

POLICIES AND PROCEDURES

Subject: International Program Reference: B-XXI

Source: President Eff. Date: February 9, 2001

Approval Auth.: President Approved: _____

Remarks: _____

Date: February 9, 2001

McLennan Community College strives to provide its students the opportunity for international experiences through approved academic programs taught in foreign countries by McLennan Community College faculty to McLennan Community College students, consistent with the attached Health and Safety Guidelines. Faculty and staff leading international programs should take reasonable steps to plan the study abroad experience and to keep participants informed.

Program Approval

Faculty and staff leading international programs should receive approval from the appropriate division director and dean, the Vice President of Instruction, and the President. Programs not receiving such approval will not be recognized as a "McLennan Community College" (MCC) program and will not use or receive MCC resources. Additionally, only approved programs are entitled to state a connection to MCC.

Participant Eligibility

Participants should be:

- a. Faculty or staff with a legitimate business reason for participation, or
- b. MCC students enrolled in the international program, or
- c. Other students who will gain academic credit at their institutions for participation through institutional arrangements with MCC.

Participants must comply with all program requirements, including but not limited to execution of any acknowledgements and releases, in order to enroll and remain enrolled in the program.

General Program Requirements

1. International programs must be approved in accordance with MCC's instructional goals and by the Vice President of Instruction and the President.
2. All housing for the participants should be arranged before departure.
3. Faculty and staff leading international programs should remain reasonably available in person or by phone to the participants.
4. Faculty and staff leading international programs should establish a Host Country Point of Contact who may be reached at any time by MCC and who is informed of the whereabouts of the participants to the extent reasonably possible.
5. If possible, faculty and staff leading international programs should register with the nearest U.S. Embassy in the Host Country, and provide the Embassy a list of names of participants and the program itinerary.
6. Faculty and staff leading international programs should coordinate the international activities with the Vice President of Business Services for insurance purposes.
7. Faculty and staff leading international programs will maintain a copy of the Health Information Form and Waiver in his/her possession for the duration of the program and will file a copy in the President's office.

Planning

Overview Materials on Travel Aboard

Faculty and staff leading international programs and participants should review U.S. State Department materials regarding the general subject of travel abroad. At a minimum, this information includes:

- a. Travel Warnings
(http://travel.state.gov/travel_warnings.html)
- b. Tips for Students Abroad
(<http://travel.state.gov/studentinfo.html>)
- c. Crisis Awareness and Preparedness
(<http://travel.state.gov/crisismg.html>)

- d. Services and Information for American Citizens Abroad (<http://travel.state.gov/acs.html>)

Trip Portfolio

The faculty and staff leading international programs will prepare a Trip Portfolio that will be filed with the President and the Vice President of Instruction before departure. The Trip Portfolio will address issues regarding trip plans, availability of medical facilities, safety and security, communication, cultural differences and housing in all countries visited. At a minimum, the Trip Portfolio should include the following trip-specific information:

- a. Host Country Point of Contact Name and Phone Number
- b. Itinerary
- c. Nearest American Embassy/Consulate in the Host Country, Address and Phone Number
- d. Means of Communication (Normal and Emergency)
- e. Host Family/Housing Plans and Issues
- f. U.S. State Department of Consular Information Sheets
- g. U.S. State Department Background Notes
- h. U.S. State Department Travel Warnings
- i. Road Travel Report, if applicable
- j. Additional Center for Disease Control Information
- k. Program Specific Health, Safety, and Cultural Issues
- l. Any Host Country Contacts for Crisis Response Planning
- m. Names of Participants
- n. Copies of Participants' Personal Information, including next of kin, medical information and copies of any acknowledgments and releases

Crisis Response

Faculty and staff leading international programs should also develop plans to respond to foreseeable emergency situations. The following resources should be used in making such plans:

- a. Host Country Resources: The Faculty and staff leading international programs should be familiar with resources in the Host Country to respond to medical, legal, or civil emergencies, including but not limited to the nearest U.S. Embassy or Consulate. In addition to contracts developed by the faculty and staff leading international programs, other resources from the U.S. State Department can provide information regarding available resources.
- b. International emergencies: The college may contract with an emergency provider abroad. In event of an emergency, the faculty and staff leading international

programs should contact the emergency response number as provided by the Vice President of Business Services. Participants should be informed of the number to call in the event that the faculty and staff leading international programs is not available or is otherwise unable to respond to an emergency. International emergencies response provider can arrange for several services, including:

- i. On-staff, multi-lingual physicians
 - ii. Medically supervised evacuation or repatriation
 - iii. Daily updates on significant civil events
 - iv. Evacuation
 - v. Access to local attorneys
 - vi. Access to translation services
- c. MCC's Crisis Response Team: In support of the faculty and staff leading international programs, MCC has established a Crisis Response Team, which can be convened locally by the President or one of the Vice Presidents. In the event of a crisis during international travel, the faculty and staff leading international programs should contact the MCC Police Department (254/299-8911), and MCC Police should contact the President, the Vice President of Instruction, and the Vice President of Business Services. When assembled, the Crisis Response Team can communicate with the faculty and staff leading international programs and international emergency response provider to support the needs of the faculty and staff leading international programs and to support needs that arise at MCC or with persons involved. The Team includes representatives of the following offices:
- i. President
 - ii. Vice President of Business
 - iii. Vice President of Instruction
 - iv. Dean of Student Services
 - v. Director of Career Development
 - vi. Director of Community Relations
 - vii. Chief of Police

Orientation

Faculty and staff leading international programs will provide the participants, and parents of minor students, with at least one pre-trip orientation. As a minimum, the orientation will include:

- a. Overview materials on travel abroad information
- b. Trip Portfolio, excluding Personal Information

c. Crisis Response Plan

Faculty and staff leading international programs are encouraged to consider providing participants with an on-site orientation after arrival in the Host Country if the circumstances warrant.

Driver's License/Automobile Insurance

If the program will involve driving overseas by MCC employees or participants, the faculty and staff leading international programs should check with an embassy or consulate of the Host Country to determine requirements for driver's license, road permits, and automobile insurance.

Additionally, if driving overseas will be involved, the faculty and staff leading international programs should contact the Vice President of Business Services to obtain MCC clearance for the driver(s) involved and to obtain automobile insurance valid in the Host Country. **Faculty and staff are not authorized to drive vehicles overseas without prior verification of automobile insurance.**

Standards of Conduct

Unless the President provides written exceptions, College policies, including the General Conduct Policy, and the standards of conduct applicable to faculty and staff, apply abroad.

Faculty and staff may not be disciplined for student misconduct, but may be held accountable for the faculty or staff member's own failure to abide by College policies or performance requirements.

Student Health Insurance

In the event that MCC purchases blanket health insurance for eligible participants, the participant will pay the cost of such insurance.

Acknowledgments and Releases

Faculty and staff leading international programs, in coordination with the Vice President of Business Services, will develop forms acknowledging disclosure of international program information and ensure that all participants execute such acknowledgments and related releases before departure. A copy will be filed with the President's office for every participant.

Budget and Accounting Standards

Budget and accounting procedures will comply with College policy, available from the Vice President of Business Services. In general terms, program receipts and disbursements will be separate from faculty/staff travel expense reporting.

If refunds are made to MCC because of program termination or termination of individual participation, the program will make related refunds to the individual participants.

Recurring Review

All faculty and staff leading international programs should participate in a comprehensive review as directed by the President and Vice President of Instruction on at least an annual basis.

Information Sources

International Identity Cards

(Website at:

<http://www.counciltravel.com/idcards/index.htm>)

U.S. State Department Consular Information Sheets

(Website at:

http://travel.state.gov/travel_warnings.html)

U.S. State Department Background Notes

(Website at: http://www.state.gov/www/background_notes/)

U.S. State Department Travel Warnings.

(Website at:

http://travel.state.gov/travel_warnings.html)

Road Travel Report, if applicable

(Contact ASIRT. Website at: <http://www.asirt.org/>)

Center for Disease Control Information

(Website at: <http://www.cdc.gov/>)

HEALTH INFORMATION

This form is to be completed by the participant.

NAME _____ S.S.# _____

BIRTHDATE _____ GENDER _____ TERM _____

SPONSORING DEPARTMENT

The purpose of this form is to help McLennan Community College (MCC) be of maximum assistance to you should the need arise during your international studies program experience. Mild physical or psychological disorders can become serious under the stresses of life while studying abroad. It is important that the program be made aware of any medical or emotional problems, past or current, which might affect you in a foreign study context. The information provided will remain confidential and will be shared with program staff, faculty, or appropriate professionals only if pertinent to your own well-being. The University may not be able to accommodate all individual needs or circumstances. This information does not affect your admission into the program.

MEDICAL HISTORY

- Yes ___ No ___ 1. Are you generally in good physical condition? (If no, please explain.)
- Yes ___ No ___ 2. Have you ever been treated or are you currently being treated for any psychological or emotional problems? (If yes, please explain.)
- Yes ___ No ___ 3. Do you have any allergies? (If yes, please list and explain.)
- Yes ___ No ___ 4. Are you taking any medications? (If yes, please list and explain.)
- Yes ___ No ___ 5. Have you had any major injuries, diseases or ailments in the past five years? (If yes, please explain.)
- Yes ___ No ___ 6. Are you a vegetarian or on a restricted diet? (If yes, please explain.)
- Yes ___ No ___ 7. Is there any additional information (concerning medical conditions or physical disabilities) that would be helpful for the program to be aware of during your study abroad experience? (If yes, please explain.)

IN CASE OF EMERGENCY, CONTACT:

Name _____ Relationship _____

Home Phone _____ Business Phone _____

Family Physician _____ Phone _____

CONSENT FOR TREATMENT:

I hereby grant permission for treatment for emergency illness, accident or injury.

I certify that all responses made on this Health Information form are true and accurate, and I will notify MCC hereafter of any relevant changes in my health that occur prior to the start of the program.

Signature of Participant _____ Date _____

Signature of Parent or Guardian _____ Date _____
(if under 18)

McLennan Community College Waiver of Liability

Know all men by these presents that I, the undersigned, a private person, for and in consideration of the privilege of participating in any event sponsored and sanctioned by McLennan Community College, and in recognition that such participation involves certain inherent dangers, do hereby agree to assume the recognized risk in such participation, to include but not limited to, personal injury and even death, and do hereby release McLennan Community College, its administrators, agents, and employees in both their public and private capacity from all liabilities, claims, suits, demands, or causes of action which may arise from my participation as aforementioned. I will indemnify and hold harmless the college, its trustees, employees and agents from any claim or suit arising out of any of my alleged acts or omission, or for any claim or suit made on my behalf, in connection with my participation in the International Studies Program. I fully acknowledge that I am responsible for any injury, loss, or damage to property, to myself and to others. I recognize that the liabilities, claims, suits, demands, and causes of action which I am waiving have not yet arisen, and I am making this agreement as a promise to waive any and all said liabilities, claims, suits, demands, and causes of action if and when they do arise in the future, with said agreement, supported by the consideration of allowing me to participate in the International Studies Program.

I acknowledge and understand that, should I experience legal problems with any foreign nationals or foreign government, I must attend to the matter personally using my own funds. McLennan Community College does not guarantee what, if any, assistance it can provide in such circumstances.

Known hazards may include, but not limited to public and private air, land, and sea transportation.

I hereby represent that I will obey and uphold all the rules and requirements established by McLennan Community College, observe all program schedules and follow all directives given to me by supervisory personnel in all matters pertaining to the International Studies Program. I grant to McLennan Community College the right to terminate my participation in the International Studies Program if it is determined that my conduct is detrimental to or in conflict with the program or out of harmony with the best interests of the group as a whole, in which event I shall be sent home at my own expense. I further realize that any violation of these rules or regulations may be just cause for suspension or expulsion from McLennan Community College.

I grant McLennan Community College permission to reproduce and use for educational purposes all photographs, videos, movies, or sound recordings taken of me during the time that I participate in the International Studies Program.

I fully recognize and agree that McLennan Community College cannot and will not be held responsible in any way for my safety, my needs, or my well being, during any period in which I am not directly participating in the International Studies Program and under the direct supervision of supervisory personnel of McLennan Community College.

I grant to McLennan Community College, or any of its representatives, full authority to take any action deemed necessary to protect my health and safety at my expense, to include but not limited to placing me under the care of a doctor or in a hospital at any place for medical examination and/or treatment, or return me at my expense if such return is deemed necessary after consultation with medical authorities.

I have read the foregoing and understand its terms, and I freely agree to all the provisions set forth herein. If any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect.

Signature of Participant _____ Date _____

Signature of Parent or Guardian _____ Date _____
(if under 18)