

Faculty-Staff-Administration Development Seminar

“Practical and Safety Issues in JCU Off-Campus Programs”

DAY 1 (Tuesday, May 13) – Location: LSC Conference Room

8:30 AM: Coffee & Bagels

9:00 AM - Introduction: Overview of Program and Introduction of Speakers (Sobisch)

9:15 - 12:30 AM: Session 1: Health & Safety Issues

I. Legal issues impacting education abroad programming, incl. risk and liability issues (both individual and institutional). (Julie Friend).

II. Thoroughly preparing students to go abroad (the best insurance) (Barbara Lindeman)

A. Orientation (comprehensive pre-departure orientation (pre-departure and on-site), health issues (physical and mental), and safety issues, including alcohol and drug polices and behavioral expectations, as well as cultural adjustment issues;

B. Pre-departure materials (general liability waivers, proof of insurance, disclosure of health information).

III. Case Studies (practicing what we have discussed).

12:30 PM Lunch break

1:30 PM – 4:30 PM: Session 2: Dealing with Emergencies & Crises

I. Preparing for Emergencies:

A. Exploratory Site Visits: What to Look for; due diligence -- this will include discussion of travel warnings (Julie Friend)

B. Identifying a campus Crisis Management Team (Barbara Lindeman)

C. Developing Emergency Protocols and responding to an Emergency (Barbara Lindeman)

D. Emergency Communication (Julie Friend)

E. Post-Crisis Follow-up and Debriefing (Barbara Lindeman)

II. Student Conduct Issues: What can go wrong and often does – verbal warnings, written warnings, and termination from the program. Case studies. (Barbara Lindeman).

III. Pulling it all together interactive activity (we plan to put up a critical incident and assign audience members different roles (student, Dean of Students, parent, provost, registrar, etc.) and ask each to say what his/her main concern would be.

Facilitators, Day 1:

- Barbara Lindeman, Director of Study Abroad, University of Missouri
- Julie Friend, JD - Office of Study Abroad, Michigan State University

DAY 2 (Wednesday, May 14) – Location: LSC Conference Room

9:00 AM – 12:00

There will be brief presentations on the following issues:

9:00 – 10:00

1. New JCU International Program Guidelines (Andreas Sobisch)
2. Credit & credit transfer issues (Beth Martin)
3. Program orientation (Frank Congin)

10:15 – 11:00

4. Planning & Logistics (Andreas Sobisch)
5. Mental Health Issues (John Ropar)
6. Financial Aid (Claudia Wendzel)

11:15 – 12:00

7. Risk Management (Garry Homany)
8. Assessment (Nick Santilli)
9. Discussion and adjournment

12:00: Lunch (optional) – please let us know in advance if you intend to stay for lunch.