PROGRAM DIRECTORS SHOULD:

Prior to Departure

☐ Provide clear outline of responsibilities of participants and program directors and clearly state where the responsibilities of the program director and the institution end.

☐ Provide comprehensive pre-departure orientation covering health, safety, financial responsibilities, etc.

☐ Collect all CUA release forms completed and signed by all participants (including CUA and non-CUA students and non-student participants, such as spouses or parents) unless the CUAbroad online application is required. Required release forms include:

  o Form A: Statement of Intent to Participate
  o Form B: Acknowledgement and Assumption of Risk
  o Form C: Conditions of Participation
  o Form G: Emergency Contact Information
  o Form K: Operation of Motor Vehicles
  o Optional Health Information

☐ Require program participants to have comprehensive health insurance applicable overseas (First tier protection).

☐ Require that participants have the International Student Identity Card (ISIC) or the International Teacher Identity Card – (Second tier protection available through CUAbroad)

☐ Enroll all participants in emergency evacuation insurance by On Call International (Third tier protection available through the CUAbroad).

☐ Obtain CPR Certification.

☐ Collect copies of participants’ passports page with photo

☐ Register the group with the US Embassy or Consulate in the country of destination.

☐ Monitor the U.S. State Department Travel Advisory notice (no travel if severe warning).

☐ Provide Emergency contacts and instructions to follow in case of emergency.

☐ Provide and explain policies leading to dismissal from the program and appeal procedures.

☐ Provide notification of travel to Risk Management to insure the program is covered under CUA insurance.

On-site/Overseas

☐ Be responsible for the group during class/activities time

☐ Conduct all business in a professional manner

☐ Confirm that all CUA policies – including Code of Student Conduct – continue to apply in addition to on-site regulations

☐ Require that participants notify program director while away from program site

☐ Notify CUA/CGE in case of medical emergency requiring activating of emergency evacuation insurance

☐ In case of an emergency, ensure participants receive care

☐ Notify CUA Public Safety Office (24 hours) to report incident

☐ Initiate crisis communication/management procedures

☐ Mental health or psychiatric crisis: consult qualified, licensed mental professional immediately

☐ Issue written warning and/or dismissal in serious offences including, but not limited to, drugs and alcohol

RESPONSIBILITIES OF PROGRAM DIRECTORS (In cooperation with the Center for Global Education)

☐ Conduct periodic assessment of health and safety conditions for the program.

☐ Maintain emergency preparedness processes and a crisis response plan.

CUA guidelines and applicable forms are located at: http://cge.cua.edu/resources/

With questions or concerns please contact Tanith Fowler Corsi, Assistant Vice President for Global Education corsit@cua.edu or (202) 319-5618
Provide health and safety information for prospective participants and their parents/guardians/families.

Provide information regarding the aspects of the home campus services and conditions that cannot be duplicated at overseas locations.

Provide pre-departure orientation to participants in the US and/or on-site.

Consider health and safety issues when evaluating the appropriateness of an individual to participate in a program.

Determine criteria for removal from program (behavior, health, safety, etc.).

Require program participants to be insured.

Program sponsors generally:

- Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the education abroad environment.
- Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
- Cannot assure that U.S. standards of due process apply in overseas legal proceedings, or provide or pay for legal representation for participants.

CGE/CUAAbroad endorses NAFSA’S Responsible Study Abroad: Good Practices for Health & Safety” and encourages program directors to refer to it in matters of overseas health & safety. - see: http://www.nafsa.org/knowledge_community_network/sec/education_abroad_1/developing_and_managing/practice_resources_36/guidelines_for_health/#Program%20Sponsors

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