

## Faculty Responsibility for Leading a Non-credit International Experience

Florida State University recognizes that international experiences of various kinds have the potential to enhance students' academic, social, and cultural development and university faculty who organize and lead non-credit international activities for students provide a valuable service to the FSU community. Florida State University also recognizes that the FSU faculty member who organizes and leads a non-credit international experience bears a great deal of responsibility for the safety and security of participants.

The FSU faculty member leading the international experience is the official leader of a Florida State University-sponsored or affiliated program and has authority over the FSU group travelling. Regardless of whether the FSU group is visiting at the invitation of a host organization or institution, or is traveling without invitation and using its own itinerary to visit an international destination, the group represents Florida State University. All university regulations for faculty and students apply while the group is overseas. The FSU faculty member is responsible to ensure the safety and security of student participants and that they follow the [FSU Student Conduct Code](#) during the experience.

In addition, a Florida State University faculty member who organizes/leads a group of FSU students on a non-credit experience is the university's agent, and assumes the duty and responsibility for and agrees to the following:

### Pre-departure

- Ensure students receive pre-departure orientation and preparation and review and acknowledge that the following mandatory steps have been completed prior to international travel, as required by FSU's travel policy:
  - Registration of student names, emergency contact information and travel information into FSU's International Experience Database through completion of the *Student International Experience Plan (SIEP)* for each student at least two weeks prior to departure.
  - Each student participant has purchased health insurance meeting FSU standards for international experiences and proof of purchase has been submitted to the Center for Global Engagement to be entered into the International Experience Database.
  - Each student has signed the *Acknowledgement of Risk, Verification of Insurance and General Release Form* and the form has been returned to the Center for Global Engagement as part of the SIEP process.
  - Each student has registered his/her travel with the with Embassy, and
  - Each student has a valid passport and visa (if required). The country(s) foreign entry requirements should be reviewed to determine how long a passport must be valid to avoid a participant being turned back at the border; a good rule of thumb is to ensure the passport is valid for at least six months prior to the end date of the international experience.
- If travel is to a country on the State Department warning or advisory list, the faculty member will additionally ensure that the required *Exemption to Travel to a Country on the U.S. Department of State Travel Warning or Alert List* process has been completed.
- Check the CDC and US Department of State website to verify it is safe to travel to the country and verify students have the required vaccinations. Monitor any potentially risky situations.
- Consult with the Department Chair and College Dean about potentially risky conditions as *ultimate responsibility for students travelling abroad with a Faculty Member rests with the Department and College*, when the program does not go through FSU International Programs.

### During the program

- Be available to group participants and to the sponsoring host or organization for consultation and emergencies.
- Serve as the liaison between the group and host institution or organization (if applicable) in the target

country and ensure that all students represent Florida State University positively.

- Collect and carry copies of student medical history, medical insurance and emergency contact information throughout the program.
- Carry the Florida State University emergency contact guide information for outbound international groups at all time.
- The faculty leader is responsible for the safety and security of the Florida State participants at all times and must ensure each participant knows what to do in an emergency. The faculty leader may place reasonable restrictions on travel to areas deemed unsafe or similar restrictions on means of travel, specific destinations, or activities undertaken by students both during planned activities and during free time. Students who fail to follow the instructions of the faculty leader are subject to immediate return to Tallahassee at their own expense, and/or disciplinary action by Florida State University.

#### **In case of accident, illness, injury, and/or medical emergency**

- Take whatever measures and action considered reasonably necessary and warranted under the circumstances to protect, safeguard, and minimize further injury to the students' health and safety, including placing a student in a hospital within or outside the United States for medical services and treatment, or, if no hospital is readily available, to place a student in the care of a local physician for treatment. Accompany a student when medical attention is needed and involve the student's emergency contact before any major medical decisions are made. Ensure that an English-speaking interpreter is made available to the student if necessary. Also, ensure that a responsible person is placed in charge of other participants to escort them to a safe place, such as a hotel, university campus, or public meeting place, when an emergency requires the faculty leader to become separated from the group.
- Make contact immediately with the student's emergency contact to ensure that they are involved in any medical decisions.
- A faculty leader must contact their sponsoring department as soon as possible. The sponsoring Department is responsible for notifying the Dean of Students Office.
- The leader should also contact the U.S. Embassy for guidance.
- If deemed necessary or desirable, leaders are authorized to transport students back to the United States by commercial airline or otherwise for medical treatment. Any and all expenses incurred in rendering these services, whether placing the student in the hospital, in the care of a physician, or transporting back to the United States by commercial airline or otherwise, will be a debt and liability the student is responsible for.

#### **In case of sexual assault**

- Contact the U.S. Embassy for guidance and notify local authorities and the host institution if appropriate.
- Notify the Florida State University Police 850-644-1234 and their sponsoring Department. The Florida State University Police will then notify the Dean of Students Office. The Dean of Students Office will provide support for student upon return to Tallahassee.
- Accompany a student when medical attention is needed and involve the student's emergency contact before any major medical decisions are made. Ensure that an English-speaking interpreter is made available to the student if necessary.

#### **In case of death**

- In the event of the death of a student; the faculty leader should immediately notify the Florida State University Police at 850-644-1234 and notify the sponsoring Department.
- The Florida State University Police will then notify the Dean of Students Office. The Dean of Students Office will notify the family as per FSU procedure.

#### **Terminating student participation**

- Terminate a student's participation in the international group experience for failure to maintain

University rules, regulations, instructions, and standards of conduct and behavior, or for any actions considered to be incompatible with the interest, harmony, comfort, and welfare of other students, faculty, University employees, or nationals of the host country. In the event a student's participation in the international group experience is terminated before the end of the regularly scheduled experience because of a violation on the student's part of one or more of said University rules, regulations, instructions, and/or standards of conduct and behavior, the student has consented to being sent home at his or her own expense with no refund of fees.

I hereby acknowledge that I have read and I understand the role and the duties and responsibilities of the faculty leader of a Florida State University affiliated non-credit international experience. I voluntarily agree to accept these duties and responsibilities and will abide by them.

\_\_\_\_\_  
Faculty leader

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

**Department/College Responsibility and Approval for a Faculty-led, non-credit international experience**

The Department/College of the FSU faculty member leading the group is considered the sponsoring organization of the international experience. As such, the Department and College is ultimately responsible for approving the faculty member's request to lead a group activity and to ensure that the faculty member is aware of and follows the correct procedures.

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date