

Dear Global Seminar Faculty,

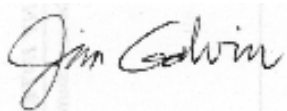
I am delighted to welcome you to the UC San Diego Global Seminar program. Many of our faculty members have said that this program is one of the highlights of their academic career, and we aim to make it an outstanding experience for you. Together, we will collaborate to design a program with excursions that bring the classroom to the country. Students will experience opportunities that are simply not available here at UCSD. In the process, they will have a transformative experience that will stay with them for the rest of their lives.

We will also work together finalize the details and costs for your program. We will collaborate to do outreach activities to recruit a class of at least 15 students, which is the minimum to avoid cancellation. We will support you with several faculty workshops to provide training on key topics such as recruiting, teaching abroad, international health & safety, as well as logistics. We are always here to assist with a question, concern, or emergency while you are abroad.

This handbook is updated and modified annually, so please review it each year that you teach in the GS program.

Again, welcome to the Global Seminars program.

Best wishes,



Jim Galvin
Director, Program Development
Study Abroad UC San Diego

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Global Seminars Contact List

Study Abroad, UC San Diego
 9500 Gilman Drive #0095
 La Jolla, CA 92093-0095
 Phone: 858-534-1123, Fax: 858-822-5726
 Email: globalseminar@ucsd.edu
 Website: <http://globalseminar.ucsd.edu>

WorldAware 24/7 EMERGENCY NUMBER: 1 (401) 453-6630
UCSD 24/7 POLICE EMERGENCY PHONE NUMBER: (858) 534-4357

* Please do not share direct numbers with students*

Staff Name	Title	Phone Number	Email Address
Chip Schooley	Interim Faculty Director	858-534-0685	rschooley@ucsd.edu
Kelly O'Sullivan Sommer	Dir., Study Abroad UC San Diego	858-822-6726	kosullivan@ucsd.edu
Jim Galvin	Dir., Global Seminars	858-534-7857	jgalvin@ucsd.edu
Tonia Pizer	Global Seminars Coordinator	858-534-2424	tpizer@ucsd.edu
Lisa Armstrong	Global Seminars Coordinator	858-822-6721	lnarmstrong@ucsd.edu
TBA	Study Abroad Coordinator		
Cyndi Ager and Nirvana Navarro	Business Office staff	858-534-4501	srsbusiness@ucsd.edu

Faculty Roles & Responsibilities*

Global Seminars Program Phase	Faculty Roles & Responsibilities
Pre-Departure	<ul style="list-style-type: none"> • Assist in the preparation of publicity materials and website • Lead student information sessions • Collaborate closely with Global Seminar team and remain in timely communication • Attend four mandatory workshops designed to assist faculty in understanding the risk management plan, code of conduct, sexual harassment policies, worker's comp., etc. • Develop working knowledge of the risk management plan, code of conduct, sexual harassment policies, and reimbursement policies • Attend student orientation • Submit a photocopy of passport • Sign all waivers and complete health forms • If family is accompanying staff member, submit waivers for family as well

* See details on Calendar, pp. 15-20

<p>During Program</p>	<ul style="list-style-type: none"> • Teach courses and maintain academic focus of program • Grade all course materials yourself and assign the final course grades. There is no funding for TA's • Do not engage in activities that violate risk management policy • Attend on-site orientation • Take appropriate action when participant violates the UC code of conduct. Notify Global Seminar Director immediately • When health or safety issues arise, initiate risk management plan while providing leadership and assisting on-site providers with decisions. Notify Global Seminar Director immediately • Document the following to ensure appropriate paper trail: academic & behavioral misconduct issues, student illness, UCOP Code of Conduct violations and steps taken in response to all emergencies or risks. Notify the Global Seminar Director immediately • Promptly alert Study Abroad UC San Diego and third-party provider of any concerns while abroad via phone, fax, or e-mail • Mentor students and provide support as needed • Coordinate with local provider if students need medical care, counseling, or other assistance
<p>Upon Return</p>	<ul style="list-style-type: none"> • Assign and post academic grades • Submit all financial documents (receipts etc.) to the Business Office • Participate in outreach and promotion activities • Be available to mentor new Global Seminar faculty

UCSD Health, Safety, Behavioral and Academic Contacts

Student Behavioral Issues, UC Conduct Code Violations

Ben White -- Student Conduct

PHONE: (858) 534-6225

FAX: (858) 534-4934

btwhite@ucsd.edu

http://www.ucsd.edu/current-students/_organizations/student-conduct/

Sexual Assault and Violence

Center for Advocacy, Resources and Education (CARE at SARC)

PHONE: (858) 534-5793

FAX: (858) 822-5304

<http://sarc.ucsd.edu/>

Academic Integrity, Cheating, Plagiarism, etc.

Tricia Bertram Gallant – Academic Integrity Office

PHONE: 858-822-2163

FAX: 858-534-7925

tbertramgallant@ucsd.edu

<http://academicintegrity.ucsd.edu>

Travel Health Advice

Student Health

PHONE: 858-246-0941

FAX: 858-534-6048

<https://studenthealth.ucsd.edu/services/travel-clinic/index.html>

Health & Safety Issues, Emergency Evacuation, UC TRIPS insurance Issues

Edie Mitchell – UCSD Risk Management

PHONE: (858) 534-3820

FAX: (858) 534-5202

e1mitchell@ucsd.edu

<https://blink.ucsd.edu/safety/risk/>

Helping an Emotionally Distressed Student

Rina Schul – Counseling and Psychological Services

PHONE: (858) 534-3755

FAX: (858) 534-2628

rschul@ucsd.edu

<http://caps.ucsd.edu/#faculty>

Frequently Asked Questions

What are Study Abroad Program Providers?

Program providers are third party companies that draw on their expertise and in-country staff, business contacts and facilities (classrooms, residence halls, etc.) to assist with program logistics, health, and safety risk management.

What arrangements will the Study Abroad Office and/or the Program Providers make?

The Global Seminar Director and Coordinators facilitate all on-campus and on-site arrangements through a study abroad program provider, including academic and cultural advising for students; financial aid advising; marketing and recruitment; design and production of all printed materials; application and registration processing; pre-departure orientations; travel, room, and board; classrooms and other necessary instructional support; and other related activities.

Faculty are actively involved in the planning and recruitment for their program. Faculty are required to participate in pre-departure orientations. While on site, faculty are required to attend all course related activities in addition to teaching their course.

What does the Study Abroad Provider typically do?

- Submits written bid
- Enters into written contract with Study Abroad
- Assists with developing a schedule to maximize experience
- Finds and reserves appropriate classroom and living space
- Organizes housing arrangements for both students and faculty
- Conducts in-country student orientation and provides on-site information
- Arranges in-country travel and obtains transportation passes/tickets
- Arranges logistics for excursions and field trips
- Implements on-site health and safety measures and plans

Reimbursements and Expenses: Policies and Deadlines

What is the Faculty Compensation?

The compensation package approved by Academic Affairs for teaching a Global Seminar includes a salary equivalent to 8.5% of regular year salary per course, unless it is a team-taught program. If it is team-taught, then the faculty members will split the salary and will receive 8.5% for one course. (Always consult with Summer Session about salary because policies are subject to change.) This is based on enrollment of 15-28 students. However, you may not exceed UCSD summer salary limits. Also included is a generous package of benefits worth thousands of dollars, including round-trip coach airfare from San Diego, housing, entrance fees for course-related excursion sites, a stipend set by Study Abroad to assist with meals and incidentals, funds for guest lectures, local transportation, UC international health insurance, and a \$500 educational discretionary fund for the students. Faculty salary and compensation is highly competitive with other UC faculty-led programs. If you wish to bring family members, you must pay all costs associated with them, including excursions and entrance fees; they must not disrupt your teaching; and the study abroad provider must approve their participation in any course-related excursion. Please indicate if somebody will accompany you.

What is the maximum that UC will pay for my airfare and transportation?

The GS budget has a maximum allowance of \$2,100 for your round-trip coach airfare and other transportation, and we cannot pay more than that amount. We ask that you economize where possible.

What if I spend more on students than the \$500 in the educational discretionary fund?

The GS budget has a maximum allowance of \$500 for the educational discretionary fund. Any expenses above and beyond \$500 must be absorbed by the faculty.

What happens if I take on additional expenses beyond what is covered?

Unfortunately, we are not able to reimburse for extra costs because those are not built into our budget. Faculty will be responsible for those costs.

What is the policy for accompanying family members?

Faculty may wish to have family members (partners, children etc.) accompany them on a program. While students often benefit from the personal dimensions of interactions with family members, UCSD cannot financially support the participation of those family members in any way. The UCSD faculty member must cover all travel costs and living expenses as well as additional expenses related to any program activities (e.g., tickets to cultural events - museums, films, theatre, meals, housing costs, public transportation etc.). While their occasional participation in cultural events may be permitted, family members cannot represent UCSD in any official capacity. They should also not participate in program activities orientations, class lectures etc. if their participation might intrude in any way on the pedagogical outcomes of the program. In addition, faculty must provide a caretaker for dependents under the age of 18. All

family members must sign an activity waiver prior to the start of the program. In addition, for liability reasons family members may not be transported on any provider shuttles or buses including any airport shuttles upon arrival or departure. Note that some providers do not allow family members on any activities.

Key Rules and Deadlines about Reimbursement

- The Business Office will create a travel request for your Global Seminar Travel, which you can then use to book flights through Concur.

All faculty should obtain a UCSD Travel Card through your academic department.

- Please make your own flight arrangements, coach fare only, for the round trip to from San Diego to the location of your Global Seminar and back. We cannot pay for any upgrades nor additional travel destinations. Nor can we assess a cash value on frequent flyer miles. As of 2022, Global Education will reimburse you for **up to \$2,100** for your **total transportation costs**. Please keep in mind all the usual UCSD travel regulations. Use Concur or your UCSD Travel Card to pay for the airfare. If you use your own personal credit card, you cannot be reimbursed until after you return and submit all your receipts. Note that you must pay all costs associated with a spouse, partner, or family member.

- A flat stipend will be paid after your return. This is intended to help with incidentals for your expenses related to your Global Seminar (meals, tips, internet, laundry, etc.). We do NOT pay on a Per Diem basis.

- Sign up for the FREE UC Business Accident Insurance. This is automatically done if you use Concur. <https://blink.ucsd.edu/travel/external/insurance.html>

- The **\$500 Student Educational Discretionary Fund** is for unexpected expenses such as a new museum exhibit, special meal for students, city tour, etc. Please provide receipts for up to \$500 along with a description of the event. The \$500 should benefit the students or program; it is not for personal use.

- The **deadlines** to submit receipts are Summer Session I – August 20; Summer Session II –September 24. Scanned copies are acceptable. Please divide the receipts into 2 categories: “Travel” and “Student Education Discretionary Fund” for easier processing.

Initial questions can be directed to the Global Seminar Director and the Business office:

Jim Galvin at jgalvin@ucsd.edu

Nirvana Navarro in the Business Office at srsbusiness@ucsd.edu

UNIVERSITY OF CALIFORNIA, SAN DIEGO

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

Study Abroad UC San Diego
9500 Gilman Drive, #0095
La Jolla, California 92093-0095
Phone: (858) 534-1123

UC San Diego Global Seminars Memorandum of Understanding

Dear Global Seminar Faculty,

We are delighted that you have been selected to participate in the UC San Diego Global Seminar program (GS). Previous GS faculty members have found this opportunity to be one of the most rewarding teaching experiences of their careers. What follows is a list of key responsibilities for the Global Education staff and the GS faculty. The Request for Proposal contains substantial information about the GS program, so please keep and refer to it. This memorandum provides additional information.

Our goals include helping to facilitate a rigorous academic experience for students and a rewarding teaching experience for faculty, while steadily breaking down barriers in order to promote study abroad more broadly as part of the campus internationalization initiative.

Participation in the Global Seminar program offers many opportunities, but also a few challenges. We must work closely and collaboratively if we are to succeed in enrolling enough students to run your seminar. We face the ongoing challenge of a difficult economy, and our outreach efforts in fall and winter quarter will require a substantial and sustained commitment from all of us if we are to succeed. GS does require a significant time commitment, and the deadlines are very early because of the long lead times required for a successful outreach campaign to recruit students. Successful recruiting requires perseverance and patience. It is not unusual to have multiple contacts with a student before they commit to apply, and many prospective students never actually apply. Do not become discouraged if your class does not begin filling immediately because in the current economic environment students often gather information during fall, but then make commitments in winter once family finances are clear.

Access and affordability are absolutely critical. A key mission of the Global Seminar program is to reach populations of students who would not otherwise go abroad, including first generation college students, diverse populations, and transfer students. For many of our students, college costs are becoming increasingly difficult to afford. Pell grants are not available. Additionally, rising fuel costs increase the price of airline tickets and other items. These developments could not come at a worse time. These challenges will make a Global Seminar much more difficult for our students to afford. Therefore, we must focus on cost containment far more than in the past. This includes a commitment to focus on basics while maintaining academic rigor as well as the health and safety of the students. We will not be able to afford to do everything, and some great ideas will have to be set aside if they cost too much. One way to reduce costs is to trim expensive excursions. Walking tours and free museums in the host city are preferable to expensive, overnight excursions out of town. Faculty housing will be clean, basic, and simple, but location and amenities may not be ideal. You may select a different unit and pay the difference. Some GS faculty have held fundraisers for student scholarships or located departmental or grant funds to help pay for excursions. We will be asking the GS faculty for additional suggestions on how to further reduce expenses. We ask for your understanding. If a GS is too expensive, it is not likely to meet the minimum enrollment limit of 15 students, and all our efforts will be in vain.

Also, because we must have final prices when we begin the coming academic year, it is essential that you finalize excursions and logistics in collaboration with Jim Galvin and the Global Seminar team no later than September 1 of the year before the Global Seminar runs. Jim Galvin must approve any late change to a Global Seminar, such as dropping or adding an excursion, after September 1. Changes must not increase the price of the program or remove key excursions that helped to recruit students. We also ask your forbearance in making numerous late adjustments. This raises the costs for students and requires a great deal of work for us and for our partners abroad.

Students tell us that a prime reason the enroll in the Global Seminar program is for small class size and direct interaction with UCSD faculty, which of course includes class discussion, mentoring, and grading. Because of the small class size, the integration of the site and guest lectures into the course, and the salary that faculty receive, faculty will do all the teaching and grading of assignments, papers, exams, etc. themselves. TAs are not allowed and there is no funding for TA support.

Based on shared governance and mutual respect, here are the responsibilities of the International Center administrators and the Global Seminar faculty. Please contact us if you have any questions about these responsibilities.

Study Abroad, UC San Diego Responsibilities

1. Study Abroad, UC San Diego has final authority over all administrative matters.
2. Manage an international competitive bidding process involving GS faculty and multiple non-profit study abroad providers to obtain the highest quality program at the most affordable price.
3. Implement risk management policies to protect the health and safety of students and faculty.
4. Collaborate on outreach activities with GS faculty, study abroad providers, and universities. This includes information sessions, web resources, flyers, e-mails, and information sessions.
5. Develop and update the GS website with assistance from faculty.
6. Maintain administrative procedures, including applications, check for violations of the student conduct code, billing, financial aid, and coordination with departments, the Registrar, Student Billing Services, collegiate deans, and Summer Session.
7. Collaborate with faculty, departments, Summer Session, and the Registrar to obtain academic senate course approvals for both of your GS courses.
8. Prepare and finalize the program budgets based on program components like excursions and faculty expenses. Study Abroad, UC San Diego has final authority to determine logistics, excursions, accommodations, etc. to maintain the affordability of the program for students.
9. Advise numerous prospective and enrolled students in individual appointments, group sessions, and by e-mail.
10. Develop and maintain a welcoming environment that encourages participation by groups often under-represented in study abroad, including first generation students, transfer students, diverse student populations, and science and engineering majors.
11. Collaborate with students, study abroad providers, and faculty to facilitate reasonable accommodations for dietary restrictions, disabilities, health conditions, and housing for students.

12. Study Abroad, UC San Diego has sole authority and responsibility for reviewing and admitting students into the Global Seminar program. While we may consult with faculty in extraordinary circumstances, we retain final authority over admissions.
13. Review scholarship applications and award study abroad scholarships to GS students. Collaborate with Financial Aid to manage Global Seminar related grants and the scholarship process.
14. Track enrollment data and target limited outreach resources with the understanding that all programs must have at least 15 students to send the program abroad.
15. Cancel programs if the enrollment minimum of 15 is not reached. Advise students about study abroad alternatives.
16. In very rare instances (such as the first year of a program) if a program is slightly under the 15-student enrollment limit, Study Abroad, UC San Diego and the faculty member may jointly choose to proceed with the program. If so, then Summer Session contingent policies will apply to the faculty salary. This policy is subject to revision and change by Summer Session at any time.
17. Manage student drop requests and enforce refund policies.
18. Prepare faculty workshops and write handbook to provide training and support for the GS faculty.
19. Advocate for students and faculty with study abroad providers before, during, and after the GS.
20. Build a professional outreach campaign for your program, with active faculty participation.

Faculty Responsibilities

1. Commit to teach and personally grade all assignments and exams and assign the final grades for both Global Seminar courses. Make GS a high priority for the year ahead.
2. Maintain academic senate standards for academic rigor and effective use of the site.
3. Fully comply with all risk management policies to protect your health and safety the health and safety of your students. Immediately report all instances of student and faculty emergencies, such as illness, accidents, hospitalizations, or the health & safety issues to the GS team. Collaborate with the study abroad provider and Study Abroad, UC San Diego as necessary. Take responsibility for student emergencies and work with the local provider and the Global Seminar team.
4. Immediately report all instances of behavioral and/or academic misconduct, such as violations of the UC Code of Conduct or academic integrity policy, to the GS team. Include a statement regarding academic misconduct in your course syllabi. Collaborate with Study Abroad, UC San Diego and the study abroad provider to follow established UCSD and Provider Procedures to deal with any such occurrences.
5. Respect the authority of the Study Abroad, UC San Diego administrators. Conform to the UCSD Principles of Community.
6. Fully complete all requirements and assignments by the deadlines noted in the attached calendar, as well as those that will arise during the coming year. Our efforts to successfully launch your program are dependent on your timely attention to these important tasks.
7. Work with your department and of college to make sure the courses are submitted to the faculty senate and summer session early in the fall quarter.

8. Attend all faculty workshops.
9. Participate in pre-departure orientation in the US, and in on-site orientations abroad.
10. Preserve the spirit of the Global Seminar program, which is to offer students an outstanding academic experience with direct access to UCSD faculty.
11. Actively recruit students for the Global Seminar at UCSD and with outreach to colleagues at other UC and non-UC campuses. Collaborate with GS team on all aspects of the outreach efforts.
12. Please be flexible with your program. We may have to trim excursions in the development phase in order to keep the cost of your seminar affordable for students.
13. Participate in all key events, such as information sessions for your program, faculty workshops, planning meetings, pre-departure orientations, and outreach activities.
14. If asked to present to colleagues, please help. GS is not an individual effort. You are part of a group effort based on collegiality, and your collective participation is essential, especially in projects such as the faculty workshops. For example, returning faculty or those with other international experience may serve as unofficial mentors to new GS faculty.
15. Facilitate student access to CAPEs, GS surveys, and the provider survey. Promptly complete the faculty survey about your experience with GS.
16. Assist with future outreach to new prospective GS faculty.
17. Establish collegial working relationship with the study abroad provider based on mutual respect. Follow all their policies and procedures and maintain open lines of communication with the provider and the GS team to avoid misunderstandings or discrepancies.
18. Be available to answer student questions in person and by e-mail, and to hold information sessions in collaboration with the GS team
19. Create a short informational video with Jim Galvin and the GS staff describing your classes, excursions and the site of your program. This must be completed in the summer before classes begin, no later than September 15. Our surveys indicate that 43% of students find out about study abroad programs by the web, so the web site video, web link, and your syllabi, are vital.
20. Provide course description, syllabi, final list of excursions, and media resources (photos, web video) no later than September 1 of the year before the Global Seminar runs; but earlier is better. Students, especially those from outside the UC, will need detailed syllabi for transfer course evaluations. Many students will ultimately make selection decisions based on favorable transfer evaluations. Incomplete or missing materials place your seminar at a distinct competitive disadvantage when compared to other study abroad options and will significantly complicate our recruiting efforts.
21. Notify the GS Director Jim Galvin if you intend to or are contemplating bringing along a guest or guests. You will be responsible for paying all expenses associated with them. Guests, including children, must not disrupt the seminars. Follow the policies of the study abroad provider. Providers may have policies forbidding the participation of guests in excursions because of liability concerns. We are unable to change these policies. Faculty occasionally may wish to have family members (partners, children, etc.) accompany them on a program. While students often benefit from the personal dimensions of interactions with family members, UCSD cannot financially support the participation of those family members in any

way. The UCSD faculty member must cover travel costs and living expenses as well as additional expenses related to any program activities (e.g., tickets to cultural events, museums, films, theatre, meals, additional housing costs -- for instance, the difference between a one and two-bedroom, public transportation, etc.). While their occasional participation in cultural events is permitted—if the program provider policies allow, family members cannot represent UCSD in any official capacity. They should also not participate in program activities orientations, class lectures, etc. if their participation might intrude in any way on the pedagogical outcomes of the program. In addition, faculty must provide a caretaker for dependents under the age of 18. All family members must sign an activity waiver prior to the start of the seminar.

22. Submit accurate and timely expense receipts to the budget personnel assigned to Study Abroad, UC San Diego. All receipts must be sorted by category and date. For example, if faculty uses a taxi twice a day, for four days, there should be two receipts taped on a piece of paper for each day, with the category and date at the top of the sheet. This process will expedite reimbursement. We are unable to process receipts that are not properly sorted. If faculty members have questions about receipts, they should initially contact Jim Galvin. He will coordinate with the MSO and budget personnel who work with the International Center. Per UC policy, receipts must be itemized and may not include alcohol or charges for non-Global Seminar participants.
23. If you are retired, it may not be possible to teach a Global Seminar due to certain policies and laws. You MUST notify Global Seminars before you apply to teach if you intend to retire. Then you MUST obtain permission from your department to be recalled as soon as possible. Instruct your MSO to collaborate with Summer Session to submit the recall form to Dean of Undergraduate education no later than March 1. They will make the final decision if you will be eligible to teach.
24. According to the UC policy, if you plan to retire you cannot be recalled to teach if there are less than 30 days between your retirement date and the start of the Global Seminar. If you plan to retire this year, it is your responsibility to inform the Associate Vice Chancellor of Academic Affairs, the Director of Summer Session, and the Director of the Global Seminar program about your retirement date and to adjust your plans so that you are in compliance with UC policy so that the Global Seminar can run as planned.
25. Please consult with the GS team and Director of Summer Session if a GS is going to run under-enrolled. We will provide the most recent policy on faculty salary and under-enrolled programs. If a program is not enrolling a minimum of 15 students, consideration is needed to improve the enrollment by making changes. This policy is subject to change or revision at any time without prior notice.

We thank you for your full cooperation with these policies. Failure to fully comply with all of these requirements will result in your termination from the Global Seminar program. Together, we can build an extraordinary educational experience for the students, and a rewarding professional opportunity for the faculty.

By signing, we unreservedly agree to fully comply with all terms in the above Memorandum of Understanding.

_____/ _____
 Professor Date
 Global Seminar Faculty

_____/ _____
 Jim Galvin Date
 Director, Opportunities Abroad and Faculty-Led
 Programs

_____/ _____
 Kelly O’Sullivan Sommer Date
 Director of Study Abroad, UC San Diego

Global Seminar Calendar

Outreach activities during the academic year

- Inform departmental advisors and college academic counselors who work with your target student population about your Global Seminar.
- Respond to all student inquiries and emails in a timely manner.
- Advertise your information sessions on your department website, through emails, posters, and through classroom visits, etc.
- **Hold at least two information sessions in fall and two more in winter.**

On-going Tasks

- Be prepared to add the following 90-minute mandatory faculty workshops to your calendar. New and returning GS faculty are required to attend all sessions. You must attend all three. Someone from Global Education will be in contact with you shortly. Please respond promptly to the request.
 1. Pedagogy, Academic Integrity, Outreach & Marketing (January)
 2. Health, Safety & Student Conduct (February)
 3. Pre-departure logistics (March)
- Email globalseminar@ucsd.edu with a list of classes you plan to visit during fall quarter and the dates of your visit to promote your Global Seminar.
- Attend special campus events, especially Study Abroad Expo, and any event sponsored by your department or college, to promote your Global Seminar.

Important Dates

May/June/July

Assist GS Director Jim Galvin and GS Coordinators Tonia Pizer & Lisa Armstrong with requests from study abroad providers for more detailed information about your program as they prepare their bids.

- Develop and refine your syllabi.
- Contact college/department advisors who work with your target student population about your Global Seminar and see if you can get involved with freshman orientation in September.
- Participate in college orientations to promote your Global Seminar.

August

By Aug. 15

- Send Jim Galvin via email a list of your department contacts for key administration tasks like completing the CEP report and managing course enrollment.
- Participate in college orientations to promote your Global Seminar.
- Contact college/department advisors who work with your target student population about your Global Seminar and see if you can get involved with freshman orientation in September.
- We will e-mail you if we need course description(s) from you. Please respond in a timely manner.
- Send an Interest List (name, address, phone number, e-mail) to Tonia or Lisa. This is a list of students who have inquired about your program by phone or in person. Be sure to follow up with them later.
- Confirm your information session dates with the Global Seminar team. You should plan on having at least 2 information sessions – one in October and one in November.
- Arrange a video recording time with Jim Galvin for no later than September 15; however, earlier is better. Or you may create an online video on your own and submit it to the Global Seminar team. Prepare a 3–5-minute overview of your seminar, including classes, excursions, and the city. This is MANDATORY. Our outreach campaign requires video. For examples, see <http://globalseminar.ucsd.edu>.

September

By Sept. 1

- Finalize excursion list with Jim Galvin and providers.
- Video recording continues at Study Abroad, UC San Diego with Jim Galvin.

By Sept. 15

- Submit 100-word program overview to Jim Galvin for marketing resources.
- Submit syllabus to Jim Galvin for the GS website.
- Your department submits your course approval to the Senate via the standard on-line process. Consult with the Global Seminar team if you have questions.
- Provide resources for website to Tonia Pizer, including digital photos of the location (if you have them), a link to your own web site, etc.
- Complete your video if you have not already done so.
- Send targeted e-mail to colleagues at other UC and other campuses about your Global Seminar. Coordinate with The Global Seminar team on dates for UC study abroad fairs to refer students to the GS table.

By Sept. 30

- Email ALL majors and minors in your department.
- Email faculty at other universities for help promoting your program.

- Ask TAs to help promote your program – BUT do not rely on this as most students report that TAs are very brief and don't always do a good job promoting the opportunity.
- Ask returning students to attend info sessions, make class announcements, spread the word to friends and student orgs, post flyers in residence halls, and make video testimonials of students. 42.8% of students report learning about study abroad from a friend!
- Target specific student organizations that might benefit from your Global Seminar study abroad program. The Center for Student Involvement (CSI) website has an email list of every registered club at UCSD: <https://studentorg.ucsd.edu/>

Ongoing for September

- If you would like a webpage specific to your program, contact your department or college IT department for support.
- Print flyers that were sent to you by Tonia or Lisa and post them in your department office, cafeterias, your colleagues' doors, at local campuses, send them to colleagues at other universities, etc.

October

- Hold one recruiting information session during the month of October.
- Attend the mandatory Outreach and Marketing Faculty Workshop.

By Oct.1

- Notify the Global Seminar team what hours you will be volunteering for Study Abroad Expo, which is the UCSD annual study abroad fair. This is our largest single outreach activity of the year, so your presence will be essential. We ask that you volunteer for one hour at the Global Seminars information table to promote your program.
- Videos will be posted to the Global Seminar website by October 1.
- Contact your department or college IT department and ask them to link to the Global Seminars site by October 1. If you have a personal website, please link to GS and place GS info on it. Give us the link so we can post it on our site.
- Inform academic/department advisors who work with your target student population about your Global Seminar program.
- Advertise at local universities and community colleges.
- Ask colleagues if you can speak to their classes (when appropriate) or if they will share information with their students for you. Promote your program in your class.

By Oct. 15

- Email all majors and minors in your department with a short message promoting your class again. Cc: globalseminar@ucsd.edu.
- Send an updated Interest List (name, address, phone number, e-mail) to the Global Seminar team

By the end of Oct. (date varies)

- Spend an hour at the Study Abroad Expo in the Price Center West Ballrooms between 11 am and 3pm

November

- Hold one recruiting information session in the month of November.

By Nov. 15

- Send an updated Interest List (name, address, phone number, e-mail) to Tonia and Lisa.

December

By Dec. 15

- Send an updated Interest List (name, address, phone number, e-mail) to the Global Seminar team.

January

- Hold at least one recruiting information session in the month of January. More may be needed if your seminar is very under-enrolled.
- Attend the mandatory Risk Management faculty workshop (Health, safety, and student conduct issues will be discussed.)

By Jan 15

- Send an updated Interest List (name, address, phone number, e-mail) to Tonia.
- Schedule a time in April or early May to give an orientation to your students.

February

- Hold at least one recruiting information session in the month of February. More may be needed if your seminar is very under-enrolled.
- Send a welcome email to the students enrolled in your class introducing yourself.
- Attend the mandatory Pedagogy faculty workshop

March

- Orientation sessions (different from class gathering sessions)
- Some last-minute recruiting may be needed.
- Under-enrolled Seminars (less than 15) will be cancelled.
- Complete faculty housing questionnaire for provider.
- Airline Tickets: Faculty must contact our business office to create a trip on Concur prior to purchasing any airline tickets. Faculty may purchase tickets in a variety of ways: Concur <https://blink.ucsd.edu/travel/concur-travel/index.html>, UCSD Travel & Entertainment Card <https://blink.ucsd.edu/travel/travel-entertainment-card/index.html>, or through a personal credit card. All tickets must be coach airfare; if a business or first-class ticket is purchased you will only

be reimbursed for the lowest coach fare published for that flight. In addition, any added stopovers or unusual flight requests that raise the price of your ticket will not be reimbursed.

- Attend the mandatory Logistics faculty workshop

April

- Join Microsoft Teams/Slack group to facilitate communication between students enrolled in your program (optional but encouraged). The Global Seminar team can facilitate setting up the group.

By Apr. 1

- Submit UCSD waivers for yourself and your family. These are essential!
- Send your students an email about book and reading lists for your courses.

May

- Hold your mandatory pre-departure orientation session
- Hold a class gathering. This is a chance for the students to interact with you and with each other in a less formal setting. For example, in the past Global Seminar faculty have hosted a pizza night and some showed a movie that was relevant to their course, while others have had an informal session to cover more details about the courses.

June

By June 1

- Register for UC Travel Insurance card. The URL for UC business travel is: <https://www.ucop.edu/risk-services-travel/index.html>
- Summer Session I Global Seminars begin.

July

- For SSI programs: Have students complete evaluations at the end of GS.
- For SSI Programs: Complete faculty evaluations at the end of GS.
- Summer Session I Global Seminars end.

August

- Summer Session II begins.
- For SSII programs: Have students complete evaluations at the end of GS
- For SSII Programs: Complete faculty surveys at the end of GS

September

- Summer Session II programs end.

Upon Return

- ❑ Submit receipts to Sheri Liebovich for reimbursement. See “Receipts” below for more information. Help recruit new GS faculty for the coming year.
 - ❑ Consider serving on committees and governing bodies where you can advocate for international education.
-

I. IMPORTANT DETAILS TO KNOW BEFORE YOU GO

Travel Protocol

Airline Tickets:

Faculty must contact the Global Seminars business office to get help setting up their trip prior to purchasing any airline tickets. Please contact as soon as possible after your program has met minimum enrollment. Faculty may purchase tickets in a variety of ways: Concur, Balboa Travel, UCSD Travel Card or through a personal credit card. All tickets must be coach airfare; if you purchase a business or first-class ticket, you will only be reimbursed for the lowest coach fare published for that flight. In addition, any added stopovers or unusual flight requests that raise the price of your ticket will not be reimbursed.

Your ticket should go directly to the city where the GS is based, assuming it has an international airport. We regret that we cannot pay extra for tickets that go to other cities where you may have personal or non-GS university events planned. GS has limited funds for airfare. We strongly urge you to share the flight information and ticket price with us before you make the final booking. As of 2022, the maximum ticket price that GS can reimburse is \$2,100. We ask that you do your best to keep airfare low so we can have more money for student scholarships. ***Please wait until the course reaches minimum enrollment before making travel arrangements.***

Discretionary Fund:

The International Center has a \$500 educational discretionary fund set up for each Global Seminar program. Should UCSD faculty have any out-of-pocket expenses abroad that are program-related, Global Education will reimburse them upon your return. This fund cannot be used to pay guest faculty stipends or expenses. Faculty must submit original or scanned receipts for reimbursement to the Global Education Business Office (srsbusiness@ucsd.edu). There cannot be any charges for alcohol or for non-Global Seminar participants on the receipt. Please see “Receipts” for details on how to submit receipts.

Examples of Program-Related Uses of Discretionary Funds:

1. Education opportunity related to class

2. There is an exhibit, cultural, music or art etc. event that you would like the students to see
3. Make copies for students for class use
4. Emergency fund if medication/treatment is needed and student is unable to pay

You may not use these funds for recreational activities such as white-water rafting or activities that violate UC policy and practices, such as serving alcohol to students or engaging in activities that void the health insurance.

Additional expenses that receipts may be submitted for:

1. Taxi to and from the airport in San Diego
2. Phone calls made to Global Education Staff (emergencies, consultations)

Receipts:

Sort all receipts by category and date. For example, if you use taxi twice a day, for four days, you should upload two receipts for each day to Concur. This process will expedite reimbursement. We are unable to process receipts that have not been uploaded. If faculty members have questions about receipts, they should contact the Business office at srsbusiness@ucsd.edu. Per UC policy, receipts must be itemized and may not be for alcohol or include charges for non-Global Seminar participants.

Accommodations:

Faculty members are provided one-bedroom units. If a faculty member requests a larger, more expensive housing option, they must pay the additional cost directly to the third-party provider. In addition, faculty members are responsible for paying any deposits and cleaning charges that are required directly to the provider. The local study abroad provider in country will provide the necessary contact information.

Faculty Stipend:

The stipend is intended to cover meals, laundry, and incidentals. Assuming that faculty is in country, the stipend will begin one day prior to the orientation and will end the day after classes end. Contact Business Office for the stipend rate for the country that you are going to. The stipend will be provided after the completion of the Global Seminar.

Power of Attorney

Many people who are studying, working, or traveling abroad appoint a trusted person to take care of their personal, business, and financial affairs while they are out of the country.

You should select a person you consider trustworthy to make decisions in your best interests and sign on your behalf. Most people select a parent, long-term significant

other, or long-term friend. A casual acquaintance is not recommended. Staff in the Study Abroad Office cannot be asked to act on your behalf as it is considered a conflict of interest.

Some instances when a Power of Attorney may be necessary are:

- Processing banking transactions, including writing and signing your checks
- Processing insurance transactions
- Arrange for international money transfers
- Open and Close accounts in your name

University of California Traveler Insurance Coverage

The Office of Risk Services within the Financial Management Department at the UC Office of the President has arranged for employees traveling on official University business to be covered for a wide variety of accidents and incidents while away from the campus or primary workplace. Upon completion of the short Traveler Insurance form, employees will be provided with information to use in an emergency while traveling on UC business both domestically and abroad. Registration is required for business trips out of state and to foreign countries.

Be sure to update your cell phone and e-mail contact information, and remind your students to do the same, immediately upon arrival. In the event of an evacuation, WorldAware (formerly called IJET) is the UC security partner. They may need to try several means of communication to reach everyone.

UC Trips Insurance: <https://www.ucop.edu/risk-services-travel/>

AXA Travel Assistance, which is part of the UC Insurance package, can provide crucial assistance in the event of a student or faculty health & safety emergency, a geopolitical or natural disaster, lost passport, or student legal issue. This coverage includes global teleconsultation and remote behavioral health support.

medassist-usa@axa-assistance.us

In the US call (855) 327-1420. (Note that the toll-free number does not work if calling from abroad. From abroad call 630-694-9804.)

How to Use Your Insurance

Here is a quick reminder on what to do in the event you experience a health or other emergency, including a theft, while abroad. We hope none of you will experience such an issue while abroad, but here are the steps to take in case something does happen.

1. Always keep a copy of the UC trip insurance print out in your purse or wallet. This will have the insurance policy number as well as the phone number to call to activate the insurance.
2. You should contact the insurance company as soon as possible, but no later than 24 hours from the onset of your medical emergency. Outside the US, contact AXA Travel Assistance by calling 630-694-9804 (collect).
3. The insurance case manager will ask for your UC trip insurance policy number, date of birth, and permanent address as well as an update about the nature of the illness.
4. Then Chubb-AXA will open a claim file and issue you a medical reference number. They will coordinate your care.
5. Please contact the Global Seminar Director as soon as possible.
6. Please contact the local staff of the study abroad provider as soon as possible.
7. If it is a very serious situation and you are unable to continue teaching for some or all the remaining time abroad, then we will need to determine how your class will continue.

Faculty Emergency Contact Information:

I hereby authorize UCSD Global Seminars and the Study Abroad Office to contact the following individuals in the event of an emergency.

Faculty Name: _____
 Program: _____
 Faculty Signature _____ Date _____

Primary Contact

Name: _____
 Address: _____
 Email: _____
 Cell Phone Number: _____
 Home Phone Number: _____
 Relation to Faculty: _____

Secondary Contact

Name: _____
 Address: _____
 Email: _____
 Cell Phone Number: _____
 Home Phone Number: _____
 Relation to Faculty: _____

II. RISK MANAGEMENT

Emergency Management

Safety is a primary concern for everyone involved in study abroad – students, their families, faculty leaders, our partners abroad and UCSD Global Seminars. When planning to go abroad it's important to gain a balanced perspective. Evidence suggests that in general, students abroad are as safe as, or safer than they are on US campuses. However, there are particular risks that may occur overseas, and when any safety issue arises, the fact that students are far from home and in an unfamiliar culture may make the experience more traumatic than it would be in the U.S.

By working with the program provider abroad and the Global Seminar team, faculty leaders can avoid many problems and can be assured of accurate information. There is a set of operating procedures to assist you in the event of an emergency overseas. The Global Seminar team wishes all students and faculty a safe learning experience abroad, and we stand ready to assist if any problems arise.

All faculty and students of Global Seminars must register with the US Embassy or Consulate so consular officials can contact them in the event of an evacuation or other emergency. It is also recommended that accompanying family members register. Before departure, register at:

<https://step.state.gov/STEP/Pages/Common/Subscribe.aspx>.

An emergency is an unplanned or unexpected situation or event that poses a genuine or sometimes immediate risk to the safety and wellbeing of the Global Seminar program participants. An emergency may involve a single program participant, multiple program participants or all program participants. An emergency may include illness or harm, a traumatic incident involving violence, a student who is missing, civil unrest, or a natural disaster in the host country. An emergency may be real or perceived.

Faculty must contact the on-site director for assistance. The faculty member should then contact the Director or Coordinator of Global Seminars. In addition, faculty should contact the Study Abroad Office when any situation arises and should complete and immediately fax the incident report form to the Study Abroad UC San Diego.

When in doubt contact both the on-site study abroad partner, the UC San Diego Study Abroad Office, and WorldAware (formerly called IJET).

Emergency Communications

In the event of a terror attack, natural disaster, military coup, war, or any other emergency situations, all Global Seminar faculty are responsible to working rapidly

with the local provider to account for all students and reporting their status to the Global Seminar team. This is a time sensitive matter and must be done immediately. The Global Seminar team must in turn report through UCS Risk Management to the Chancellor and the UC president's office.

All faculty must gather a list of local phone numbers for each student in your class during the first day of class. This must be sent to the Provider as well as the Global Seminar team.

The following are Definitions of Levels of Emergency:

Minor:

- Lost documents
- Violation of the code of conduct that does not endanger any person/s
- Violation of the code of conduct that does not warrant a student being dismissed from the program.

Mildly Serious

- Minor injury – one that is not life threatening.
- Minor illness- one that is not life threatening
- Student missing class or class activities for a day or two

A situation that may be mildly serious may escalate depending on the circumstances. For example, a missing person for more than 24 hours or one whose disappearance is suspicious should be considered a serious emergency.

Serious

- Major injury or illness
- Arrest
- Vehicle Accident (with or without injury)
- Physical Assault, Sexual Assault, Rape
- Mental illness

Severe

- Suicide threat
- Bomb threat
- Explosion
- Heightened security alert

Very Severe

- Terrorism
- War
- Hostage situation
- Disease outbreak
- Natural disaster
- Death of a participant or family member at home

In the event of a mildly to very severe situation faculty should be in immediate contact with the program provider and the Study Abroad Office for assistance and support.

Terrorism

UC Office of the President contracts with an international security company WorldAware (formerly called iJET). They will provide the following services:

1. Text messages about terrorism incidents
2. Emergency phone number to call for advice and directions.
3. I Jet can provide immediate advice on how to escape an ongoing situation, or where to shelter in place.
4. Emergency evaluation services if needed.

Remind students to do the following:

- In the event of an emergency, follow the Student Emergency Protocol:
 - Get to safe place/ find shelter
 - Contact your family immediately
 - Contact/ respond to you, the on-site provider staff, and the UCSD closed Global Seminar Facebook site
 - Follow directions of local authorities

Student Death

In the event of a student death:

- Faculty should contact the program provider who will work with local authorities and assist in contacting the U.S Consular Officials at the local Embassy or Consulate.
- Faculty should contact Global Seminar team via phone and e-mail. For after-hours emergencies, please use the emergency line by calling UCSD police at (858) 534-4337.
- The Dean of Global Education will coordinate with the Director of Study Abroad, UC San Diego to contact the VC of Student Affairs, the appropriate College Provost, and Dean of Students. They will then work together to decide who should contact the family if they have not already been contact by the U.S Consular.

Death or Injury of an American Citizen Abroad

Information below taken from:

<https://travel.state.gov/content/travel/en/international-travel/while-abroad/death-abroad1.html>

“The Bureau of Consular Affairs provides guidance to grieving family members on how to make arrangements for local burial or return of the remains to the U.S. The disposition of remains is affected by local laws, customs, and facilities, which are often vastly different from those in the U.S. The Bureau of Consular Affairs relays the family’s instructions and necessary private funds to cover the costs involved to the embassy or

consulate. The Department of State has no funds to assist in the return of remains or ashes of American citizens who die abroad. Upon completion of all formalities, the consular officer abroad prepares an official Foreign Service Report of Death, based upon the local death certificate, and sends it to the next-of-kin or legal representative for use in U.S. courts to settle estate matters.

A U.S. consular officer overseas has statutory responsibility for the personal estate of an American who dies abroad if the deceased has no legal representative in the country where the death occurred. The consular officer takes possession of personal effects, such as:

- * convertible assets
- * apparel
- * jewelry
- * personal documents and papers.

The officer prepares an inventory and then carries out instructions from members of the deceased's family concerning the effects. In Washington, the Bureau of Consular Affairs gives next-of-kin guidance on procedures to follow in preparing Letters Testamentary, Letters of Administration, and Affidavits of Next-of-Kin as acceptable evidence of legal claim of an estate."

Missing Student

All students must tell you and/or the local provider of the personal travel plans. This is absolutely critical in case the student is missing, or if there is a terrorist incident or natural disaster and we need to locate and account for all students.

Example: A student has not shown up for class, excursion etc. Check with their roommate and other classmates. If no one has seen the student contact the Program Provider and the Faculty-Led Programs Abroad Director.

Information below taken from:

<https://travel.state.gov/content/travel/en/international-travel/emergencies/US-citizens-missing-abroad.html>

“American Citizens Missing Abroad WELFARE/WHEREABOUTS SERVICES ABROAD

What Embassies and Consulates Can Do: U.S. embassies and consulates help to locate U.S. citizens overseas when relatives or friends are concerned about their welfare or need to notify them of emergencies at home. The Department of State and U.S. embassies and consulates abroad handle over 200,000 welfare and whereabouts inquiries a year.

Privacy Act Issues: The provisions of the Privacy Act require that U.S. citizens over the age of 18 must provide a written Privacy Act waiver before we can release information about them to third parties. This means that if the U.S. citizen you are looking for does not sign a Privacy Act waiver and agree to the release of information about his or her whereabouts, the U.S. Department of State and U.S. embassies and consulates abroad cannot release that information to you absent the applicability of one of the Act's conditions of disclosure. If there is no Privacy Act Waiver, we can simply confirm whether or not we were able to contact the individual, but cannot provide other information.

How to Request a Welfare/Whereabouts Check:

Welfare whereabouts requests may be directed to the appropriate office in the U.S. Department of State, Directorate of Overseas Citizens Services (CA/OCS).

For Missing and Sick Adults, Emergency Family Messages, contact the Office of American Citizens Services at (202) 647-5225/5226.

What Information to Have Available Before You Call: In order to assist us in locating the U.S. citizen abroad, it is helpful to have the following information available:

- Caller's full name, address, phone number and relationship
- Name of the Person abroad
- Date and place of birth of the person abroad

- Passport number (if known)
- Last known address and phone number; itinerary
- Reason for their travel/residence abroad (business, tourism, etc.)
- Date of last contact
- Other points of contact abroad (friends, business associates, hotel, etc.)
- If ill, where hospitalized and, if relevant to current hospitalization, the name and phone number of attending physician in the U.S.
- You may also be asked to provide a photo of the missing person
- It may also be useful for you to contact credit card companies, telephone companies, etc. to try to determine if the missing individual's accounts have been used recently and where those transactions occurred.

For Emergency Family Messages also include:

- Nature of the emergency
- What you want the person told about the emergency
- Name, address and telephone number and relationship of person you wish subject to call after the emergency family message is relayed to them by the U.S. embassy or consulate

How Will the U.S. Embassy or Consulate Try to Locate the Individual and Obtain Information About the Individual's Welfare and Whereabouts?

Consular officers will use a variety of methods to locate and confirm the welfare of the missing person, including, but not limited to ...

- Using the information you provide to try to locate the person.
- Checking with local immigration and police officials if possible.
- Checking local hotels, youth hostels and other places where foreigners (U.S. citizens) are known to stay or visit.
- Checking local hospitals, jails, and, if appropriate, local morgues. (Note: In countries where a consular treaty is in force, local authorities have certain obligations to inform the nearest U.S. embassy or consulate of the arrest, injury, hospitalization, or death of a U.S. citizen.

Limitations on Consular Authority

- Consular authority to conduct welfare/whereabouts checks regarding U.S. citizens abroad is based on tradition, and is codified in large part in Articles 5, 36 and 37 of the Vienna Convention on Consular Relations and comparable provisions in bilateral Consular treaties. 22 CFR 71.1 and 71.6 provide that consular duties include protection of U.S. citizens abroad. The welfare whereabouts function of consular officers is described in detail in 7 Foreign Affairs Manual (FAM) 100.
- We cannot compel a U.S. citizen to speak to the consular officer, or to permit the consular officer to visit.
- We cannot compel a U.S. citizen to return to the United States. (An exception to this would be where the formal extradition of a fugitive, which is accomplished with the cooperation of foreign authorities

- pursuant to specific treaty obligations.)
- As noted above, we cannot release information about an individual without the individual's consent pursuant to the Privacy Act, with certain specific exceptions specified in the Privacy Act such as law enforcement requests, and where the subject's health and safety is in question."

Arrest/Detention of an American Citizen Abroad

Example: If a student is arrested faculty should immediately contact the program provider and the Director of Faculty- Led Programs Abroad.

Information below taken from:

<https://travel.state.gov/content/travel/en/international-travel/emergencies/arrest-detention.html>

“Disclaimer: The following is a summary of services provided to U.S citizens abroad by U.S consular officers. Since conditions vary from country to country, the precise nature of services may vary likewise, depending on individual circumstances in a particular case.

One of the most important tasks of the Department of State and of U.S. embassies and consulates abroad is to provide assistance to U.S. citizens incarcerated abroad. The State Department is committed to ensuring fair and humane treatment for American citizens imprisoned overseas. We stand ready to assist incarcerated citizens and their families within the limits of our authority in accordance with international law.

We can and do monitor conditions in foreign prisons and can protest allegations of abuse against U.S. citizen prisoners when requested to do so. We work with prison officials to ensure treatment consistent with internationally recognized standards of human rights and to ensure that Americans are afforded due process under local laws.

While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. As our Country Specific Information explain, penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating the law, even unknowingly, may be expelled, fined, arrested, or imprisoned.

Penalties for possession, use, or trafficking in illegal drugs are strict and convicted offenders can expect jail sentences and fines. If arrested abroad, a citizen must go through the foreign legal process for being charged or indicted, prosecuted, possibly convicted and sentenced, and for any appeals process. Within this

framework, U.S. consular officers provide a wide variety of services to U.S. citizens arrested abroad and their families.

Privacy Act - The provisions of the Privacy Act are designed to protect the privacy and rights of Americans, but occasionally they complicate our efforts to assist citizens abroad. As a rule, consular officers may not reveal information regarding an individual American's location, welfare, intentions, or problems to anyone, including family members and Congressional representatives, without the expressed consent of that individual. Although sympathetic to the distress this can cause concerned families, consular officers must comply with the provisions of the Privacy Act."

Advice for Students on Sexual Harassment

(Adapted from Eleanor Roosevelt and International House Residence Life)

"The University of California is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this policy."

—University of California, System wide Sexual Harassment Policy Statement, April 23, 1992

Knowing how to identify harassment whether it is between two students, between a professor or teaching assistant and a student, between a home stay family member and a student, a residence authority and a student, etc.—and where to report an incident—can help to maintain a safe, harassment-free environment.

Sexual harassment may include:

- Derogatory remarks, teasing or jokes made about one's clothing, body, or sexual activities based on gender
- Visual materials or pictures that unnecessarily sexualize the environment or that students find offensive
- Subtle pressure for sexual activity and dates
- Unnecessary and unwanted touching, patting or pinching
- Demanding sexual favors accompanied by overt threats concerning such things as one's job, grades, letters of recommendation, etc.
- Verbal harassment or abuse
- E-mail and any electronic communications that include any of the above
- Physical assault

Harassment issues with host nationals may be particularly difficult to identify abroad, where cultural norms are often different than those in the US. A fair rule of thumb is to assume that sexual harassment consists of any unwanted sexual advances and behavior of a verbal, visual, written, or physical nature in living arrangements and an educational or work environment. The student should note, however, that the US description of sexual harassment might not mirror the description of harassment of the country in which they are studying. In such cases, if they feel comfortable, students are encouraged to discuss these issues with the program provider.

Global Seminar faculty and students should trust their judgment and intuition. If a situation makes them uncomfortable, it needs to be addressed. Students should never ignore sexual harassment. Ignoring it will not make it go away, it will only get worse. Both males and females can be sexually harassed, and the perpetrator can be male or female and of the same or opposite gender. Students should seek help from the study program provider and/or faculty. The study abroad provider personnel can provide counseling and advice, and act on the student's behalf to remedy a problem.

Advice to Give Students Who Experience Sexual Harassment

Trust what you are feeling. Many people feel ashamed or humiliated as a result of the harassment. It is not your fault and you do not have to put up with it. Take one step at a time. It's easy to feel overwhelmed. If it's possible, and safe, talk to the harasser. Clearly and firmly tell the harasser that you want the behavior to stop. If you can, tell the harasser how the behavior makes you feel. Let the harasser know that you will take further action if the harassment does not stop. Keep records. It is very important to write down dates, times, places, and witnesses to what happened. If you receive any notes, e-mail, or written letters from the harasser, keep them. Information that is documented can be used to support a complaint. Report the incident to the **Global Seminars Program Provider and to the Study Abroad Office**. They can help you to resolve the issue and provide counseling and guidance. If you need further assistance, or you do not feel comfortable in dealing with the Study Abroad Provider, contact the Study Abroad Office. Refer to the following contact information included at the beginning of this handbook. Call or e-mail to leave a confidential message. When you establish contact, indicate that you are having a sexual harassment problem and leave a phone number and a good time to call you back. All messages are highly confidential.

For More Information:

The UC San Diego Office for the Prevention of Harassment and Discrimination (OPHD) provides advice and assistance in investigating and resolving

complaints of sexual harassment and provides education on the subject to the entire UCSD community.

Contact OSHPP:

<http://ophd.ucsd.edu/>

Phone: (858) 534-8298

Fax: (858) 534-0393

E-mail: ophd@ucsd.edu

Office for the Prevention of Harassment and Discrimination
University of California, San Diego
9500 Gilman Drive
Mail Code 0024
La Jolla, CA 92093-0024

The office is open Monday through Friday from 8:00 am until 4:30 pm and is located at the UCSD Main Campus, in the University Center, Building 201 located on the corner of Gilman and Myers.

Victim of Crime

Example: A student is a victim of attempted rape, or other alleged sexual assault

Example: A student is the victim petty theft, mugged, physically assaulted.

In responding to students who have been a victim of crime the most important and fundamental support we can offer is to believe the student. It is **not our job to investigate the crime**. Referring the student to the appropriate services is the vital next step.

Sexual Assault is a traumatic event in a person's life. Both men and women can be victims of rape. For victims feelings of shock and disbelief are often accompanied by a sense of shame and responsibility. Many victims believe that they are somehow to blame for their victimization, making them hesitant to reach out for help. The fact that, in the majority of cases, a non-stranger (friend, acquaintance, current or former partner) is the assailant, adds to the shame and confusion the rape survivor experiences.

In responding to students who have been sexually assaulted the most important and fundamental support we can offer is to believe the student. It is not our job to investigate the crime. Referring the student to the appropriate services is the vital next step.

Faculty Checklist:

- Be sensitive to the emotional needs and feelings of the student
- Listen with empathy and care. The student may need to tell their story several times. Acknowledge their traumatic reactions.
- Begin a written log, with basic time and date information. Do not note private details
- Try to clarify if the student wants to notify family. If the student would like family contacted The Director of SARC will be available to facilitate that conversation.
- Contact the Study Abroad Provider as soon as possible. The provider will assist in making arrangements for medical and/or psychological care and support. The provider will assist in contacting local authorities if the student wishes to do so.
- *Contact the Faculty – Led Programs Abroad Director as soon as feasible. The Director will contact the appropriate campus parties including the Sexual Assault & Violence Prevention Resource Center (SARC) Director. The Director of SARC will be available to provide support via phone and email to the faculty and student.*

Help for American Victims of Crime Overseas

Information below taken from:

<https://travel.state.gov/content/travel/en/international-travel/emergencies/crime.html>

“The Bureau of Consular Affairs, Overseas Citizens Services is committed to assisting American citizens who become victims of crime while traveling, working, or residing abroad. Government officials, known as consuls or consular officers, at embassies and consulates in nearly 250 cities throughout the world are responsible for assisting U.S. citizens who may be traveling, working, or residing abroad. In addition, in approximately 50 cities where a significant number of Americans reside or visit and there is no U.S. embassy or consulate, consular agents provide emergency assistance to U.S. citizens. Consuls, consular agents, and local employees work with their counterparts in the Bureau of Consular Affairs Overseas Citizens Services Office in Washington, D.C. to provide emergency and non-emergency services to Americans abroad.

How to Contact Us:

Consular duty personnel are available for emergency assistance 24 hours a day, 7 days a week, at embassies, consulates, and consular agencies overseas and in Washington, D.C. To contact the Office of Overseas Citizens Services in the U.S. call 1-888-407-4747 (during business hours) or 202-647-5225 (after hours). Contact information for U.S. embassies, consulates, and consular agencies overseas is on this Internet site.

If You Are the Victim of a Crime Overseas

- Contact the nearest U.S. embassy, consulate, or consular agency for assistance.
- Contact local police to report the incident and obtain immediate help with safety concerns. Request a copy of the police report.
- Consular Assistance to American Crime Victims
- Consular personnel can provide assistance to crime victims. When a U.S. citizen becomes the victim of a crime overseas, he or she may suffer physical, emotional, or financial injuries. Additionally, the emotional impact of the crime may be intensified because the victim is in unfamiliar surroundings. The victim may not be near sources of comfort and support, fluent in the local language, or knowledgeable about local laws and customs.

Consuls, consular agents, and local employees at overseas posts are familiar with local government agencies and resources in the country where they work. They can help American crime victims with issues such as:

- Replacing a stolen passport;
- Contacting family, friends, or employers;
- Obtaining appropriate medical care;
- Addressing emergency needs that arise as a result of the crime;
- Obtaining general information about the local criminal justice process and information about your case;
- Obtaining information about local resources to assist victims, including foreign crime victim compensation programs;
- Obtaining information about crime victim assistance and compensation programs in the U.S.; and
- Obtaining a list of local attorneys who speak English.

Consular officials cannot, however, investigate crimes, provide legal advice or represent you in court, serve as official interpreters or translators, or pay legal, medical, or other fees for you.”

Lost and Stolen U.S. Passports Abroad

Information below taken from:

<https://travel.state.gov/content/travel/en/international-travel/emergencies/lost-stolen-passport-abroad.html>

“Q. WHAT SHOULD A U.S. CITIZENS DO IF THEIR PASSPORT IS LOST OR STOLEN ABROAD?”

A. Contact the nearest U.S. embassy or consulate for assistance. Phone numbers for U.S. embassies and consulates are also available in our Country Specific Information and Key Officers handbook. You will need to speak to the American Citizens Services unit of the Consular Section. If you are scheduled to leave the foreign country shortly, please provide the Consular Section with details regarding your departure schedule. Every effort will be made to assist you quickly. You will also be directed to where you can obtain the required passport photos.

Q. WHAT ARE THE REQUIREMENTS TO OBTAIN A REPLACEMENT PASSPORT?

A. You will need to complete a new passport application. The consular officer taking an application for replacement of a lost, stolen, or misplaced passport must be reasonably satisfied as to your identity and citizenship before issuing the replacement. In virtually all cases this can be done through examination of whatever citizenship and identity documents are available, conversations with the applicant, close observation of demeanor and replies to questions asked, and discussions with the applicant's traveling companions or contacts in the United States. Please note the new requirements for passports for minors under the age of 14 and how this will change the way passport applications for minors are handled abroad.

Q. WHAT INFORMATION WILL I NEED TO PROVIDE THE CONSULAR OFFICER?

A. You will be asked for certain information to assist in verifying your citizenship:

1. Personal Data: (including, but not limited to)

- your name
- date of birth
- place of birth
- passport number (if available)
- date and place where your passport was issued

If you can provide the U.S. embassy or consulate with a photocopy of your passport identification page, that will make getting a new passport easier since your citizenship and identity information would be more readily available.

2. Affidavit Regarding Loss/Theft of the Passport/Police Report:

When you report the loss, theft, or misplacement of your passport you must execute an affidavit fully describing the circumstances under which it was lost, stolen. U.S. Department of State form DS-64 may be used for this purpose, or you may simply execute a sworn statement before the consular officer describing what happened. A police report is **not** mandatory but may be required when the embassy/consulate believes a problem may exist such as possible fraud. An applicant eligible to receive a passport should not be placed in circumstances to miss a plane or unreasonably delay travel to obtain a police report.

3. Citizenship Verification and Name Clearance:

The U.S. embassy/consulate will confirm your previous passport issuance through our Passport Verification System or by requesting that Overseas Citizens Services, (202) 647-5225, in the U.S. Department of State retrieve the actual passport application. The consular section will also attempt to clear your name through the U.S. Department of State name check system to ensure there is nothing preventing issuance of a U.S. passport to you (for example: outstanding arrest warrant, court order, etc.)

4. Proof of Identity:

You will also be asked for some proof of your identity. If all your personal papers were lost or stolen with your passport, your identity can be established in a number of ways. In most cases the problem of identity is resolved quickly. It should be noted, however, that if there is any indication of possible fraud the consular officer may request additional documentation or other information.

Information From Consular Interview: The consular officer may be satisfied as to your identity based on the interview with you, or may require other information.

Identifying Witness: Persons traveling with a group or with friends, family or associates in the foreign country can have such a person execute an affidavit of an identifying witness before the consular officer. An identifying witness does not have to be a U.S. citizen.

Information From Family, Friends or Associates in the United States: If you are traveling alone and do not know anyone in the foreign country who can attest to your identity, your family, friends, or associates in the U.S. may contact the consular officer by phone or fax confirming your identity. This is usually quite informal. In emergency situations, your contacts may also communicate with the U.S. Department of State, that Overseas Citizens Services, (202) 647-5225.

Information From Previous Passport Records: If necessary, information about your identity may be obtained from your previous passport application, which may have to be retrieved by Overseas Citizens Services, (202) 647-5225, in the U.S.

Department of State from the Federal Records Center which is located outside of Washington, D.C.

Q. WILL THE REPLACEMENT PASSPORT BE ISSUED FOR THE FULL 10-YEAR VALIDITY PERIOD FOR AN ADULT?

A. Replacements for lost passports are normally issued for the full 10-year period of validity for adults. Occasionally, cases will arise in which the consular officer has some lingering doubt because of statements made by the applicant, or other circumstances, but is still reasonably satisfied as to identity and citizenship. If there is not time to request and receive the Department's verification, a passport limited to 3 months may be issued. Limited passports may also be issued in cases in which an applicant has, by mistake, packed the passport with luggage being sent to another location, left the passport at home, perhaps in another country, but has to travel immediately, lost or been robbed of multiple passports in a short time span, etc. When issuing a limited passport in an emergency situation, consular officers will carefully explain to the applicant that the passport is limited for the duration of the present trip only. When the applicant returns to the United States and wishes to travel again internationally, the applicant will have to apply for a replacement passport and pay the regular fee.

Q. ARE FEES CHARGED FOR REPLACEMENT OF LOST/STOLEN PASSPORTS ABROAD?

A. The normal passport fees are collected from applicants for replacement passports. Applicants will be asked to provide names of persons they feel would be able to assist them financially if there is sufficient time. See our information about Financial Assistance to U.S. citizens abroad and Learn About Sending Money Overseas to U.S. Citizen in an Emergency.

However, if:

- the applicant's money and documents have been lost or stolen, or
- the applicant is a victim of a disaster

AND the applicant does not have and cannot reasonably be expected to obtain money to pay the fees before continuing travel, no passport fee will be charged and a limited validity passport will be issued. When the person applies for a full validity passport on their return to the United States the regular passport fee will be charged for the replacement passport. See the U.S. Department of State Schedule of Fees, 22 CFR 22.1

Q. CAN THE U.S. EMBASSY ISSUE A REPLACEMENT PASSPORT OVER A WEEKEND OR HOLIDAY?

A. U.S. passports are not routinely issued by U.S. embassies and consulates

abroad on weekends and holidays when the embassy/consulate is closed. All U.S. embassies and consulates have an after-hours duty officer available to assist with life or death emergencies of U.S. citizens abroad. Contact the nearest U.S. embassy or consulate after hours duty officer for assistance if you have an emergency need to travel. Phone numbers for U.S. embassies and consulates are also available in our Country Specific Information and Key Officers handbook.

If you are scheduled to travel directly to the United States, the duty officer may be able to assist in issuing a transportation letter to the airline and alerting U.S. Customs and Immigration to the fact that you will be attempting to enter the United States without a passport.

Duty officers must focus primary attention on life-or-death emergencies. Depending on the circumstances and conditions in the foreign country, it is possible that a replacement passport may not be issued until the embassy/consulate reopens for business. At that time the Consular Section will be in a better position to verify your citizenship and identity and clear your name through the Department of State name check system."

Note that EuropAssist can help with a lost passport or other documentation.

III. STUDENT CODE OF CONDUCT

Student Misconduct

If a student is engaged in misconduct, it is important that faculty notify the Director of Global Seminars, Jim Galvin, and complete the Student Policies and Judicial Affairs (SP&JA) incident form. Faculty must fax the form to Study Abroad, UC San Diego (858-822-5726) within 24 hours of the incident. If fax is not available, send an e-mail with the details. The Director will then contact SP&JA, and they will decide the extent of responsibility and the consequences for student misconduct upon the students return. If the incident is severe and warrants dismissal, the Study Abroad, UC San Diego will work with the Program Provider and Student Policies and Judicial Affairs to make sure that the rights and needs of the program as well of as those of the student are met. In the case of a crime against a student, Study Abroad, UC San Diego will work with Sexual Assault & Violence Prevention Resource Center to make sure that faculty and the student are provided with support and guidance.

All enrolled Global Seminars participants must sign a participant contract. The following can serve as a guide for you as you develop student expectations.

Addressing Cases of Potential Misconduct when Abroad:

There are two phases to a good confrontation. The first is to deal with the situation and to stop any dangerous or inappropriate action when it occurs. The second is to follow up by talking to the individual in private at a later time.

1. When misconduct happens, you must document it using the incident report form. There is a sample copy of the form in this handbook. Please be as detailed as possible as this will be sent to Student Policy and Judicial Affairs.
2. Talk to witnesses, other students, staff, etc., who were present and include this information in the incident reporting form. Do not take pictures, record speaking, etc. If this type of documentation is necessary, local authorities should be involved.
3. Meet with the student in private and give them the opportunity to respond.
4. Document what occurs at all meetings.
5. Inform Jim Galvin immediately.

Options for Action:

The student violated the contract, but the incident is minor and may only warrant a conversation rather than termination from program. If in doubt please refer to the contract, talk to the program provider and contact the Global

Seminars Director or Coordinator. The student violated the contract. The instructor must contact Global Seminars Director or Coordinator so that they together may determine based on the contract and UCSD code of conduct policy:

1. If the student should receive a written warning indicating that a subsequent violation could result in termination, or
2. If the student must be removed from the program,

If a student is removed from the program, they are responsible for making their own arrangements for accommodations, travel etc. According to the terms of the contract, the student is not entitled to a refund, or credits for course enrollment. The student must also leave housing and is not allowed to participate in any Global Seminar activity or excursion.

In addition to the code of conduct included above, the following apply to students studying abroad with Global Seminars:

Global Seminars participants are subject to, and should be familiar with, student conduct policies of the program provider, and of UCSD. Students should note that program provider policies may be stricter than UC campus policies because of the broader consequences of student conduct when a student is participating in Global Seminars (e.g., student conduct may affect Global Seminars' relations with the program provider and the local community or arouse anti-American sentiments). In addition, students should note that Global Seminar's procedures are more compressed than campus procedures due to the short duration of Global Seminar programs.

Consequences of Dismissal

If the decision is made to dismiss the student from a Global Seminar, the student's participation in the Program shall be terminated.

A student who is dismissed from a Global Seminar for violation of the Student Conduct and Discipline Policy will receive no credit for course work in progress; the faculty member will submit grades as W.

In cases of dismissal for violation of the Academic Conduct Policy, the faculty will submit grades as NR; the final grades will depend on resolution of the case once the student returns to UCSD.

Termination of student's participation in a Global Seminar shall not diminish or otherwise affect the student's obligation to make all payments to The University of California San Diego. The student will not be entitled to a refund of fees, may be required to reimburse the University of California San Diego for financial aid received, and is responsible for all unrecoverable costs incurred by the program provider or Global Seminars as well as personal financial obligations, including utility bills and rent.

A student's registration at the University of California San Diego may be blocked until all such financial obligations have been met. The University of California San Diego campus may, in addition, impose further sanctions, such as suspension or dismissal from UC.

CONSULT! CONTACT! REPORT!

CONSULT & CONTACT THE STUDY ABROAD OFFICE FOR ASSISTANCE WITH THIS PROCESS! THIS IS A UCSD PROGRAM AND IT IS YOUR RESPONSIBILITY AS UCSD STAFF TO REPORT ANY BEHAVIOR THAT IS IN VIOLATION OF THE UCSD CODE OF CONDUCT. IF YOU REPORT ANY INCIDENT TO THE STUDY ABROAD OFFICE, THEY MUST REPORT IT TO STUDENT POLICIES AND JUDICIAL AFFAIRS!

Alcohol

(Adapted from UC EAP, UC Davis & Eleanor Roosevelt Residence Life)

The excessive use of alcohol by students abroad is one of the primary causes of accidents and incidents resulting in injuries. Global Seminars does not condone any behavior that results from the abuse of alcohol and such behavior may result in program dismissal. It is the student's responsibility to know what the alcohol laws and the legal drinking age are in the host country. Students should be careful to limit their alcohol intake and pay particular attention to host country laws and the regulations described below. All Global Seminars students are expected to obey all the laws of the countries they visit. Those who break these laws sometimes face severe penalties, including prison sentences.

As participants in an academic program of the University of California, students enrolled in, and employees of, the Global Seminars Program are subject to all the rules and regulations of the University. Thus, the policies relating to substance abuse at the University of California apply equally to students abroad who are receiving credit from the University through the Global Seminars program and its employees.

University of California Policy on Substance Abuse

The University of California recognizes dependency on alcohol and other drugs as a treatable condition and offers programs and services for university employees and students with substance dependency problems. Employees and students are encouraged to seek assistance as appropriate from employee support programs, health centers, and counseling or psychological services available at university locations or through referral. Information obtained regarding an employee or student during participation in such programs or services will be treated as confidential, in accordance with Federal and State laws. The University strives to maintain its campus communities and worksites free from illegal use, possession, or distribution of alcohol or controlled substances as defined in Federal or State laws or regulations. Unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of controlled substances by university employees and students in the workplace, on University premises, at official University functions, or on University business is prohibited. In addition, employees and students shall not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities, or student life.

Employees, including student employees, found to be in violation of this policy may be subject to corrective action, up to and including dismissal, under applicable University policies and labor contracts, or may be required, at the discretion of the University, to participate satisfactorily in an employee support program. Students found to be in violation of this policy may be subject to corrective action, up to and including dismissal, as set forth in the *UC Policies Applying to Campus Activities, Organizations, and Students* and in Education Abroad Program regulations, or may be required, at the discretion of the University, to participate in a treatment program.

Relevant sections of UC Policies Applying to Campus Activities, Organizations, and Students The following policies have been excerpted from the UC policies applying to campus activities organizations and students. Students are responsible for familiarizing themselves with all of the policies and the consequences located at <https://policy.ucop.edu/doc/2710530/PACAOS-100>

102.00 Grounds for Discipline

Chancellors may impose discipline for the commission or attempted commission (including aiding and abetting in the commission or attempted commission) of the following types of violations by students, as well as such other violations as may be specified in campus regulations.

102.17

Unlawful manufacture, distribution, dispensing, possession, use or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in Federal and State law or regulations.

102.18

Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

Use of Controlled Substances Abroad

According to the US Department of State, each year, 2,500 Americans are arrested abroad. One third of the arrests are on drug-related charges. Many of those arrested assumed that they could not be arrested as US citizens. From Asia to Africa and Europe to South America, US citizens are finding out the hard way that drug possession or trafficking will result in incarceration in foreign countries; legal sanctions pertaining to the use and possession of even the smallest amounts of illegal substances tend to be extremely severe; and the US authorities have virtually no control over a US citizen found to be in violation of local law. In many developing countries, no distinction is made between personal use or possession and distribution or sale; penalties can be life imprisonment or execution. Even associating with drug users can be very dangerous. If you purchase prescription medications in quantities larger than that considered necessary for personal use, you could be arrested on suspicion of drug trafficking. Once you're arrested, the US consular officer cannot get you out.

Health Risks

Substance abuse may result in a wide spectrum of extremely serious health and behavioral problems. Substance abuse results in both short- and long-term effects upon the body and mind. There are specific health risks related to alcohol and drug use, and there are general health risks related to impairment and addiction. Alcohol and drugs are toxic to the body's systems. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection associated with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which, in the case of some drugs such as cocaine, can occur after first-time use. Long lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells and permanent memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage.

The Drinking Spectrum

A social drinker typically:

- Drinks slowly (no fast gulping)
- Knows when to stop drinking
- Eats before or while drinking
- Never drives after drinking
- Respects nondrinkers
- Knows and obeys laws related to drinking

A problem drinker typically:

- Drinks to get drunk only
- Tries to solve problems by drinking
- Experiences personality changes—may become loud, angry or violent OR silent, remote or reclusive
- Drinks when they should not—before driving or going to class/work
- Causes other problems—harms themselves, family, friends or strangers

An alcoholic:

- Spends lots of time thinking about drinking and planning when and where to get the next drink
- Keeps bottles hidden for quick drinks
- Starts drinking without planning and loses awareness of the amount consumed
- Denies drinking
- Drinks alone
- Needs to drink before a stressful situation
- May have “blackouts” where they can’t remember what they did while drinking though they appeared normal to others
- Goes from hangovers to more dangerous withdrawal symptoms
- Has or causes major problems—with the police, an employer, family or friends

Where to Get Help

Students are encouraged to seek assistance for substance abuse and dependency problems. To find out what services are available to you abroad, consult with the programs abroad provider.

Alcohol Poisoning:

Alcohol poisoning is dangerous because, as a depressant, alcohol slows down the functions of the body, including blood pressure, heart rate and breathing. If a person has a large amount of alcohol, the “slowing down” can lead to passing out and unconsciousness and the vital organs, heart and lungs, can be slowed to the point of stopping.

It is dangerous to assume a person will be fine by “just sleeping it off.”

- Try to wake the person. Are they unconscious? Try and call their name. Pinch their skin– they should have a reaction.
- Turn the person on their side—do not leave them. You turn them on their side so that they won’t choke if they vomit. Only leave to get help. Monitor the breathing.
- Check skin color or temperature. If a person has pale/blue or cold/clammy skin, they are not getting enough oxygen.
- Check breathing. If they are breathing irregularly or shallow, get help.
- Everyone is different. A person may show just one or all of these signs. If you are concerned, DO NOT HESITATE to call for help. Call the Program Providers emergency line for help or call local authorities.

**** In case you do not know what to do in an alcohol or drug situation, do not hesitate to call the program providers emergency number for help! If you suspect a student has a drinking problem contact the Study Abroad Office for support.***

UC San Diego Global Seminar Health & Safety Policies and Procedures for Faculty

I. INTRODUCTION

The health and safety of all Global Seminar students and faculty is our highest priority. With that in mind, we have prepared health & safety policies and procedures for UC San Diego faculty. These policies and procedures provide a consistent set of expectations for Global Seminar faculty to follow while they are abroad with the students while protecting the health and safety of students and faculty. This document has been reviewed and approved by the UC San Diego Campus Counsel, The Director of Student Conduct, the Dean of Global Education, the Director of Study Abroad, and the Global Seminar team, and conforms to UC San Diego policies and procedures.

If challenging circumstances including, but not limited to, those listed below arise while you are abroad, you should immediately consult with the Global Seminar team and the on-site provider. It is also essential to document all observations related to a situation as this information may be critical for appropriate follow-up meetings.

If a hearing occurs or sanctions are imposed, they will conform to UC San Diego policies and procedures.

Feel free to consult the Global Seminar team with any questions about these policies and procedures.

II. SCENARIOS

1. A student comes into class under the influence of alcohol or drugs.

Speak to the student immediately. Determine what happened, inform the student that the alleged behavior is unacceptable, and contact the Global Seminar Director as soon as possible after class. The Global Seminar Director will consult with the Director of Student Conduct to determine the next steps. We will be in contact with the faculty member, the study abroad provider, the student, and other campus stakeholders as needed to determine the next steps.

2. After class, you observe a student or group of students drinking what appears to be alcohol in a restaurant or café. What should you do?

According to the UC San Diego risk management policies, all Global Seminar students must be age 18 by the time the Global Seminar program begins. For countries where the legal drinking age is 18, there is no reporting requirement. You are not required to intervene if the students do not appear to be in danger. For the 2012 summer Global Seminars, all host countries have a drinking age of 18.

In future years, we may hold Global Seminars in countries where the drinking age is greater than 18 or drinking alcohol is illegal. In these cases, the professor has a responsibility to intervene if he/she observes students breaking local law and to respond similarly as in scenario 1.

For reference, here is a link to drinking ages around the world.

This is a map of legal drinking age around the world:

<https://drinkingage.procon.org/minimum-legal-drinking-age-in-other-countries/>

Wikipedia also has a useful chart arranged by country:

http://en.wikipedia.org/wiki/Legal_drinking_age.

3. You are on a class excursion with the students. There is a group meal during the excursion. A student orders an alcoholic drink. What do you do?

Make it clear prior to the meal this is part of a class excursion and emphasize that alcohol must be consumed responsibly. We suggest discussing whether alcohol may be served with the provider in advance. If alcohol is consumed by students on a day trip or an overnight excursion, you and the provider

must set clear expectations about appropriate behavior and remind the students that excessive drunkenness that affects their ability to participate in program activities is a conduct code violation.

4. You are having a glass of wine in a restaurant on your own after class and a student asks to join you. Are you required to abstain from consuming alcohol with your student(s)? Can the faculty member consume alcohol if a student joins you for dinner?

While this is not a required class activity, due to potential liability, it is not advisable to serve or consume alcohol in this situation.

5. You invite the class to a restaurant or to your apartment for a group meal. Can you or the students consume alcohol in this situation?

While this is not a required class activity, due to potential liability, it is not advisable to serve or consume alcohol in this situation.

6. Outside of class you see a student who is very drunk, lying in a gutter, or stumbling into a busy street. What should you do?

Intervene immediately to protect the health and safety of the student. Make sure that the student safely returns to their housing. Call for medical attention if needed. Ask a roommate to call for assistance if the student requires medical assistance after you leave the student housing. Do not leave the student alone if there are signs of alcohol poisoning or aspirating vomit. Speak with the student to determine what occurred.

After assisting the student, inform the local study abroad provider and the Global Seminar Director of the situation. The Global Seminar Director will consult with the Director of Student Conduct. We will be in contact with the faculty member, the study abroad provider, the student, and other campus stakeholders as needed to determine the next steps.

7. You suspect that a student or students have cheated on an exam or plagiarized part of a class assignment. What do you do?

Intervene immediately to address the situation. Notify the Global Seminar Director and the Academic Integrity Coordinator. Depending on the timing of the hearing process and the nature of the sanction, the student may be allowed to continue in the program or if the violation is very serious, the student(s) may be sent home with failing grades and no refund. We will be in contact with the faculty member, the study abroad provider, the student, and other campus stakeholders as needed to determine the next steps.

8. A student engages in disorderly behavior and/or may have violated a local law.

Intervene with the student to stop the behavior. Notify the program provider and Global Seminar Director as soon as possible. If there has been property damage to the student housing, hotel, or study, the local provider may assess damage charges against the student. If local laws have been violated, the provider may need to be in contact with local law enforcement. It will be the student's responsibility to contact the local US Consulate or Embassy and, if necessary, hire a local lawyer.

The Global Seminar Director will consult the Director of Student Conduct to determine what should be done. We will be in contact with the faculty member, the study abroad provider, the student, and other campus stakeholders as needed to determine the next steps. Depending on the UCSD process and/or the study abroad provider's risk management policies, the student may be expelled from the Global Seminar program. This will result in failing grades, removal from student housing, and no refund.

Student Code of Conduct

(Adapted from UC EAP and UC DAVIS)

The following information is also included in the Global Seminars participant contract.

Students are responsible for abiding by all of University of California: Standards of Conduct for Students as well as the University of California San Diego student conduct regulations located at:

<https://students.ucsd.edu/files/student-conduct/ucsandiego-student-conduct-code-interim-revisions1-16-18.pdf>

The following policies have been excerpted from the UC policies applying to campus activities organizations and students. Students are responsible for familiarizing themselves with all of the policies and the consequences located at <https://policy.ucop.edu/doc/2710530/PACAOS-100>

102.00 Grounds for Discipline

Chancellors may impose discipline for the commission or attempted commission (including aiding or abetting in the commission or attempted commission) of the following types of violations by students, as well as such other violations as may be specified in campus regulations:

102.01

All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.

102.02

Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the University.

102.03

Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.

102.04

Theft of, conversion of, destruction of, or damage to any property of the University, or any property of others while on University premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.

102.05

Theft or abuse of University computers and other University electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services.

Use of University computer and electronic communications facilities, systems, or services that violates other University policies or campus regulations.

102.06

Unauthorized entry to, possession of, receipt of, or use of any University services; equipment; resources; or properties, including the University's name, insignia, or seal.

102.07

Violation of policies, regulations, or rules governing University-owned, -operated, or -leased housing facilities or other housing facilities located on University property.

102.08

Physical abuse including but not limited to sexual assault, sex offenses, and other physical assault; threats of violence; or other conduct that threatens the health or safety of any person.

102.09

Sexual harassment, as defined in University policy (see Section 160.00), reads in part:

Sexual harassment is unwelcome sexual advances, requests for sexual

favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. In the interest of preventing sexual harassment, the University will respond to reports of any such conduct.

Please refer to the *Policy on Sexual Harassment and Complaint Resolution Procedures* (see Section 160.00) for the entire definition. The *Policy on Sexual Harassment and Complaint Resolution Procedures* is incorporated into the *Policy on Student Conduct and Discipline*.

102.10

Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the University to serve no legitimate purpose.

102.11

Harassment by a student of any person. For the purposes of these *Policies*, 'harassment': a) is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in University programs or activities, or use of University facilities; b) must target a specific person or persons; and c) must be addressed directly to that person or persons.

Prior to applying this provision of policy to any student conduct, the campus is required to consult with the Office of General Counsel regarding its proper interpretation and application in light of the specific circumstances.

102.12

Participation in hazing or any method of initiation or pre-initiation into a campus organization or other

activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person.

102.13

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.

102.14

Disorderly or lewd conduct.

102.15

Participation in a disturbance of the peace or unlawful assembly.

102.16

Failure to identify oneself to, or comply with the directions of, a University official or other public official acting in the performance of his or her duties while on University property or at official University functions; or resisting or obstructing such University or other public officials in the performance of or the attempt to perform their duties.

102.17

Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal and state law or regulations.

102.18

Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

102.19

Possession, use, storage, or manufacture of explosives, firebombs, or other destructive

devices.

102.20

Possession, use, or manufacture of a firearm or other weapon as prohibited by campus regulations.

102.21

Violation of the conditions contained in the terms of a disciplinary action imposed under these *Policies* or campus regulations.

102.22

Violation of the conditions contained in a written Notice of Emergency Suspension issued pursuant to Section 53.00 of these *Policies* or violation of orders issued pursuant to Section 52.00 of these *Policies*, during a declared state of emergency.

102.23

Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio

recordings of any course unless authorized by the University in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these *Policies* whether or not it was the student or someone else who prepared the notes or recordings.

Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a University of California course unless authorized by the University in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder)

IV. RESOURCES AND LITERATURE

UCSD Principles of Community

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The University of California, San Diego is dedicated to learning, teaching, and serving society through education, research, and public service. Our international reputation for excellence is due in large part to the cooperative and entrepreneurial nature of the UCSD community. UCSD faculty, staff, and students are encouraged to be creative and are rewarded for individual as well as collaborative achievements. To foster the best possible working and learning environment, UCSD strives to maintain a climate of fairness, cooperation, and professionalism. These principles of community are vital to the success of the University and the well-being of its constituents. UCSD faculty, staff, and students are expected to practice these basic principles as individuals and in groups.

- We value each member of the UCSD community for his or her individual and unique talents and applaud all efforts to enhance the quality of campus life. We recognize that each individual's effort is vital to achieving the goals of the University.
- We affirm each individual's right to dignity and strive to maintain a climate of justice marked by mutual respect for each other.
- We value the cultural diversity of UCSD because it enriches our lives and the University. We celebrate this diversity and support respect for all cultures, by both individuals and the University as a whole.
- We are a university that adapts responsibly to cultural differences among the faculty, staff, students, and community.
- We acknowledge that our society carries historical and divisive biases based on race, ethnicity, gender, age, disability, sexual orientation, religion, and political beliefs. Therefore, we seek to foster understanding and tolerance among individuals and groups, and we promote awareness through education and constructive strategies for resolving conflict.
- We reject acts of discrimination based on race, ethnicity, gender, age, disability, sexual orientation, religion, and political beliefs, and we will confront and appropriately respond to such acts.
- We affirm the right to freedom of expression at UCSD. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, confidentiality, and respect.
- We are committed to the highest standards of civility and decency toward all. We are committed to promoting and supporting a community where all people can work and learn together in an atmosphere free of abusive or demeaning treatment.
- We are committed to the enforcement of policies that promote the fulfillment of these principles.

We represent diverse races, creeds, cultures, and social affiliations coming together for the good of the University and those communities we serve. By working together as members of the UCSD community, we can enhance the excellence of our institution.

Things to Think About for Students

(Adapted from The Center for Global Education)

It is suggested that students think about and research the following questions:

How Foreign Laws Apply to You

1. What kinds of laws do students from the United States break in your host country and other countries (perhaps, unknowingly)?
2. What kinds of legal assistance can the local U.S. Embassy or Consulate provide you?
3. What are the penalties for drug use in your host country and in the countries you will visit?
4. Is consumption of alcohol legal in your host country and in the countries you will visit? If so, what is the legal age for alcohol consumption?
5. Do you know how the legal system works in your host country and in the countries to which you will be traveling ("innocent until proven guilty" or "guilty until proven innocent")?
6. In addition to any local/national laws, what are Global Seminars and the University of California specific set of rules to be followed?

Airport Safety, Duties and Customs

1. Do you have all of your identification and travel documents in an assessable, yet secure, location?
2. Did you accept anything from anyone before boarding your flight?
3. Did you pack your bags yourself?
4. Did your bags ever leave your sight or supervision before they were checked in?
5. Did you fill out all necessary declaration forms?
6. Were you honest in declaring everything you are bringing into or out of the United States?
7. Were you careful to avoid carrying any item that be considered illegal in the United States or abroad, or may cause you to be suspected of smuggling?
8. What items cannot be brought back into the United States from your host country?
9. What steps can you take to maximize your safety while at airports?
10. What are your airline's regulations in terms of what you can and cannot pack in your luggage, including carry-on bags?
11. When should you fill out a duties and customs declaration form?

Culture Shock Stages

(Adapted from Eleanor Roosevelt and International House Residence Life)

SPECTATOR ("Initial Euphoria")

What's happening?

The student is:

- absorbing new sights
- noticing similarities and differences
- forming impressions
- expressing enthusiasm
- interacting on a surface level with host nationals

Behavior?

The student is:

- Finding housing, classrooms, stores, post office, etc.
- Getting acclimated

DECLINING ADJUSTMENT

What's happening?

The student is:

- gradually encountering increasing demands on his/her adjustment
- finding that limited involvement with host nationals is no longer sufficient to meet his needs
- noticing differences

Behavior?

The student is:

- beginning to "react" to difficulties
- beginning to criticize host nationals
- continuing to misinterpret "cues"
- acting "out of synch" with host norms
- attempting to unravel complexities of host culture

CULTURE SHOCK

What's happening?

The student is:

- now at the worst point, feeling most in need of satisfactory relationships with others, yet lacking the social (cultural or language) skills to develop them.
- feeling the most inadequate

Behavior?

The student is typically either:

- hostile (criticizing, being rude, being insulting of the culture of the host country) or
- withdrawn (retreating to room, not joining others for meals, avoiding host nationals, can't "cope")

READJUSTMENT

What's happening?

The student is:

- regaining sense of humor
- beginning to be aware of subtle cues
- again able to enjoy experiences
- developing appropriate local behavior still needing your support, but able to function individually

Bear in mind that this is only a possible timeline of emotions, behaviors and responses. Such reactions do not universally manifest themselves in the order or for the reasons described below. As always, remember that the best support comes from building personal relationships and asking questions of cultural information (host nationals, program providers, faculty) as well as interpreting situations flexibly and on an individual basis.

LGBTQ

(Adapted from Eleanor Roosevelt and International House Residence Life)

We live in a society where heterosexuals often enjoy privileges and rights that are not completely available to the LGBT population (e.g., marriage, legal rights, etc.). When addressing LGBT issues, give yourself permission to not know everything, to ask questions and to acknowledge any conflicts or struggles you may be experiencing.

Actions you can take as an ally:

- Be comfortable with your own identity
- Work to develop an understanding of people who are different than you
- See people as individuals
- Resist the temptation to group people together based on individual traits
- Commit to personal growth
- Don't assume that everyone is heterosexual and don't assume that someone is LGBT.
- By not making assumptions about other's sexual orientation, you help create an atmosphere where people feel more comfortable. In addition, you create an atmosphere where people feel like they don't have to hide.
- Avoid and speak out against anti-gay jokes and conversation.
- Provide role models. Openly participate in gay/lesbian/bisexual programs and invite others to join in.
- Acquaint yourself with the LGBT community.

The Coming Out Process:

When people tell you that they are lesbian, gay, bisexual or transgender, they have probably spent many hours in thoughtful preparation and share the information with keen awareness of the possible risk of rejection. It is natural to want to ask questions. Don't ask questions that would have been considered rude within the relationship before this disclosure.

Some common questions are:

1. Is there someone special?
2. Has it been hard for you carrying this secret?
3. Is there some way I can support you?
4. Have I ever offended you unknowingly?

Be honest and open. Be sure to provide them with information about resources available on campus if they are not already aware of them. Check out the UCSD Alliance program by emailing alliance@ucsd.edu for more resources for allies.

LGBT Important Terms to Know

Sexual preference vs. sexual orientation—Preference implies choice, while orientation does not.

Transgender/transsexual– Transgender/transsexual– Transgender people are people whose psychological self regarding their gender (gender identity) transgresses the female-male gender binary. Their gender identities may not fit the social expectations for the physical sex they were born with. “Transsexual” refers to a transgender person who sometimes, but not always,

undergoes medical treatment to change his/her physical sex to match his/her gender identity. Transvestites are people who dress in clothing of the gender role opposite social expectations for their physical sex. Transgender people, transsexuals, and transvestites may have any sexual orientation.

Heterosexism— The assumption that everyone is heterosexual. It is a form of oppression (like racism, sexism, classism, etc.) that targets gays, lesbians, and bisexuals. Heterosexism infers rights and privileges to heterosexuals that are denied to gay, lesbian and bisexual people, such as spousal benefits and hospital visiting rights.

Homophobia— The irrational fear, disgust or hatred of gays, lesbians or bisexuals, or of homosexual feelings in oneself. Homophobia refers to the discomfort one feels with any behavior, belief or attitude that does not conform to traditional sex role stereotypes. This is revealed through personal behaviors (telling jokes, graffiti, verbal and physical harassment) and discriminatory policies.

Queer— The word “queer” is not embraced by all LGBT people. Some have chosen to reclaim this once derogatory label. Others use the word to designate those in the community who are politically active. This term should only be used by those who understand it in a positive context. *(For more information, read the UCSD brochure “Straight Talk on Homosexuality”)*

Resources for LGBT Community Members Studying Abroad (Adapted from NAFSA Knowledge Community)

- Cultures vary in terms of what is considered appropriate behavior and how sexual identities are defined and understood. Learn as much as possible before you leave about the culture-specific norms of friendship and dating, styles of behavior and general attitudes. Behavioral signals (such as eye contact, a smile, touching) may lead us astray in a foreign culture. For example, in several Middle Eastern countries handholding among males is a custom of special friendship and respect and does not imply homosexuality. Is it possible for you to contact (through email, etc.) other LGBT folks from the host country to ask them specific questions?
- Obtain country specific information on the support systems (meeting places, organizations, etc.) available in your host country. Are these appropriate for you? Do you visit similar places in your home community?
- Familiarize yourself with the laws of your host country. Homosexuality is illegal in many countries and carries the death penalty in some. In some countries, safety may require you to hide your sexual identity. Inform yourself about country-specific laws on age of consent, traveling with print or other materials on sexual orientation, etc. If necessary, are you willing to hide your sexual orientation? Finding out about the laws of the host country, can you reconsider your options if you wish See Resources.
- If you are “out” in your home community, reflect on what it means to leave behind a support system of friends and family. Being LGBT abroad has been described by some as a second coming out. How will you re-establish your identity overseas?
- For further information, talk with other people who have been in your situation abroad, preferably in your host country. See the resources section for books that pertain to LGBT travel.

A sojourn abroad is a time of personal growth and discovery. Many transformations in personal development and self-awareness can occur, prompted by the fact that the restrictions of the home culture have been removed. Returning home is therefore a time of transition that can be difficult.

Safety

Adapted from the International Educational Task Force on GLBT Concerns University of Minnesota (7/14/93) and Welcoming Gay Culture, by Anthony Ogden

As mentioned above, it is important for students to realize how behavioral signals that mean one thing in the U.S. may mean something completely different in the foreign culture. Depending on the situation, the consequences can be serious. Physical harassment, assault, and rape are issues that both women and men have to consider when interacting across cultures because of the chance of misinterpretations of behavior. Furthermore, the legal system in the country may not offer protection for the victim when issues of sexual orientation or other behavior is involved.

International Resources

Amnesty International

<https://www.amnesty.org/en/>

Amnesty International – USA

<https://www.amnestyusa.org/>

International Lesbian and Gay Association – ILGA

<https://ilga.org/>

OutRight Action International

<https://www.outrightinternational.org/>

New Internationalist

<https://newint.org/>

Under publications enter search words “gay” or “lesbian” or “bisexual” or “transgender”

Campus Resources

-LGBT Resource Center (in Original Student Center): 858-822-3493 or <http://lgbt.ucsd.edu/>

-Cross Cultural Center: 858-534-9689 or <http://ccc.ucsd.edu/>

-Women's Center: 858-534-0074 or <https://women.ucsd.edu/>

SAFETI On-Line Newsletter

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http://globaled.us/safeti/v2n22002ed_top_ten_list.asp

Top Ten Ways to Not Become a Victim of Crime Around the World

By Malcolm Nance and Lisa Hughes

Real World Rescue—High Risk Travel Security Consultants

There is a popular myth that traveling abroad is safer than being in the United States. This is simply false. Although violent crime is clearly prevalent, the U.S. has one of the lowest violent crime rates in the world. Each country, region, and city abroad has its areas and ways that are more safe or less safe than the part of the US where you live.

While crime is a reality in every country, travel overseas introduces Americans to new types of risk. As a rule, people are more likely to be targeted by criminals when they are in unfamiliar surroundings and unskilled at interpreting events around them. For Americans with limited international travel experience, many parts of the world represent just this kind of environment. Exacerbating the incidence of crime against travelers is the poverty in many countries that fuels robbery and theft.

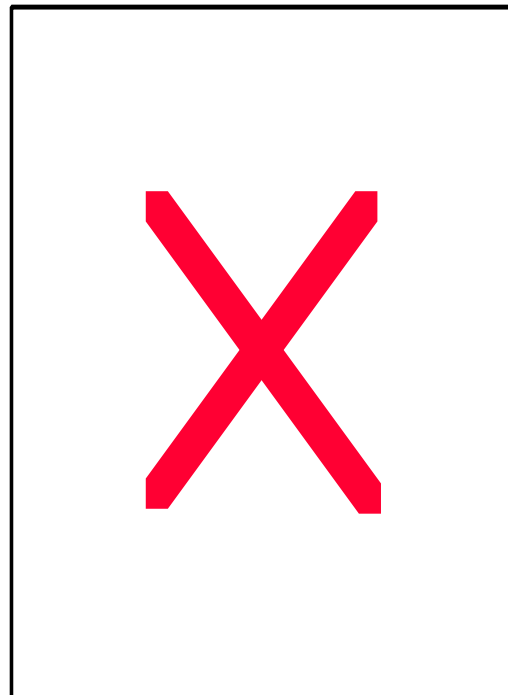
Following are ten points American travelers should adhere to when exploring the globe:

10. Don't be an obvious foreigner.

In many parts of the developing world, you'll stand out no matter what you do, but make an effort to blend in as much as you can and respect local norms. The standard advice applies: T-shirts with corporate logos or flashy clothes are better left at home. Loud or boisterous behavior also advertises your presence in a negative way. Be a careful observer before you jump into the game.

9. Leave jewelry at home.

Robert Young Pelton, author of *The World's Most Dangerous Places*, captures perceptions of Westerners in the developing world this way: "as obvious as a naked man with hundred-dollar bills taped to his body." Wear local, inexpensive jewelry if you must look beautiful.



8. Keep copies of your passport and hide the original.

Carry three copies of your passport; keep two in separate areas of your baggage, and carry one on your body. Put the original in the safest place you can find, which will depend upon your living and traveling arrangements. Passports are the hottest commodities in the world, and yours is game for a clever pickpocket.

7. Listen to your gut.

Never ignore your sixth sense. When you get alarmed or spooked, there is probably a good reason for it. Stop and calmly think for a few seconds: observe and assess the situation around you and decide what your options are for getting to a safer place. Then make a decision and act.

6. Learn where your embassy or consulate offices are located.

It's always a good idea to check in with your country's embassy when you're staying in a foreign country, particularly one with a less-developed communications system. As soon as you arrive, look at a map and orient yourself so you can find your country's consular offices. Learn two or three different routes for getting there, as well as the best transportation methods, and stop by! Ask to speak to the Regional Security Officer and get a crime fact sheet for the area. They are there to help.

5. Read local English-language newspapers, if possible.

Local citizens and expatriates who write these papers can be some of the best sources of information about the local scene (although be aware that in some countries, the media are under government control—find out before you depart on your trip).

4. Avoid unexpectedly amorous men and women.

Attractive as you may be, be wary of people who approach and try to woo you the moment you arrive. Most of the time the real motive is gaining a foreign passport or your wallet, or taking you to a gift shop where you'll be pressured to buy. As one saying goes, you're perceived as the cash cow, and everyone wants a little milk. Listen to what your mother told you when you were 15—it still applies.

3. Become aware of real security threats.

Before you ever set foot out of your home, you should do some research. What is the political climate in the country you'll be visiting? Have there been recent demonstrations against the government? Might there be groups who have expressed strong anti-American sentiment due to political or economic developments? Most countries have some type of English-language media outlets on the Internet that publish local news; wire services such as AP and

Reuters often cover such developments (check their archives); and political risk consulting companies often publish some of their assessments online for free. Check them out. The point is not to engender fear or find reasons not to go on your adventure. It is simply better to enter a foreign country with your eyes open. For example, Americans traveling to Iran will probably experience magnificent hospitality from Iranians, but sudden turns in political events might increase tensions (also for Iranians, of course—not just tourists) and make travel less pleasant. Be aware and be prepared. In some places it might take keen eyes and ears to detect rumblings of civil unrest that can increase dangers to foreign visitors; in other cases the signs are clear and simply need to be heeded. Not only will a heightened awareness of the political environment shorten your response time to potential warning signs, but gaining an education in local or national politics will demonstrate to those you meet that you have a greater depth of interest in your host country than sampling the local pastries.

2. Avoid known hotspots.

This, of course, follows directly from #3: countries and regions that have experienced severe levels of conflict and violence are probably best left off your study-abroad itinerary for the immediate future. Places that the US State Department advises against travel by US citizens and places that your institution doesn't consider safe or to have appropriate support services—these are places that should have dropped off your travel radar in recent years. Use the advice of campus experts, other study abroad professionals, and travel safety experts. Consider the level of risk you are assuming. Others may have reported no problems during travel to the same location, but you want to avoid relying on luck to ensure your safety.

1. Control the things you can control and don't panic.

Choose a place to study and a program provider that can provide you with comprehensive support services abroad. Before you go abroad, learn about the country and in particular the health and safety support mechanisms. Bring an emergency card with a list of contact information for: the equivalent to “911” abroad, a US 24 Hour Contact, Insurance/Assistant Information and 24 Hour Contact, On-Site 24 Hour Contact, Local Medical Care Facility, Local Police Contact Information, US Embassy or Consulate Contact Information, etc. Also, bring a list of help statements translated into the local language.

Don't take unnecessary risks: This includes limiting unsafe activities like bungee jumping, river rafting, and mountain climbing. Don't get intoxicated by using alcohol or drugs that will limit your control over yourself and your interactions with others. Try to have others travel or explore with you so that if something happens to you, they can assist to avoid or respond to an emergency.

Things happen in the world, some good and some bad. While your travels overseas are likely to create some of the most valuable and positive experiences of your life, maintain a common-sense expectation that things may not always go as planned, and react as calmly as possible if they do not. In a crisis situation, panicking only leads to more confusion and potentially poor decisions. Think carefully and watch cautiously everything around you.

Malcolm Nance, Real World Rescue (RWR) Director of Special Operations, has 20 years of experience in high-risk travel throughout Europe, the Middle East and Africa as a member of the US military intelligence community. As an anti- and counter-terrorism specialist and former survival instructor for the Department of Defense, he has trained thousands of individuals on surviving critical incidents overseas. Lisa Hughes is a writer, instructor, and political risk analyst for RWR; she has traveled in Europe, Africa and South America.

Real World Rescue High-Risk Travel Security Consultants specializes in international travel security and risk mitigation for both civilian travelers and government personnel working overseas. RWR has provided skills and awareness training and security assessments to journalists, the US Peace Corps, the FBI, the Department of Defense and Department of State. RWR also provides security information to media outlets such as the BBC, The New York Times, USA Today, The Travel Channel, Conde Nast Traveler, Business Traveler, Outside, Men's Health, and National Geographic Adventure.

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V. IMPORTANT FORMS

Student Travel Plan Report UC San Diego Global Seminars

Please complete this form and turn it in to your professor whenever you have weekend travel plans during the planned program dates. Thank you!

Name(s) and Cell phone numbers (Use back for additional names):

_____, _____
_____, _____

Destination (City, Country): _____

Name of Hotel/Hostel/Host: _____

Method of Transportation (i.e. plane, train, car): _____

Date/Time of Return: _____

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