purchase, or other minimum criteria for engaging in the travel experience.

2. Diversity/Non-Discrimination: The program is welcoming and respectful towards students regardless of race, sex, sexual orientation, physical ability, religion, or national and ethnic origin. Program accessibility may be limited in certain geographic regions of the world. While a disability is not grounds for exclusion from participation, if reasonable accommodations cannot be made, then another suitable program should be sought for that particular student.
3. Affordability: The College seeks to keep the program affordable for the eligible student, faculty, and staff participants.

4. Financial Assistance: The program and/or its sponsor proactively assist students by informing them of internal and/or external financial support. College funds may be used to subsidize student travel when available and appropriate. In addition, the program and/or its sponsor should inform students of internal and/or external financial support that may be available.

5. Code of Student Rights and Responsibilities: The program informs students of the published Ivy Tech Student Code of Rights and Responsibilities, disciplinary processes and the consequences of violations prior to the beginning of the program, and consistently applies them during the program. Students must comply with the Student Code of Rights and Responsibilities regardless of the location of their program. However, there may be instances wherein students may have opportunities that otherwise would not be appropriate, e.g., wine tasting in which students considered under-age in the United States could appropriately participate in other countries. In such cases, program leaders must discuss such situations and communicate program-specific policies in orientation, prior to departure.

6. Screening: All participants must be screened for travel suitability. Program Leaders are responsible for ensuring participants complete a satisfactory background check which includes the following:
   a. Student travelers: The student must not be listed on the national sex offender registry; and the VCSS or VCESSS confirms there are no conduct issues that would disqualify a student; and the Business Office confirms the student is in good financial standing.
   b. Guest travelers: Guest travelers are required to obtain a comprehensive criminal background check at their own expense from the College’s designated provider.

Organizational and Program Resources:
1. On-Site Administration: Faculty and/or staff provide adequate administrative support for the program and its students. Those responsible for the trip must ensure the registration of the trip and every traveler through the Ivy Tech International Travel Registry. The International Travel Checklist for Program Leaders should be used as a guideline in planning and managing the program.

2. Personnel: Staff and/or faculty who lead trips must complete an application with initial approval by the appropriate campus personnel. There must be a sufficient ratio of faculty/staff to the number of student participants to ensure appropriate guidance and safety considerations. A minimum of two eligible faculty or staff must accompany a program, and a ratio of one faculty or staff to every ten participants should be met. Program faculty and staff members must have the qualifications, training, knowledge and an appropriate level of commitment and engagement to administer the program effectively and provide advising and support services that promote the development, learning, health, and well-being of students. Full-time, exempt employees are eligible to lead non-academic trips. Adjunct faculty and part time employees are prohibited from leading or assisting trips. Only credentialed faculty may lead trips of academic nature. Non-credentialed, full-time exempt staff can serve as assistants on academic trips when appropriate or needed. Faculty members must always be under
contract when leading a College sponsored trip. If a faculty led trip occurs during the normal contract period, then the international travel work requirement must be included in the faculty agreement or overload. Faculty and staff should receive appropriate compensation for their responsibilities associated with the program but in no event can faculty or staff receive duplicitous payments. Faculty and staff personnel must be fully informed about their responsibilities with respect to the program. Faculty and staff must receive appropriate training in the areas of health, safety, and security; Code of Conduct and disciplinary procedures; advising as it relates to the program; and operating in the host environment.

3. Protocols: The Program Organizer is responsible for creating and maintaining an Emergency Action Plan (EAP) for handling issues that may arise in the course of a program. These may include emergency contacts, insurance contacts, accidents, injuries, illnesses, etc.

4. Communication with the Home Campus: Guidelines and protocols must be established for communication between the program and the academic dean of the home campus(es) of the students and faculty. Program leaders must anticipate what technology is necessary for adequate communication to be established between and among program participants and home campus personnel when necessary.

5. Financial Resources: The College or sponsor devotes sufficient financial resources to the program to ensure its success.

6. Learning and Academic Support Facilities: The program has or utilizes adequate facilities as appropriate to the goals of the program and the host environment and culture.

7. Accommodation: The program seeks to accommodate students with physical or learning disabilities wherever possible.

8. Student Housing: Students are housed in safe, clean, and culturally-appropriate lodgings and are provided with appropriate orientation to their housing situation.

9. Environmental and Cultural Responsibility: The program considers and responds to local environmental, economic, and cultural consequences of its presence in country in the design and management of its programs. Emphasis should be placed on being cultural ambassadors for the USA and the College.

10. Assessment: The program, personnel, and financial resources should be assessed at the program’s conclusion by the Program Chair or Dean so that subsequent programs are improved based on this assessment.

**Health, Safety, and Security:** The program has established and continuously maintains effective health, safety, security and risk management policies, procedures, and faculty/staff training. After acceptance into a travel program, participants’ relevant medical information and emergency contact information will be obtained and retained by the program leader.

**Safety and Security:** The program follows appropriate safety and security policies. These include:

1. State Department Warnings: Travel to destinations with a U.S. Department of State Level 4 warning are prohibited. Travel to destinations with a Level 3 warning must undergo a risk assessment and be approved by the ITC. Approvals are subject to change based upon current conditions in the country of destination.
2. Participant Health: The program leadership is aware of participant health issues prior to departure and is well-prepared to handle student, faculty, and staff health issues that may arise. Program leaders must provide clear information on potential health and safety risks relevant to the community and setting in which students will be visiting, including awareness of infectious disease endemic to that community. Orientation should include that trip participants bring adequate supplies of prescription medication on the trip because some medications are not readily available outside the U.S.

3. Local Resources: The program has contact information at the visited locations to assist with emergencies and health and safety issues, including the police, U.S. overseas representatives, physicians, hospitals, and mental health professionals.

4. Liability: The program has adequate insurance coverage.
   a. Hazardous Activities: The College and its faculty and/or staff does not promote, market, collect, or pay money, make arrangements for or accompany students on any activities generally considered hazardous.
   b. Vehicle Usage: Public transportation should be utilized wherever possible. Where it is not an option, a reputable transportation company may be used. In the case of rental vehicles, only faculty and staff may be allowed to drive. Local automobile insurance should always be purchased.

5. Insurance: Participants are required to have health insurance coverage that is applicable in their home country and in the countries visited by the program. Students are required to purchase travel accident insurance through the College, and the campus is responsible for collecting the fee.

6. Risk Management: The program developers communicate with the Systems Office of Risk Management (Human Resources) in the planning of the program. Program leaders must:
   a. Be aware of U.S. Department of State Travel Warnings and Watches and determine when it is in the College’s best interest to cancel a trip. Please consult with Systems Office Risk Management staff and the appropriate academic dean when considering the safety and feasibility of a program.
   b. Be aware of infectious diseases to which travelers may be exposed and provide a link to informational resources to which travelers may be exposed and provide a link to informational resources through the Centers for Disease Control and Prevention (CDC).
   c. Ensure that all travelers register and verify registration through the Ivy Tech International Travel Registry.
   d. Ensure that all travelers register and verify registration with the U.S. Department of State Smart Traveler Enrollment Program (STEP) - https://step.state.gov/step/.

7. Student Emergencies: The program has emergency contacts for individual students in case of emergencies. The program also has emergency contacts and contingency plans in case of an emergency that impacts the entire program such as group evacuation during political crisis. Students are well-informed about what to do in case of emergencies.

8. Supervision: The program has sufficient faculty and staff to manage a crisis and provide support in case of emergencies.

9. Program Assessment: The program logistics and health and safety protocols are assessed at the program’s conclusion so that subsequent programs are improved based on this.
assessment. Program leaders should arrange to debrief with the International Travel Committee.

**Ethics and Integrity:** The program is organized in conformity with ethical principles and practices by using the Forum of Education Abroad’s *Code of Ethics for Education Abroad* as a guide.

1. **Cultural Sensitivity:** The program leaders will act with sensitivity to and respect for differences between local cultural norms and those of the home culture.
   a. Program leaders are aware of the economic, social, and environmental impact of the program on the local community or country.
   b. The program provides effective orientation of students, faculty, and staff so that they are aware of applicable host and home country ethical and legal practices, and understand the host society, in order to avoid actions that negatively impact that society or the image of the host and/or home country.

2. **Avoidance of Conflicts of Interest:** The program avoids conflicts of interest in its operations. A conflict of interest exists when a faculty or staff member’s financial interests or other opportunities for tangible personal benefit may compromise, or reasonably appear to compromise, the independence of judgment with which the faculty member performs his/her responsibilities at the College. For trips involving third party sponsored travel, it would be reasonable to accept a funded spot for faculty from the sponsoring company in lieu of College reimbursement of travel expenses. However, additional benefits, including stipends, where faculty or staff will be compensated for teaching the course should not be accepted.

3. **Law:** The program operates in accordance with U.S. and international, national, and local laws. Program leaders must ensure that students understand and comply with visa policies. With regards to international law, faculty and staff sponsors confirm that students have registered with the U.S. Department of State Bureau of Consular Affairs Smart Traveler Enrollment Program (STEP) so that there will be support from local international embassies and consulates while in foreign countries.

4. **Marketing:** The program is marketed accurately including estimates of costs based on current exchange rates.

**PROCEDURE**
The following procedures provide a high-level overview. Please see the Program Leader Handbook for detailed steps.

**Procedure for beginning a program:**
- Contact the campus VCAA, VCSS, VCESSS, or International Travel Study designee.
- Complete the e-Learning International Program Leader 101.
- Review the Program Leader Handbook.
- Complete an Application and obtain necessary approvals as requested on the application. Approval needs vary and are based upon program type.
- Obtain approval from the COO and CFO by completing a Pre-Approval Report in Chrome River with the approved application attached.

**Procedure for advertising a program:**
• Submit an approved application to Systems Office Marketing for posting on the International Travel Study webpage. Advertise on campus sources including LCD screens, posters, MyIvy, IvyLearn, Facebook and Twitter, as desired.

**Procedure for enrolling participants in a program:**
- Provide a pre-enrollment informational session.
- Require each traveler to complete an application and confirm traveler eligibility.
- Require completion of the Participant Emergency Contact Information & Program Agreement.

**Procedure for trip preparation and departure:**
- Conduct a Pre-Departure orientation and additional steps as outlined in the Checklist for Program Leaders and/or Program Leader Handbook.
- Register and require registration verification from all participants in the Ivy Tech International Travel Registry (Systems Office Risk Management can confirm) and the U.S. Department of State Safe Traveler Enrollment Program (STEP).
- Obtain the following items from participants prior to departure:
  o Copies of Passports
  o Copies of Emergency Information and Release Forms

**Procedure for after the program:**
- Complete all remaining course requirements
- Post final grades for students who participate for credit
- Complete a program survey for travelers, course evaluation, and Clery report

**REFERENCES**
- Program Leader Handbook
- International Travel – Checklist for Program Leaders
- Student Code of Rights and Responsibilities
- Course Outline of Record
- Academic Framework
- Ivy Tech International Travel Registry
- U.S. Department of State Smart Traveler Enrollment Program – [https://step.state.gov/step](https://step.state.gov/step)

**RESOURCES**
- International Travel Committee
- Vice Chancellor of Academic Affairs
- Vice Chancellor of Student Success
- Vice Chancellor of Enrollment Services & Student Success
- Systems Office Risk Management
- Systems Office Public Safety and Emergency Preparedness (PSEP)