



Drake University Seminars and Off-Campus Courses/Programs Handbook

A Guide for Participants in Seminars
and Instructors Leading Seminars
(Domestic and International)

Office of the Provost
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INTRODUCTION

This handbook is designed to guide Drake faculty members in the successful development and management of credit Seminars (domestic and international) and other classes abroad. For purposes of brevity in this handbook, the term “Seminar” will be used to refer to all domestic and international study seminars and off-campus courses/programs. The procedures outlined here apply to all such offerings, unless otherwise indicated. (You will notice that some sections apply only to international offerings.)

Students contemplating participation in a Seminar should also review this handbook, as it sets forth the policies and conditions under which students participate in Seminars. As used in this handbook, the word “Participant” includes faculty, students and anyone else (e.g. co-leader) who officially participates in a Seminar. As used herein, the term “Instructor” refers to the person principally in charge of the Seminar. To the extent the Instructor is unavailable or otherwise unable to provide direction, the co-leader, or other responsible person designated by Drake, assumes the Instructor’s powers and duties. As used herein, the term “Visitor” refers to all alumni, friends or family of Participants, who are allowed to travel to the Seminar site but who do not officially participate in the Seminar and receive no credit. The term “Visitor” also includes all Drake employees who are “just along for the ride,” i.e. those who are not officially leading/assisting with the Seminar as part of their employment duties.

Potential Participants, Visitors and Instructors are invited to contact Sandra.Smeltzer@drake.edu, Office of the Provost, or Gretchen.Olson@drake.edu, Director of International Programs and Services, with any questions or comments related to Seminars or contents of this handbook. This handbook will also be available on the Web.

NOT A CONTRACT

THIS HANDBOOK DOES NOT CONSTITUTE A CONTRACT BETWEEN DRAKE UNIVERSITY AND ANY PERSON OR ENTITY. DRAKE UNIVERSITY RESERVES THE RIGHT TO MAKE CHANGES TO THIS HANDBOOK WITHOUT PRIOR NOTICE.

GENERAL INFORMATION FOR SEMINAR PARTICIPANTS AND VISITORS

Philosophy

Drake University has established and approved Seminar courses for the benefit of students. These courses are by nature experiential; but they are also designed to be full academic experiences. The traveling, with its varied experiences, is not in itself justification for the existence of these programs. They have a solid academic base. They are often physically demanding as well.

When you accept a place in one of these Seminars you are agreeing to follow the policies and procedures established to help ensure the success of the Seminar. Remember, there are both freedoms and limitations involved in off-campus study.

All Seminars involve risk. It is the responsibility of Participants to take whatever steps are necessary to minimize risks to themselves. Although reasonable effort is made to protect the health and safety of Participants, Drake cannot guarantee a risk-free environment or accept responsibility for accidents or illnesses.

Policies and Procedures

The policies and procedures governing Seminars are set forth throughout this handbook. Instructors have authority to impose additional policies and procedures as reasonably dictated by the circumstances of each Seminar. Should the Instructor decide that a student must be removed from the Seminar or otherwise disciplined because of conduct in violation of the Code of Student Conduct, disruptive behavior, conduct that could bring the University disrepute or conduct that violates any provision of this handbook, that decision will be final.

Travel Coordination

Traveling requires organization and coordination. Schedules for trips, movements at airports, and other areas concerning travel arrangements will often necessitate certain regimentation. Students are obliged to cooperate in this regard, realizing that it is imperative to follow the directions of one person when traveling in groups.

Attendance

It is essential for students to attend all classes and other scheduled activities while on a Seminar Course. The future of our off-campus courses/programs depends upon the goodwill of our coordinators and Instructors. Drake must protect that goodwill by *requiring* that students be present at every scheduled class and activity.

Drugs and Alcohol

All U.S. legal and University Student Handbook restrictions on use of drugs and alcohol apply to Seminars. Anyone violating Drake University policy regarding alcohol, illicit drugs, and/or controlled substances will be subject to disciplinary action, including immediate removal from the Seminar.

Foreign Visitors in countries abroad are particularly vulnerable when it concerns violations--intentional or unintentional--of local rules and regulations concerning alcohol and, in particular, drugs. Using drugs abroad can carry heavy penalties, including the death sentence. The process of law and punishment may be far more arbitrary in some countries than within the United States and may lead to prolonged imprisonment under substandard conditions. Obey the local laws.

If you are going to drink alcohol, do so responsibly and in conformance with local laws and the Drake Code of Student Conduct. Be aware that accidents are more likely after using alcohol or drugs, as well as pain and embarrassment. You are also unlikely to be covered by insurance if alcohol is involved.

Travel Responsibly

Participants are expected to conduct themselves in a responsible and mature manner at all times. This includes being sensitive to cultural dress, norms and behavior in the sites visited. The Instructor will inform students of the appropriate dress, norms and behavior at each site and it is the responsibility of each Participant to adhere to these requirements.

Responsible travelers should balance the desire to experience the world with a respect for the cultural and natural heritage of local environments and societies. Traveler, backpacker, or explorer, you are always a guest in another country.

- **Research your destination before you travel** - Find out about local practices, customs, greetings and religious traditions to help you respect and better understand the local people and culture. Talk to other travelers to find out about recent experiences and information which may not be found in guide books.
- **Welcome diversity** - Travel is all about having an open mind and being inquisitive, so remember, although certain local customs may initially seem strange, they can represent thousands of years of cherished history and culture. Try to learn from them.
- **Support host communities** - By purchasing regional products instead of imported goods you are supporting the local economy. Use local services and businesses that employ members of the community, it is far more enriching and is mutually beneficial.
- **Respect the local culture** - When conversations focus on local politics, religion, customs and methods of dress, be objective and try to understand the local perspective. Share your ideas rather than imposing them so as to not offend.
- **Learn a few words** - Try to learn some words in the local language such as thank you, please and hello, as it will be appreciated and shows a respect for the culture.

- **Religion** - In some countries there is no clear distinction between religious and civil law. Don't assume that religion is simply a matter of personal choice. Local customs and laws should be respected.
- **Dress appropriately** - You should respect any dress code required for admittance into places of worship, such as covering up shoulders and legs or removing your shoes.
- **Think before you snap** - Always ask before you photograph people, traditional ceremonies and any important artifacts to avoid causing offence.

Operation of Motor Vehicles

Operation of a motor vehicle in another country is strongly discouraged. Traffic laws and regulations differ from those in the United States. In some countries, an international driver's license is required. If an accident occurs, you and/or your personal insurer are solely responsible for all liability, damages and costs.

Visitors

Participants are reminded that the Instructor must approve visits by family members or friends. All Visitors must make their own arrangements for travel, housing and food. Any costs connected to these visits will be borne by the Visitors. Students in Seminars cannot offer housing accommodations, meals or participation in classes and/or field trips to Visitors.

All visiting family member(s) and friends must complete the **SEMINAR VISITOR RELEASE, INDEMNIFICATION AGREEMENT AND STATEMENT OF UNDERSTANDING (To Be Signed by Each Adult Visitor)** found in this handbook. The original signed copy of this form must be sent to the Office of Business and Finance.

Independent Travel at End of Seminar

Many students make arrangements to remain on site and/or travel rather than return directly to the United States at the end of a Seminar. Drake's responsibility for students in Seminars ends at the time the group departs the host location or country. An Instructor may require written notification by a parent or guardian to allow a member of the Seminar to join family members.

Changes

Drake University reserves the right to make cancellations, changes or substitutions, in its sole discretion, in case of emergency or changed conditions or in the general interest of the Seminar.

Insurance

All Participants have the responsibility to obtain sufficient health, accident, disability, hospitalization and personal property insurance to cover themselves during their participation in a Seminar. Participants should know what their insurance coverage includes and bring proof of insurance with them when they travel. Participants should also know their insurer's expected method of payment. Some HMO's offer little or no coverage outside specific geographic areas.

Hospitals in the host location may require on-the-spot payment. Any decision to purchase additional coverage (beyond the International Student Identity Card for students on international Seminars) is left to the sole discretion of the student and his/her family.

Contact the Office of Business and Finance at 271-3116, to request WorldNet Services Corporation Travel Assistance Program brochures and ID cards. WorldNet Services is provided as a part of Drake's Group Travel insurance. WorldNet can assist Participants in locating various services while abroad.

Participants who plan to lease and drive a vehicle within the United States, must contact the Office of Business and Finance at 271-3116 to ensure appropriate insurance is in place and to obtain and fill out the appropriate forms (including Motor Vehicle Report Request and Fair Credit Report Authorization).

If a bus is chartered, the Instructor must contact the Office of Business and Finance to ensure appropriate insurance is in place.

Participants should consider whether or not they want to purchase individual travel insurance to cover the cost of lost airline tickets, baggage, etc. While Drake University does not require travel insurance, we do recommend that you discuss the issue with your insurance representative.

An updated insurance guide is available at <http://www.drake.edu/busfin>. This site is a useful reference to property and casualty insurance issues and also has forms that are downloadable and printable. Insurance coverage changes annually. Please contact the Business and Finance Office for clarifications and questions.

International Identity Card

Drake requires all international Seminar Participants to purchase the International Student Identity Card ("ISIC")/International Teacher Identity Card. These cards provide a 24-hour Help Line (800-777-0112), insurance for emergency medical evacuation and repatriation of remains, and (minimal) sickness/accident coverage in addition to travel discounts in some countries. ISIC also provides holders with 24-hour legal assistance, lost travel document assistance, emergency message center and interpretation services. All ISIC Student ID Cards issued in the U.S. include basic travel insurance while traveling abroad.

Applications for the ISIC are available in the Student Life Office (SLC) and can be distributed at orientation to students age 12 and up and currently enrolled as a full-time, degree seeking student at an accredited institution. Continuing education, language school, and non-degree seeking students are not eligible.

Applications must be submitted with completed application; passport photo; proof of student, faculty or youth status; proof of age (copy of driver's license, passport or birth certificate) and payment. If a student does not bring a photo, SLC will take one for \$10. Cost of ISIC is \$22. Cards are made immediately in the SLC Office.

For information on discounts with the ISIC check:

<http://www.myisic.com/>>www.myISIC.com or

<http://www.isic.org/>>www.isic.org for discount details and restrictions.

Call 271-3711 for brochures on the ISIC program. The ISIC has a 24-hour help line, reduced prices on bus tickets, museums, cultural attractions and activities.

The Instructor who wishes to consider waivers of this requirement may do so if it can be documented that comparable coverage (including medical evacuation and repatriation) is in place for the period of the Seminar.

Applications, Deposits and Tuition Payments

Group sizes are generally limited (10-20); therefore early application is important. In addition, Seminars may be canceled if there is insufficient enrollment (for Instructor to receive full compensation enrollment must be 10 or more).

A non-refundable deposit is required with each application. Instructors must consult with Sandi Smeltzer, Assistant to the Provost, at Ex. 4985, regarding the revenue account for students to use when making deposits.

Applications and deposits are due to Student Accounts **at least** ten weeks before departure (March 1 for interim Seminars). Space permitting, later applications may be accepted under special circumstances, although students may be assessed a late charge or have to pay higher airfare.

Selection of student participants is important to the success of your Seminar. Not every student may be academically, developmentally, or mentally prepared to meet the challenges of a short-term study abroad Seminar. Characteristics of candidates should have appropriate maturity, be mentally prepared, and must be prepared for cultural adjustment.

Student applications should be sent to:

(Instructor's name): Whoever is teaching the Seminar
(Department Name)
Drake University
2507 University Ave.
Des Moines, IA 50311-4505

The final Seminar balance is due to Student Accounts six weeks before departure (April 1 for interim Seminars.)

The University may be unable to provide final travel arrangements until full payment for the Seminar has been made.

Students may pay Seminar tuition by check, Visa or Master Card. Checks should be made payable to Drake University unless otherwise noted. All payments must be made in the Office of Student Accounts, 102 Old Main, 2507 University Avenue, Des Moines, IA 50311 or call (515) 271-2151.

Passports and Visas (For International Seminars)

Visas

Some countries require a visa, which is a special permission to visit the country, signified by a stamp entered in your passport. Call the consulate of each country you plan to visit or check out the U.S. State Department's Web site at www.travel.state.gov/visa/americans1.html to obtain details on visa requirements. Processing of visa applications can take weeks, so plan ahead.

Passports

A student who is interested in an international Seminar but who does not have a valid passport should apply for one immediately.

To apply for a passport, students will need:

- an expired passport OR a certified copy of their birth certificate with an embossed seal; obtainable from the Clerk of Court in the county in which student was born.
- two passport photos (available at the International Center or local photo shops.)
- \$85 fee. For information on passports go to <http://www.state.gov>.
- an application form.

Students can apply for a passport at a major post office, a county government building, or a passport office. The Des Moines passport office is located at the Main Post Office on 2nd Avenue. Although the standard application process usually takes 4-6 weeks, it can take as long as three months. If your Seminar is taking place within six weeks, inquire about a faster application process called "rush." To further expedite the "rush" service, the student should send the application overnight or express mail along with a self-addressed, pre-paid overnight/express mail return envelope.

Additional information on obtaining passports is located on the Department of State's web page: <http://www.state.gov>. When the passport is received, it must be signed on the page opposite the photo to make it valid.

Seminar Participants should photocopy the first pages of their passports, including the photo page. They should keep the copies with them throughout the Seminar, in a separate place from the original passport in case the original is lost or stolen.

Any papers or cards that are inserted in the passport or given to Participants by immigration or customs officials should be carefully stored in the passport throughout the Seminar. You may need to present them upon departure or re-entry to the U.S.

Cancellations, Withdrawals and Refunds

Seminar deposits are refunded only in cases of bonafide medical withdrawal, Seminar cancellation or student withdrawal/suspension from the University, any of which must occur and be documented, including a written request for return of the funds, prior to the Seminar departure date. In the case of bonafide medical withdrawal, the student must also submit to the Instructor, prior to departure date, a physician's statement of reasons why the student cannot/should not undertake the trip. In all cases, any refund may be reduced to the extent the University itself is unable to obtain a refund or where a penalty or extra charge is imposed for a cancellation or change.

Should a student withdraw while a Seminar is in progress, he/she will forfeit the deposit and all non-recoverable fees and will also be responsible for any additional fees that result from the withdrawal (such as additional airfare).

Packing and Baggage Limits

Participants must pack lightly! While 50 lbs. is the maximum for checked luggage on most airlines (international flights) they should bring far less.

Traveling light requires taking very little and choosing what you do take carefully. You may have to wash some clothes; therefore, you might want to take a medium-sized flat drain plug, laundry soap and a short clothesline in a medium size plastic bag that cinches shut.

You may be surprised to find that your toiletries, medications, camera, film and documents will take up at least half of your carry-on luggage. Shampoo, soap and other toiletries should be small sized.

Pack your carry-on luggage; then take a nice long walk in hilly terrain. If it is difficult to carry, review what's inside and leave more items at home. Some experts advise travelers to take half the clothes and double the money.

The current size limit for checked baggage is 62 linear inches (combination of length, width and depth), and most airlines allow only two checked bags. Be careful not to pack prohibited items. If you do and are traveling abroad, delays may be significant. For further information on security check the following site:

Travel & Consumers Travel Tips – check-in and screener check points at
www.tsa.dot.gov/public/display?theme=183

It is convenient to take only carry-on luggage (in case time between flights is short) but airline restrictions may make this difficult. Carry-on bags should be no more than 45 linear inches and

should be relatively thin (about 9 inches deep). If you check luggage, lock it with TSA locks and attach a sturdy luggage tag – one that does not reveal your name and address too easily. Your group may also wish to use a group identifier – like a bright piece of yarn or ribbon – on each piece of your group’s luggage in order to identify items easily.

Carry-on luggage should include one change of clothes, essential toiletries, medications, glasses or contact lenses, ISIC and WorldNet cards, cash, traveler’s checks or credit card, tickets, identification (even for domestic flights) and passport/visa for international flights(Participants must NOT pack their passports/visas in luggage that will be checked.)

Items for Participants to Bring

- 1) An ample supply of all prescription medications, a copy of the prescription and a letter from a doctor authorizing its use. A sufficient supply of over-the-counter medications that may not be readily available while traveling.
- 2) At least two pairs of glasses or contact lenses, and the prescription for them.
- 3) A diary or journal, notebooks, pens, pencils, camera, film, thank you notes for hosts (or as your Seminar requires).
- 4) Addresses, phone numbers, e-mail address for family, friends (although e-mail access may not be available everywhere.)
- 5) International Student Identity Card (for international offerings) and WorldNet Services Card for Travel Assistance. Students must bring both brochures, which contain phone numbers for service.
- 6) Small, non-breakable gifts for people you meet. (Drake pens or pencils, balloons, key chains, postcards.) If the international Seminar offers a home-stay experience, students may want to take one or two “nicer” gifts, such as a Drake T-shirt, cap, mug, or box of candy.
- 7) Comfortable walking shoes.
- 8) Sufficient appropriate clothing for the climate, culture and length of the Seminar. (Instructor should provide students specific information at orientation meetings.)

Below is a more detailed suggested list of what to take:

Clothing

1 pair of walking shoes or sandals	1 pair of flip-flops or shower shoes
2-4 pairs of socks	4 pairs of underwear
1-2 pairs of shorts	1-2 skirts/trousers
3 shirts	1 sweater/sweatshirt
1 poncho/rain jacket	1 light jacket
1 bathing suit	1 sun hat or cap

1 semi-nice outfit

Medicine and Toiletries

Prescription medications and prescriptions	Toothbrush and toothpaste
Soap and shampoo	Comb and/or brush
Sunscreen, moisturizers, cosmetics	Deodorant
Small first aid kit, including band aids	Aspirin or other pain relievers
Tissues	Disposable razors
Mosquito repellent	Eyeglasses, sunglasses, contact lenses, cleaning solution, and lens prescription

Miscellaneous

Camera and film	Flashlight
Address book	Travel journal
Books, guides and maps	Daypack
Laundry soap and line	Flat drain plug
Small sewing kit	Bags for storage/dirty clothes
Change purse	Luggage lock and tags
Battery-operated alarm clock	Moist towelettes
Extra batteries	Adapter and voltage converter
Cellular phone	Foreign language dictionary

Documents, Etc.

Passport (and visa, if required)	International Student Identity Card (ISIC) and brochure
Money belt or neck wallet	International Teacher Identity Card (ITIC) and brochure
Phone card	Cash, traveler's checks, credit cards, ATM card
WorldNet Travel Assistance Card and Program Brochure	

Health and Safety Issues

Each Participant should provide information to the Instructor and on the Application about current or past medical problems or conditions that may affect the safety and wellbeing of the Participant or that of other Participants. Drake is not responsible for accommodating health problems or disabilities that are not disclosed on the Application, with timely follow-up and coordination with Drake Disability Services. Drake may also require physician clearance and/or documentation of health conditions or disabilities.

In cases of illness of a course Participant, the Instructor will consult with local medical authorities regarding treatment and/or hospitalization. In emergency situations the Instructor will authorize medical care, as recommended by local medical personnel, including administration of anesthesia and surgery.

If, in the judgment of local medical personnel, serious illness warrants return to the Participant's home, the Instructor will contact the family to make the necessary arrangements for such return at the Participant's expense.

Seminars should be designed to minimize known health and safety risks. Promotional materials and/or orientation meetings should advise Participants of normal travel concerns and any unusual risks of participation in the program.

Under normal circumstances, Drake-sponsored programs are not allowed to travel to a country where the State Department has issued a travel warning. The Provost may grant exceptions after consultation with the Director of the Center for International Programs and other knowledgeable persons. Student safety will be the primary consideration.

- 1) Refer to the following information sources for additional information about health and safety when traveling abroad:

U. S. State Department – Travel Warnings and Consular Information Sheets

Phone: 202-647-5225

Web site: <http://travel.state.gov/travel/warnings.html>

Centers for Disease Control (CDC) Traveler’s Health

Traveler’s Health Hotline: Phone: 877-FYI-TRIP

Web site: <http://www.cdc.gov/travel/>

Polk County Health Department: Immunizations

1907 Carpenter, Des Moines, IA

Phone: 515-286-3747 or 3748

Individual immunization consultations: \$25.00

Immunizations given Wednesdays, 9 - 4:00 by appointment

Association for Safe International Road Travel (ASIRT)

11769 Gainsborough Road

Potomac, MD 20854

USA

Phone: 301-983-5252

Fax: 301-983-3663

Web site: <http://www.asirt.com>. You can purchase road reports from this site for \$25 per country.

- 2) Be sure to know which vaccinations are required or recommended for international travel. (This information is available from Polk County Health. See contact information above.) Upon special request from an Instructor, Drake’s Health Center may be able to administer vaccines for students. If required vaccinations are not available at the Drake University Health Center, see your physician or Polk County Health.
- 3) Students who identify themselves as individuals with disabilities who are requesting accommodations should contact the Drake University Disability Services office, 271-1835.

Drake Disability Services will:

- request specific disability documentation from the student and determine eligibility for accommodations.
- work with the Instructor to determine essential functions of the Seminar.
- work with the Instructor and the student to identify and finalize reasonable accommodations.

It is important that all qualified students with disabilities have the opportunity to complete this process prior to any decision regarding their ability to participate in a Seminar. Students requesting accommodations must do so in a timely manner and comply with the requests of Disability Services.

- 4) The Application form included in this Handbook contains space for Participants to identify medical conditions that might affect safety and welfare. Instructors are advised to take copies of this form with them for reference in medical situations.
- 5) Each student Participant and Visitor must sign Drake's **RELEASE, INDEMNIFICATION AGREEMENT AND STATEMENT OF UNDERSTANDING** form (included in this handbook). It is also advisable to verify during orientation that Participants are aware of any safety issues reported by the State Department and the CDC and are willing to assume responsibility for participating under these conditions.
- 6) Instructors should ensure that all transportation used for Drake Seminars is operated by insured companies, using licensed drivers or operators. Whenever possible, all such transportation should be equipped with radios or cellular phones for use in emergencies.
- 7) Instructors should provide orientation information on how to avoid and/or report crimes while in the host location (i.e.: areas to avoid, how to dress or behave, environmental dangers, how to keep property and persons safe, etc.). For information on orientation information contact Gretchen Olson at 271-2437 or Sandra Smeltzer at 271-4985.
- 8) Whenever possible, Instructors teaching international Seminars should notify the U.S. Embassy in the host country of the group's presence and itinerary.
- 9) Students will provide the Instructor with the names, phone numbers, fax and/or e-mail addresses of two people who should be contacted in case of an emergency during the Seminar. See **EMERGENCY CONTACT FORM**. The Instructor will keep one copy and will give a second copy to the International Center (for international offerings) or designated emergency Drake contact person. Seminar Participants and their families may contact the International Center:

Phone: 515-271-2084 (main desk), 271-2437 (Gretchen Olson),
 271-3073 (Jennifer L. Hogan)
 Fax: 515-271-4588
 E-mail: gretchen.olson@drake.edu
 E-mail: jen.hogan@drake.edu

Instructors teaching a Seminar may use a Drake University office/individual other than the International Center to handle emergency contacts. The International Center should be informed of the designated contact. Emergency calls outside Drake University office hours (8:00 AM-4:30 PM) should be directed to Campus Security, 515-271-2222, and appropriate contact information should be given to students and their families

- 10) Any significant changes in itinerary (i.e.: a decision to stay an extra day in a particular location, a change of lodgings or a delayed departure) should be reported to the International Center or contact person. Notification of changes in the itinerary must also be provided to the Office of Business and Finance.
- 11) Should serious health or safety concerns develop during a Seminar, the Instructor will contact the International Center (or other Drake contact person) so the individuals listed as emergency contacts for the student can be notified regarding the status of the student and/or group.
- 12) Information regarding health and safety information may be shared with the parent(s)/guardian(s) of students so, together with the student, they can make an informed decision about the student's participation in the Seminar.

STUDENT AND VISITOR FORMS

BEFORE YOU LEAVE FOR A SEMINAR HANDOUT

Review before traveling abroad:

1. www.cdc.gov/travel. Centers for Disease Control and Prevention information for country-specific advice.
2. www.travel.state.gov for information on in-country safety and security issues, travel warnings and advice. Additional country-specific information can be obtained from another state department Web site: <http://www.ds-osac.org>.
3. Are your passport and visa(s) current for the travel period? (Your passport should not expire sooner than 90 days **after** returning home.)
4. Check on vehicle insurance and driver's license requirements for areas where you will be driving. (Refer to Drake's transportation policy <http://www.drake.edu/busfin/transportation/transportationpolicy.htm> and Philosophy, Policies and Procedures information.)
5. Make two copies of all important documents being carried (including the photo page of your passport). Leave one copy at home; pack the second separately from originals.
6. Carry photo identification and driver's license and only those credit cards and documents required with you. Have passport or visa with you at all times—such as in something attached to your body under your clothing. It is recommended that you carry phone numbers to report a lost or stolen credit card. The same is recommended for travelers' checks.
7. Have prescription medications in original containers and carry information on blood type and medical conditions. Check before leaving if your prescription medication is "legal" in the country you will visit. Take a written prescription with you as well as the prescription medications. A prescription for glasses and contacts is also recommended. Carry essential prescription medications and accompanying information in your carry-on luggage.
8. Leave a detailed travel itinerary with Drake Security and family. Check-in with home or office upon arrival. Inform Drake Security and family of changes in itinerary.
9. Use a TSA lock on luggage and wrap a strap around the luggage to keep it secure. Do not have your home address easily visible on your luggage tags—use luggage tags with a flap to cover. Inquire at check-in if you should unlock your luggage.
10. Carry medical insurance cards on your person.
11. Before leaving the U.S., obtain and carry the phone numbers and addresses of the U.S. Embassy and consular offices for the country(ies) you will visit. <http://usembassy.state.gov/>.
12. If possible, take a small amount of local currency for the country(ies) you will visit. (Wells Fargo in downtown Des Moines handles foreign currency exchange.)
13. Due to delays that may occur, it is advantageous to carry bottled water, packaged snacks such as granola bars, crackers, nuts, fresh fruit, etc, but remember that produce may not be allowed to enter through customs.
14. Know and carry the contact number for MEDEX (1-800-537-2029) or <http://www.medexassist.com>.

15. Airport Security can be very stringent, dependent upon level of terrorist alerts. Be prepared for airport security to be similar to U.S. Check with your airline or travel agent for advice for check in. Here are some tips for going through airport security:
- Have valid government-issued form of photo ID, such as valid driver's license.
 - Don't wrap gifts (take wrapping paper separately).
 - Put sensitive information in your carry-on luggage. Anything important that you don't want lost or stolen, such as jewelry and cash, should be on your body where it is not easily accessible to thieves.
 - Put undeveloped film and cameras with film in carry-on baggage only.
 - Before entering security checkpoint, put items such as cellular phones, keys and loose change in your carry-on bag.
 - Take off coats, jackets and blazers.
 - Take laptop computers and video cameras out of their cases.

Drake University Seminar
STUDENT APPLICATION FORM
(Deliver completed forms to Instructor in charge of Seminar)

Seminar Title _____ **Dates** _____

Applicant name _____

Address _____

Telephone _____ **or** _____

E-mail _____

College/University of attendance _____

Major _____ **Cumulative Grade Point Average** _____

Expected date of graduation _____

Languages spoken in addition to English _____

Previous travel outside the U.S. _____

References:

Name _____ Telephone _____

Name _____ Telephone _____

Please write a short statement of why you are interested in the Seminar and how it fits your academic, personal and career goals.

Deposit: \$ _____

(Make checks payable to Drake University.) Take to Student Accounts Office.

Accommodations

If you believe that you are in need of reasonable accommodations for a known physical or mental disability in order to fully participate in the Seminar, it is your responsibility to contact Drake Disability Services at 271-1835 and work with them to timely determine the availability of such reasonable accommodations. Every reasonable accommodation required by law will be made in order to facilitate participation by otherwise qualified applicants.

Probation or Disciplinary Action

Students on academic probation or subject to disciplinary action are not eligible to participate in Drake Seminars. Your signature on this form constitutes your certification that you are not on academic probation or under disciplinary action and you hereby give permission for the Seminar Instructor to verify that you are not on academic probation or subject to disciplinary action.

Certification of Accuracy

I certify that the information provided on this Application Form is true and correct. I further certify that if any of the information provided herein changes between now and the time of Seminar departure, I will immediately notify the Instructor.

Student Signature _____ **Date** _____

**EMERGENCY CONTACT/MEDICAL CONDITION/HEALTH
INSURANCE FORM**

Name of Seminar or Program _____

Student Name: _____

Address: _____

City, State, ZIP: _____

Phone Number: _____

Name on Passport: _____

Emergency Contact Information (Person 1):

Name: _____

Address: _____

City, State, ZIP: _____

Relationship to Student: _____

Home Phone: _____ Work Phone: _____

E-Mail: _____

Emergency Contact Information (Person 2):

Name: _____

Address: _____

City, State, ZIP: _____

Relationship to Student: _____

Home Phone: _____ Work Phone: _____

E-Mail: _____

Drake University Contacts:

Office of Security: 1-800-44-drake, ext. 2222 or 515-271-2222

International Center: 515-271-2084 or Gretchen.olson@drake.edu

Medical or Mental Health Information/Condition

If there is any medical or mental health information /condition that may affect your safety and welfare or that of other Seminar Participants, please describe below (examples could include allergies, diabetes, etc.):

Health Insurance

You are required to have health coverage while you participate in our program(s). Please identify the following:

Company _____ Policy Number _____

Policy Holder's Name _____

Certification of Accuracy

I certify that the information provided on this Emergency Contact/Medical Condition/Health Insurance Form is true and correct. I further certify that if any of the information provided herein changes between now and the time of Seminar departure, I will immediately notify the Instructor.

Student Signature _____ **Date** _____

**SEMINAR PARTICIPANT
RELEASE, INDEMNIFICATION AGREEMENT AND STATEMENT OF
UNDERSTANDING**

**(To be signed by all students and all other Seminar Participants, excluding
Drake Employees who are officially leading or assisting with the Seminar as
part of their employment duties)**

I have decided to participate in a Seminar/Course Abroad/Program Abroad at _____ from _____ through _____ (“the **Seminar**”). My participation is wholly voluntary. In consideration of Drake University’s agreement to permit me to participate in the Seminar, I agree as follows:

1. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release, discharge and agree to indemnify and hold harmless Drake University (“Drake”) and its employees, agents, volunteers, affiliated companies, Instructors, chaperones, group leaders, officers, trustees and representatives from any and all liability whatsoever (including all liability arising directly or indirectly from the negligence of Drake or its employees, agents, volunteers, affiliated companies, Instructors, chaperones, group leaders, officers, trustees or representatives) for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including, but not limited to, any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys’ fees, which arise out of, result from, occur during or are in any way connected, directly or indirectly, with my participation in the **Seminar** or any travel incident thereto.

2. I understand that I am solely responsible for the consequences of my actions and for exercising caution and common sense while participating in the **Seminar**. I understand that Drake is not responsible for assisting me with any legal action that results from my failure to comply with the laws of the locale(s) where the **Seminar** is conducted.

3. I will comply with Drake’s rules, standards and instructions, and understand that the failure to do so may result in disciplinary action, including being sent home at my own expense, and without refund. I understand that my participation in the **Seminar** may be terminated if I am expelled or suspended from Drake or otherwise disciplined by Drake or civil authorities, or if Drake, in its sole discretion, determines that my conduct is disruptive or detrimental to myself, other Participants, or the operation or reputation of the **Seminar**. I agree to indemnify Drake if I do anything that causes it to sustain financial loss or liability.

4. I promise that I will be covered throughout the **Seminar**, and any travel incident thereto, by adequate health insurance, at my expense. If I am traveling outside the United States in connection with the **Seminar**, I understand that I am required to purchase an International Student Identity Card if I am a full-time student, which includes limited insurance coverage while I am abroad, including medical evacuation and repatriation benefits. Whether or not the **Seminar** includes travel outside the United States, I acknowledge that it is my responsibility to understand the benefits and limitations of my insurance coverage, and to purchase additional

medical, travel or trip cancellation insurance if necessary. I agree that Drake is not responsible for any uninsured losses.

5. If I become ill, injured or incapacitated while participating in the **Seminar**, I authorize Drake to secure medical treatment for me, as recommended by local medical personnel, including the administration of anesthesia, surgery and medical evacuation. I authorize Drake to take whatever action it deems necessary and in my best interest (including transporting me out of the country) in the event of social or political unrest or any other unforeseen event or condition. I authorize Drake to share my health and safety information with my parents/guardians. If Drake incurs any expense on my behalf that is not covered by insurance, I agree to reimburse Drake for such expenses.

6. I understand that publicity for future **Seminars** may include statements or photographs of Participants, including me, and I consent to such use of my statements and photographs.

7. If I am traveling to one or more foreign countries, I understand and hereby acknowledge that I have received and reviewed the U.S. Consular Information, as well as the Centers for Disease Control Information, on travel to, in, and around the foreign countries; that I am aware of and understand the risks and dangers of travel to, in, and around the foreign countries; including, but not limited to, the dangers to our my health and personal safety posed by the use of public transportation, and by civil unrest, political instability, terrorism, crime, violence and disease. I hereby assume, knowingly and voluntarily, each of the risks that could arise out of or occur during my travel to, from, in or around the foreign countries.

8. I understand that the right is reserved by Drake, in its sole discretion, to cancel the **Seminar** or any aspect thereof prior to or after departure, requiring that all Participants and Visitors return to Des Moines at my/our sole expense.

9. I certify that I have read the Drake Seminars and Off-Campus Courses/Programs Handbook, pages 1-25, and all materials and information provided by the Instructor.

I, the undersigned, a Participant in the **Seminar**, acknowledge that I have read and voluntarily accept the terms and conditions set forth in this **SEMINAR PARTICIPANT RELEASE, INDEMNIFICATION AGREEMENT AND STATEMENT OF UNDERSTANDING**.

Signature of Participant

Date: _____

Printed Name of Participant

**SEMINAR VISITOR RELEASE,
INDEMNIFICATION AGREEMENT
AND STATEMENT OF UNDERSTANDING**

(To Be Signed by Each Adult Visitor on behalf of him/herself and any minors in his/her care)

I _____ (name), and the following minor(s), _____

_____ (names of minors, if any), will accompany _____, who is a Participant in the Seminar/course aboard/program abroad at _____ from _____ through _____ (“the **Seminar**”). My decision to accompany the Participant during the **Seminar** is wholly voluntary. In consideration of Drake University’s agreement to permit me/us to accompany the Participant during the **Seminar**, the receipt and sufficiency of which is hereby acknowledged, on behalf of myself and the minor(s) identified above, I agree as follows:

1. I, individually, and on behalf of my heirs, successors, assigns, personal representatives and the minor(s) identified above, hereby release, discharge and agree to indemnify and hold harmless Drake University (“Drake”) and its employees, agents, volunteers, affiliated companies, Instructors, chaperones, group leaders, officers, trustees, and representatives from any and all liability whatsoever (including all liability arising directly or indirectly from the negligence of Drake or its employees, agents, volunteers, affiliated companies, Instructors, chaperones, group leaders, officers, trustees, or representatives) for any and all damages, losses or injuries (including death) I or the minor(s) identified above sustain to my/our person or property or both, including, but not limited to, any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys’ fees, which arise out of, result from, occur during or are in any way connected, directly or indirectly, with my/our participation in the **Seminar** or any travel incident thereto.

2. I understand that I am solely responsible for the consequences of my actions and for exercising caution and common sense while participating in the **Seminar**. I understand that Drake is not responsible for assisting me or the minor(s) identified above with any legal action that results from my/our failure to comply with the laws of the locale(s) where the **Seminar** is conducted.

3. I and the minor(s) identified above will comply with Drake’s rules, standards and instructions, and understand that the failure to do so may result in disciplinary action, including being sent home at my/our own expense, and without refund. I and the minor(s) identified above understand that my/our participation in the **Seminar** may be terminated if disciplined by Drake or civil authorities, or if Drake, in its sole discretion, determines that my/our conduct is disruptive or detrimental to myself/ourselves, other Participants, or the operation or reputation of the **Seminar**. I agree to indemnify Drake if I or the minor(s) identified above do anything that causes it to sustain financial loss or liability.

4. I promise that I and the minor(s) identified above will be covered throughout the **Seminar**, and any travel incident thereto, by adequate health insurance, at my expense. Whether

or not the **Seminar** includes travel outside the United States, I acknowledge that it is my responsibility to understand the benefits and limitations of my/our insurance coverage, and to purchase additional medical, travel or trip cancellation insurance if necessary. I agree that Drake is not responsible for any uninsured losses.

5. If I or the minors identified above become ill, injured or incapacitated while participating in the **Seminar**, I authorize Drake to secure medical treatment for me/us, as recommended by local medical personnel, including the administration of anesthesia, surgery and medical evacuation. I authorize Drake to take whatever action it deems necessary and in my/our best interest (including transporting me/us out of the country) in the event of social or political unrest or any other unforeseen event or condition. If Drake incurs any expense on my/our behalf that is not covered by insurance, I agree to reimburse Drake for such expenses.

6. I understand that publicity for future **Seminars** may include statements or photographs of Visitors, including me and the minors identified above, and I consent to such use of my/our statements and photographs.

7. If I am traveling to one or more foreign countries, I understand and hereby acknowledge that I have received and reviewed the U.S. Consular Information, as well as the Centers for Disease Control Information, on travel to, in, and around the foreign countries; that I am aware of and understand the risks and dangers of travel to, in, and around the foreign countries; including, but not limited to, the dangers to our my/our health and personal safety posed by the use of public transportation, and by civil unrest, political instability, terrorism, crime, violence and disease. I hereby assume, knowingly and voluntarily, each of the risks that could arise out of or occur during my/our travel to, from, in or around the foreign countries.

8. I understand that the right is reserved by Drake, in its sole discretion, to cancel the **Seminar** or any aspect thereof prior to or after departure; requiring all **Seminar** Participants and Visitors to return to Des Moines at my/our sole expense.

9. I certify that I have read the Drake Seminars and Off-Campus Courses/Programs Handbook, pages 1-25, and all materials and information provided by the Instructor.

I, the undersigned, a Visitor to the **Seminar**, acknowledge that I have read and voluntarily accept the terms and conditions set forth in this **SEMINAR VISITOR RELEASE, INDEMNIFICATION AGREEMENT AND STATEMENT OF UNDERSTANDING.**

Signature of Visitor

Date: _____

Printed Name of Visitor

SEMINAR DEVELOPMENT PROCESS

Factors for Instructors to Consider When Designing Seminars

Excellence in Education

An Instructor's primary commitment when developing and teaching a Seminar is to provide a safe, high quality, educational experience for Drake students. Seminars should meet the same standards of academic excellence that are expected in any Drake course offering but offer educational opportunities that cannot otherwise be duplicated on campus.

Significant Level of Immersion

It is expected that Seminars will provide significant opportunities for students to immerse themselves in a different culture or environment. Seminars take advantage of their unique locations to provide enhanced educational experiences while maintaining academic rigor outside the usual classroom setting. It is important that Seminars offer significant opportunities for students to interact with new people and experience the culture first hand.

Instructor Responsibilities

Instructors who teach Seminars will assume a variety of responsibilities that are not a part of typical course instruction. They will also be a part of a unique learning environment that promises significant academic and personal growth for students. Therefore, while the responsibilities are great, the rewards are greater.

The Instructor will assume responsibility for Seminar recruiting and applications, student selection and orientation, budgeting, travel, safety and logistical arrangements, in addition to lecturing, evaluating student learning (all Seminars require that the student complete a written product for evaluation), and conducting a Seminar evaluation. This handbook is designed to help with many of those processes.

Seminar approval

An Instructor desiring to propose a Seminar is advised to begin by discussing the idea with colleagues, college/school Dean, Director of International Programs and the Office of the Provost. Generally the department chairperson, curriculum committee and Dean must approve the Seminar. (In Arts and Sciences the department of the Instructor proposing the course, the curriculum committee, the A & S Council and Dean must approve the Seminar.) Cross-disciplinary and cross-college Seminars are encouraged, but may need additional approval. Please consult with the Director of the Drake Curriculum if you would like to propose a course for inclusion under an appropriate Area of Inquiry course list.

The Council of Deans oversees Seminars on behalf of Drake University and will resolve issues related to duplication of offerings and academic applicability across campus.

Appropriate Staffing

Any Seminar should be taught by at least one full-time Drake Instructor. (Others who wish to teach or be involved in Seminars should establish an affiliation with a full-time Instructor.) The Instructor must have prior experience in both the field of study and the geographic location of the Seminar and be well versed on health and safety issues of the location.

The Instructor teaching international Seminars must also select a co-leader. (This is optional for domestic Seminars.) The co-leader must be approved by the Director of International Programs, and qualified to take full responsibility for the group in the event of an emergency. Therefore, the co-leader should be involved in as much of the Seminar planning as possible. If neither the Instructor nor the co-leader of an international Seminar speaks the language of the host country, then an interpreter should be available to the group at all times.

Guest lecturers from the host locale are also a desirable addition to the Seminar experience.

Facilities

The Seminar Instructor must give careful consideration to the facilities, staff and programs available in the host location. It is important to consider safety, instructional needs, space, convenience and comfort when arranging for housing (where are the participants staying), meals (individual or group), transportation (plane, train, bus, other), classroom space and site visits. Instructors who will teach an international Seminar and would like assistance with this part of their Seminar planning should contact the Director of International Programs and Services for the names of organizations that provide these services.

Business and Finance Forms

Drake's insurance requires that each Instructor teaching a Seminar or Drake class abroad provide the Office of Business and Finance the following:

- a) Completed "**Required Insurance Information Form**" found in the Instructor Forms portion of this handbook;
- b) Completed and signed "**Seminar Participant Release, Indemnification Agreement and Statement of Understanding**;" and
- c) Completed and signed "**Seminar Visitor Release, Indemnification Agreement and Statement of Understanding**" (if any).

Additional forms (such as Motor Vehicle Report Request and Fair Credit Report Authorization) will also be required if the Instructor or students will be driving. Contact Business and Finance at 271-3116.

Instructional Planning

Instructors are encouraged to use different models of instruction: lecture, field study, independent research, interviews, reading assignments (particularly pre-departure), group discussion, site visits, etc. While taking advantage of the unique opportunities and programs available in the host location, avoid the temptation to over-schedule students' time; allow time for students to process and explore. Consider whether the opportunity to become familiar with a location over an extended period may be more valuable than adding another stop on your

itinerary. Schedule free time throughout the Seminar. Encourage students to keep a daily journal throughout the Seminar to record their experiences.

Financial Integrity

Each Seminar must be self-supporting (i.e.: student tuition and fees must cover all program expenses, including Instructor salaries and benefits). Instructors may use the budget planning worksheet in this handbook to calculate Seminar budgets.

Travel arrangements may be made through the University's travel agency or through another agency if a lower rate can be secured.

The Instructor salary for a Seminar that is not part of the regular teaching load will be determined by the standard summer compensation formula. The budget should include a separate line item for Instructor expenses.

All Seminars must include a contingency fund equal to 2% of the total Seminar cost and an administrative fee of 8% of the total Seminar cost.

No unspent portion of funds collected for a Seminar reverts to department, program or college.

The Instructor may request a travel advance to use for such expenses as travel, lodging, meals and other expenses relevant to the learning experience of students (i.e.: museums, cultural experiences). In addition, each study seminar must have available at all time for crisis management either an International Wireless Phone or a Satellite Phone. Phones may be rented from such vendors as Verizon. Verizon has an International Rental program for international cellular use, here is the link to their website to get the information you need:

<http://www.vzwrentinternational.com/>.

To request the advance, complete a direct pay form, including your full name, Drake ID #, home address, date of Seminar, amount requested for the travel advance, when it is needed and send to Sandi Smeltzer, Office of the Provost. Ms. Smeltzer will complete the FOAPL (the same Activity Code as is used for deposits). Ms. Smeltzer will provide you with a Travel Advance Agreement form to be completed to accompany your request.

Travel advance funds are not to be used for promotional purposes (a separate item in the budget).

Expenses for the Seminar will not cover personal expenses, such as clothing, personal comfort, or personal health or safety expenses, payment of co-leader, cameras, software, personal medication, or personal hygiene items, theft, loss of funds, damage or loss of personal luggage or effects.

It is recommended that when possible Instructors purchase international traveler's checks when traveling abroad to pay for expenses of the Seminar. If it is necessary to carry large sums of cash to a foreign country, carry only what you estimate you will need for the day and deposit the remaining funds in a hotel safe or other secure facilities.

Promotional expenses may include brochures, snacks at orientation meetings, cost of postage to send promotional materials to other colleges/schools, etc. Maintenance of a website for promotional and informative purposes should be done as part of the work as the Seminar Instructor. Photography expense should be borne by students and Instructor as part of the educational experience.

Travel expense vouchers are due one week after the end of the Seminar. Complete as requested by Drake's accounting procedure and send the form to the Office of the Provost for approval. Receipts for expenditures, including hotel, transportation and meals for leader, co-leader and group should also be attached. Miscellaneous expenditures must be itemized. It is helpful to keep a "cash transaction" notebook, or to place all receipts in a separate envelope for each day.

If expenses are reimbursed under an accountable plan, but either the expenses are not substantiated within a reasonable period of time or amounts in excess of substantiated expenses are not returned within a reasonable period of time, the excess or unsubstantiated amounts paid are treated as paid under a non-accountable plan and are subject to withholding no later than the first payroll period following the end of the reasonable period of time.

Direct Pay and Travel Expense Voucher Forms are available on the Business and Finance website (<http://www.drake.edu/busfin/>).

Marketing Considerations For Instructors

Determine the target audience for this Seminar. Will you have a narrow focus or a broad base of appeal? Is it an interdisciplinary program?

- Do students need particular pre-requisites? (If so, they should be listed in publicity and course descriptions.)
- Will students seek to meet a particular curricular requirement?
- Can any Drake student participate?
- Will you accept non-enrolled students?
- Can faculty and staff from Drake or elsewhere participate or be co-leaders?
- Will you accept visitors?

After your Seminar is approved, how will you find prospective students?

- Word of mouth
Class announcements, phone calls to colleagues who will promote it for their students and advisees, the Study Abroad Office (Drake's annual Study Abroad Fair, Summer Orientation sessions).
- Web site
- Flyers, brochures or posters
 - Brief course description
 - Name of faculty leader/s
 - Prerequisites
 - Cost

- Locations and dates, including departure and return dates
- Minimum/Maximum enrollment
- Requirements that the course fulfills
- Number of credit hours (working in conjunction with your college/school)
- Summer Schedule of Classes (for Interim offerings)
Have information to your college/school Dean by October 15.
- Study Abroad table at Summer Orientation sessions
Have flyers to the Study Abroad Office by June 1.
- Staff a table at the annual Study Abroad Fair held each September in Olmsted Center.
Contact the Study Abroad Office by September 1 to reserve a table.
- *Times-Delphic* Ads/Articles
- Posters/flyers

You are responsible for recruiting students for your Seminar.

Who are potential contact people for interested students? (People who should be kept up-to-date on Seminar developments.)

Fellow Instructors
Dean's Office
Sandi Smeltzer, Office of the Provost
Departmental office staff
Study Abroad office
Business and Finance

How will you respond to inquires?

Phone calls
E-mail
Mailings (flyers, application forms)

Participant Selection Guidelines for Instructors

It is important for the Instructor to set selection criteria and follow them should there be a need to explain decisions to any disappointed students or parent(s)/guardian(s).

Participants and Instructors should be aware of Drake's policy against unlawful discrimination, found at the start of the Student Handbook.

Drake policy states that students on academic probation or under disciplinary action are not eligible for Seminars.

Will you have any pre-requisites for participation?

Will you accept first year students or applicants who are not Drake students?

Will you require letters of reference since you may not know all applicants personally? Will you require verification that a student is not the subject of disciplinary action at his/her home institution?

Will you require transcripts? Transcripts are an additional expense for student applicants.

If you receive more applicants than you can accommodate, which applicants will obtain preference?

- First come-first served? (Those who make deposits first?)
- Those who are Drake students?
- Those with the highest GPAs?
- Those with outstanding letters of reference (if you chose to require these.)
- Those from particular majors or with particular pre-requisite courses?
- Those who know the language of the host country?
- Those who have been abroad before and have demonstrated their adaptability?
- Those who have never been abroad before?
- Those who are graduating soon and may not have another opportunity to go?
- Those who will return to campus for a semester or more (and presumably synthesize their Seminar experience with remaining coursework at Drake or promote the Seminar on campus for future Participants.)
- Those who write a persuasive essay with their application?
- Those who can't work a semester-long study abroad experience into their academic plans for personal, financial or academic reasons?

Orientation and Pre-Departure Meetings

The Instructor should hold at least two group orientation meetings prior to departure. If it seems there is too much to cover in only two meetings, a third meeting one week before departure may be a helpful way to handle last minute questions and details. (Call 271-2084 if you would like to use the Study Abroad Resource Room for any meetings.) Make arrangements to share all necessary information with students who must miss orientation meetings.

First Orientation: (10 weeks - 3 months before departure)

- Introductions
- Provide a copy of the syllabus and tentative itinerary.
- Explain academic expectations, Seminar evaluation.
- Provide health, safety and information. (Perhaps include a speaker from the Drake Health Center or Polk County Health.)
- For international Seminars, provide passport and visa information.
- Explain all fixed costs, payment deadlines, cancellation and refund policies.
- Explain expected out-of-pocket expenses and preferred method of payment while traveling.
- Distribute handbook information.
- Distribute and explain student forms.

- Review upcoming deadlines.
- Distribute International Student Identity Card applications (for international offerings) and WorldNet Services brochures.
- Assign pre-departure readings.
- Assign students to research points/issues you want all Participants to know before the Seminar. Details they can report to the whole group at the next meeting: local weather to expect, environmental hazards and precautions, U.S. foreign policy toward a particular country, what Web sites say about the location, local issues, etc.
- Select/announce the dates, time and place for next pre-departure orientation meeting.

Pre-departure Orientation: (1 month before departure)

- Collect Emergency Contact form.
- Ask students if they've checked on their health insurance coverage and have proof of coverage to take with them.
- Collect signed Releases.
- For international Seminars, ask to see everyone's passport, visa and International Student Identity Card. (Make arrangements with individual students to resolve any problems with these documents.)
- Distribute Before You Leave For a Short-term Seminar Handout available in this handbook.
- Listen to student reports (assigned at first orientation meeting.)
- Share any recent health/safety information you have received or researched.
- Discuss cultural expectations and taboos for international locations: male/female relationships, police and local authorities, inform students that common gestures have different meanings in other countries, food etiquette, avoiding judgmental conclusions, taking photographs, etc. (Use students from the host country or students who have traveled there previously, if possible.) Roger Axtell's book, Gestures, is a good resource.
- Explain Seminar rules, expectations, and roles of the Instructor and co-leader.
- Review what to take, packing suggestions.
- Review money issues: How much to bring? (Avoid carrying large amounts of cash.) International travelers checks? Credit cards? ATM cards? Rates of exchange in host country? Euro \$\$s. Suggest students use a neck pouch or a money belt inside clothing. Secure checked luggage with a combination lock that can be opened by TSA. (Go to http://www.tsa.gov/public/interapp/editorial/editorial_1634.xml for a list of TSA recognized locks.)
- Explain any changes in itinerary.
- Provide students emergency phone numbers to share with parent(s)/guardian(s) and discuss communication issues (how easy it will/will not be to contact home.)
- Provide information sheet on what to do in case of emergency while traveling abroad form found in this handbook.
- Review any emergency procedures.
- Finalize travel and departure information.

Checklist for Instructors: Seminar Development and Approval Process

Instructors are advised to review this timeline carefully and to set earlier deadlines if needed for ticket pricing, visa applications, housing deposits, cancellation refunds, etc. This outline is applicable to both new and ongoing Seminars.

Date: 9 or more months before Seminar

- _____ Obtain a copy of the Seminars and Off-Campus Programs Handbook from the Office of the Provost or your Dean's Office.
- _____ Develop/discuss Seminar ideas with colleagues, your Dean, the Office of the Provost (Sandi Smeltzer, 271-4985) and the International Center (Gretchen Olson, 271-2437). What outcomes will you design the course to satisfy? Who are your target students? Are other Instructors already teaching a similar Seminar? Are there others on campus with whom you could collaborate or be supportive?
- _____ Develop a tentative budget in cooperation with the Office of the Provost and your Dean. Due November 1 of the academic year for May or summer Seminars. (See Instructor Forms.)
- _____ Establish minimum enrollment (ten or more).
- _____ Make initial on-site, travel agency and logistical inquiries.
- _____ Submit Proposal Form to department chairperson, committees and Dean for approval.
- _____ Notify the Office of the Provost (and the International Center) of program approval.
- _____ Plan your marketing and student recruitment. (See Marketing Considerations).
- _____ Reserve a table at the Drake Study Abroad Fair held in September (contact Trudi Holst, 271-3073). All Seminars are welcome (not just international offerings).
- _____ Schedule informational sessions, announce the Seminar in classes.
- _____ Provide the Office of the Provost with information about your Seminar for the Web (syllabus, tentative itinerary, photographs, etc.) or provide a URL to a page you've developed.
- _____ Continue program development, refine itinerary/syllabus.

Date: 5-7 months before Seminar

- _____ Continue recruitment/promotions (brochures, e-mail, posters, class announcements, *Times Delphic*. Don't hesitate to contact the TD to write an article on past Seminars).

_____ Check with your college/school dean's office for deadline to provide course description of approved Seminars if they are to appear in the summer schedule of classes and on the Web.

_____ Make airline and other transportation inquiries and reservations as appropriate.

_____ Secure housing for expected number of Participants.

Date: **3-4 months before Seminar**

_____ Finalize marketing strategy.

_____ Finalize logistical arrangements (transportation, housing).

_____ Confirm budget with Sandi Smeltzer, Office of the Provost. Ask her for Income Revenue Account number for depositing student deposits and payments.

_____ Find out what is required (visas, etc.) for students going on international Seminars. Perry International is an organization that can assist individuals or groups in obtaining visas (www.perryvisa.com) (Students generally will need a passport BEFORE they can apply for a visa.)

Date: **10 weeks - 3 months before Seminar**

_____ Complete selection of Participants.

_____ Notify those accepted/not accepted.

_____ March 1: Deposits due for Seminars scheduled during interim term. (Some programs may need earlier deposits to confirm pricing or to secure visas. If a later deadline seems necessary, consult with Sandi Smeltzer in the Office of the Provost. Make checks payable to Drake University. Students must take deposits and/or final payments to Student Accounts Office. Student Accounts will provide a list of students with amounts paid and payment dates to the Instructor and Office of the Provost.)

_____ Work with the Office of the Provost to make advance expense payments as needed to hotels, airlines, etc. The Vice President of Business and Finance must authorize contractual arrangements.

_____ Based on student deposits, determine if the Seminar has enough students to proceed (10 or more for full appointment).

_____ Pre-departure Orientation Part 1 – In the first informal get-together with Participants, cover topics such as health, safety, insurance. Share the tentative itinerary. (For international Seminars, how early you schedule orientation may be determined by how

early you need to begin the passport/visa process.) You may want to begin sharing cultural experiences by serving food/drink native to the country/countries you'll visit. These pre-departure expenses should be part of your total expense budget.

Date: 6 weeks before Seminar

_____ April 1: Balance due for interim Seminars (six weeks before departure for others.)

_____ April 1 (Six weeks before departure for other Seminars): Decision/Cancel date for interim Seminars. Based on completed payments, notify the Office of the Dean and Sandi Smeltzer, Office of the Provost whether the Seminar will go forward as planned, go forward with a revised budget, or be canceled.

_____ Send information you think parent(s)/guardian(s) want/need to have.

_____ Send information you think students want/need to have.

Date: 1 month before Seminar

_____ Release forms due from Participants and Visitors. (The Instructor will forward all forms to Office of Business and Finance.)

_____ Pre-departure Orientation-Part 2: Expected itinerary, what to bring, weather, cultural expectations and visa updates (for international offerings) etc.

_____ Collect Emergency Contact form and proof of International Student Identity Card from students enrolled in international Seminars.

Date: 1 - 2 weeks before Seminar

_____ Passports, visas should be in order for international Seminar students.

_____ Confirm all program logistics: Transportation, housing, etc.

_____ Pre-departure Orientation-Part 3: Last minute details.

_____ Submit Required Insurance Information Form Participating in a Class Trip to the Business and Finance Office.

Date: Immediately prior to departure

_____ Provide your final itinerary, phone numbers and e-mail while abroad (if possible) to your departmental office and (for international offerings) the International Center. In addition, for insurance purposes, provide the final itinerary and, phone numbers to the Office of Business and Finance. (Also provide emergency contact information to the International Center or Dean's Office for each student.)

_____ Complete and send Foreign Liability Form to Ms. Donna Blunck in the Office of Business and Finance.

Date: At conclusion of Seminar

_____ Distribute and collect Seminar evaluations. (Consider whether to collect evaluations while abroad, before students disperse, or whether to try to collect them later. Early collection ensures more responses. Later collection allows students time to process the experience before reacting. Both are valuable in different ways. Sample evaluations are included in this handbook.)

Date: At an appropriate time after return (as soon as possible)

_____ Complete and sign a Travel Expense Voucher form for your Seminar within one week after your return. Attach all appropriate receipts. Follow guidelines for this form in the Guide to Business Procedures (www.drake.edu/busfin/bfmanualtoc.html). Send to Sandi Smeltzer, Assistant to the Provost.

_____ If possible, hold a “Reunion” of Seminar students to further process and integrate learning and to evaluate the experience.

_____ Review Seminar evaluations with your department chair. (The International Center is also interested.)

_____ Repeat the Development/Approval process for the next year.

INSTRUCTOR FORMS

Estimating a Seminar Budget

Instructors who will teach a Seminar must carefully estimate their expected costs. Sandi Smeltzer, in the Office of the Provost, will assist Instructors who have questions about this part of their Seminar planning. The number of participants will affect the budget. It is helpful to make more than one budget, with each budget based on a different number of participants.

Please note the following formulas to use in making preliminary estimates:

- A. Complete a Seminar Approval Form
- B. Attach an estimate budget using the following formulas:

FIXED COSTS

1. Instructor salary = $.0275 \times \text{annual Instructor salary} \times \text{number of credit hours}$
($.0275 \times 50,000 \times 4 = \$5,500$)
2. Benefits of Instructor expense = salary $\times .09$
($5,500 \times .09495$)
3. Co-Leader- salary expense (ranging from \$500 to \$1,500) plus benefits
4. Instructor and Co-leader Expense: lodging, meals, orientations, gifts, transportation and a cell phone, International Wireless Phone or a Satellite Phone (mandatory).

VARIABLE COSTS

5. Promotional expense (brochures, flyers, etc.)
6. Student Cost =
 - a. Transportation (air fare, railway, bus)
 - b. Lodging expense
 - c. Misc. expenses (cost of museums, supplies, camping, equipment, classroom space)
 - d. If meals are included, calculate expense per meal
 - e. Guest lecturers
 - f. Total salary expense
 - g. Total Instructor expense (leader and co-leader), including benefits
 - h. Total promotional expense
7. Contingency Fee = 2% of total student cost
(**Total 1-6**) $\times 2\%$
8. Administrative Fee = 8% of total student cost
(**Total 1-6**) $\times 8\%$

9. Total Cost of Seminar divided by number of students.
10. For Instructors to receive full summer appointment, at least 10 students must be enrolled; other limitations are determined by physical limitations or other factors to ensure student safety.
11. Submit the Seminar budget to your college Dean and to Sandi Smeltzer, Office of the Provost, for review and approval.
12. Make clear to participants what is included in the budget and what will not. Rarely included in the cost are passport/visa costs, inoculations and medications, spending money and costs of identified meals. It is useful to give the students guidelines regarding spending money to bring.

SEMINAR PROPOSAL FORM

Seminar Title _____ Dates _____ Credits _____

Seminar course description:

Tentative Itinerary (locations and approximate dates)

Instructor in charge: _____

Seminar co-leader: _____

Method of evaluating student learning:
(A written product for evaluation is a minimum requirement.)

Required texts:

Supplementary texts:

Number of Participants required to make this Seminar “go.” (Ten or more is required for full compensation.)

With this minimum number, what will the cost be for each Participant? \$ _____

Approved by:

Department Chairperson Date

(Arts and Sciences) Council Date

College Curriculum Committee Date

College/School Dean Date

Please attach a proposed syllabus and budget worksheet for the Seminar. Please also attach a projected timeline for reservations, deposits and cancellation deadlines if different than the timeline included in this handbook.

Drake University Seminar
SAMPLE EVALUATION FORM
(Please complete using ballpoint pen)

Seminar Title _____ Credits _____

Instructor in charge _____

Co-leader _____

Please circle true or false to each of these questions; feel free to add any comments.

- T F I received useful pre-departure materials for this Seminar.
- T F I found the pre-departure orientation to be useful for this Seminar.
- T F The Instructor in charge was well prepared to teach this Seminar.
- T F The Instructor in charge was helpful to me before and during the Seminar.
- T F The co-leader was helpful to me during the Seminar.
- T F I was well informed about health and safety issues for this Seminar.
- T F Transportation to the Seminar site was handled well.
- T F Transportation during the Seminar seemed safe and satisfactory.
- T F Living accommodations were appropriate for the location of this Seminar.
- T F I learned at least as much of an academic nature from this experience as I have in other Drake classes.
- T F I learned at least as much personally (or about myself) from this Seminar as I have in other Drake classes.
- T F This Seminar was worth what I paid for it.
- T F I would recommend this Seminar to other students.

What are some of the most significant things you learned regarding the academic subject area of this Seminar?

What are some of the most significant things you learned personally during this Seminar?

Any other comments? (Use the back of this form for additional space.)

Drake University Seminar
SAMPLE EVALUATION FORM
(Please complete using ballpoint pen)

Seminar to: _____ Dates of Seminar _____

Your Name (optional) _____

A. Please comment on the service you received prior to the Seminar.

B. How well did the following specific components of the **pre-Seminar program** prepare you for the experience? Please circle the appropriate response. You may use the space below for addition comments.

	Very Helpful	Somewhat Helpful	Not Very Helpful
Pre-Seminar Reading Booklet	X	X	X
Suggested Reading List	X	X	X
Logistical Information	X	X	X
Pre-trip Orientation	X	X	X

Comments: (May be continued on reverse of this form.)

C. How well did the following elements of the Seminar help you process information?

	Very Helpful	Somewhat Helpful	Not Very Helpful
Group Reflections	X	X	X
Journal Writing	X	X	X
Private/Personal Time	X	X	X
Discussions with other Group Members	X	X	X

Comments: (May be continued on reverse of this form.)

D. Please comment on the Instructor who taught this Seminar. Consider responsiveness to individual and group needs, organizational ability, leadership style, problem solving ability, language interpretation (if applicable), familiarity with the location and subject area.

E. How will you communicate and act on your Seminar experience once you return home?

F. Additional information?

