

WAIT !!!!!

*Who's Going Where, When, Why and What
are We Going To Do About It?*

*Developing and communicating a sustainable institutional philosophy regarding
vetting and approval of non-credit, non-institutional student experiences abroad.*

Presenters

Chair - Liz Greenfeld: Assistant Director for Global Program Support Services, Georgetown University

Presenters:

- Daniela Ascarelli: Drexel University Assistant Vice Provost Intl Programs & Director of Study Abroad
- Patrick Morgan: Senior Advisor for International Health, Safety, and Security, University of Michigan
- Carri Orrison: Director of Institutional Partnerships, Global Experiences

Purpose of session

- Define what is university-related travel and our duty of care to our travelers
- Discuss creation of an institutional philosophy, standards, and vetting process for international travel
- Share resources to centralize philosophy and train faculty and departments on common standards



Patrick Morgan <morganpt@umich.edu>

to Kelly, Mandy, Danyelle ▾

Feb 21 ☆



Hi Mandy and Kelly,

Thank you for submitting your Safety Plan proposal for Group Travel to the International Travel Oversight Committee (ITOC) for review. I appreciate the detail you have provided in the plan. It's evident that you carefully crafted your travel plans. We do have a few additional questions that will help us better assess your travel plans.

Before I move on to the Safety Plan review questions, I would like to determine if this experience is sanctioned by a U-M unit. Details are listed on the International Travel SPG at the very bottom on the VSO section: <http://www.spg.umich.edu/policy/601.31>

Related questions include:

1. For this trip to El Salvador, is [Rotaract Michigan](#) receiving any funding from a UM department or unit?
2. I understand that you are working with the Ginsberg for this experience. To what degree are they involved in the planning and pre departure process.

Safety Plan Review Questions:

To aid the ITOC committee's review, could you please respond to the questions within your Safety Plan in MCompass. *You can do this by clicking on the pencil icon next to your Safety Plan questionnaire in MCompass Safety Plan application.*

Also, please let me know when you are done so that I can forward your updated responses to the rest of the ITOC for review:

22. Accommodations Overview:

For the homestays, how were these families chosen? Have they hosted Americans in the past? Have they worked with Travel 2 Teach El Salvador in the past?

30. On-site Support Resources

[Travel 2 Teach El Salvador](#) staff member Joaquin Batres is listed as the In-country partner. Is he also the 24/7 emergency contact? If so, what is his 24/7 telephone number? Is it: (503) 78845369?

Also, do you have a telephone number and names (and pictures) of the staff members who will pick you up from the airport?



Who are the travellers and what are they doing?

- Each table defines their “list” and then reports out with encompassing list to be built

Our Travelers Are:

Anyone that you can imagine-- registered student orgs, vacationing student who calls in for help, registered student orgs

Faculty unless they are purely on vacation

Student orgs that are travelling abroad-- even if no funding-- yes?

No?

Community college-- no way for a student to no longer be a student-- anyone who is currently affiliated with comm college

Alumni abroad, alumni tours

Pre admits

Post graduate fellowships

NOVEMBER 15, 2015

Drexel, UPenn say study abroad students safe after Paris attacks

COLLEGES PARIS ATTACKS PARIS STUDENTS DREXEL SAFETY UPENN

BY **DANIEL CRAIG**
PhillyVoice Staff



Two Philadelphia universities with study abroad programs in Paris said that all students in the country were safe after a series of terrorist attacks [took the lives of more than 120 people](#).

Drexel issued a [press release](#) Saturday saying that all students in Paris were safe and accounted for, adding that they are "deeply saddened" by the attacks.



Duty of Care

- What is it?
- How does your institution define it?
- Individual student risk vs. reputational risk to institution
- How do providers fit in?

<http://www.phillyvoice.com/drexel-upenn-say-study-abroad-students-safe/>



The daydreams of cat herders

- Who knows who is abroad?
- Who has booked that travel?
- How do we collect this information?
- Who has the authority to enforce policies?
- Who has ownership?

Go for the Win / Win: Supporting Travelers & Avoiding Lawsuits

- How do we define university-related travel?
- Does travel approval exist?
- What offices are included?



Who would be on your island?



- **Study Abroad**
- **Administrators Group**
- **Academic Advising**
- **Internship Office**
- **Alternative Spring Break**
- **Service / Community Engagement Office**
- **Center for Campus Involvement**
- **Risk management**
- **Legal counsel**
- **HR**
- **Student Government**
- **Office of General Counsel**
- **Risk Management**
- **Office of the Provost**

Program Providers - Help or Hurt

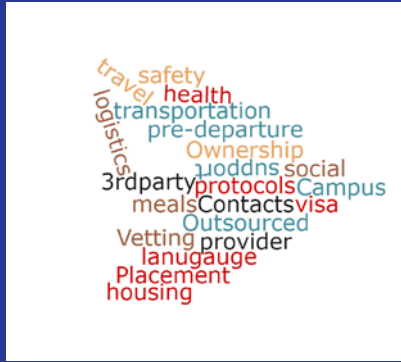


Due Diligence on the front end

Track Record

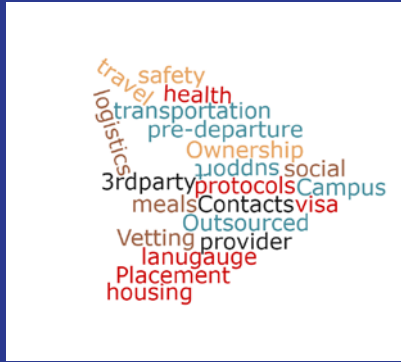
Accountability

Logistics



Assistance Pre-Departure

- Advising
- Orientations
- Communications



Assistance On-Site

- Airport pickup
- Housing / Transportation
- On-site orientations including security briefings
- Emergency Protocols

Standards! Our Field has Standards!

“VIEW” programs - Volunteer, Internship Experience, and Work

Forum standards focus on the following:

- Program Development
- Student Outreach, Placement, Training, and Supervision
- Academics, Courses, Grading Criteria
- Ethics, Integrity, Professionalism, and Reciprocity
- Health, Safety, Security, and Risk Management

Putting it all Together Philosophy and Policy

Gather your island together! Define philosophy before making policy!

What should be included in your philosophy?

- Organizational alignment
- Sustainable management
- Protection of people and communities- sustainable impact vs. students' desire to make an impact

Incorporate philosophy into travel policy

Include policies for travel to high risk destinations

Creating a Vetting Process

Create risk assessment/risk tolerance matrix

Incorporate third party provider vetting process into current risk assessment processes

For centralized process, work with departments on campus who work with international internships and other third party providers

Make sure all outside programs that are advertised by departments/centers are vetted first before submitting for travel approval

Ask students/departments to fill out vetting checklist upon application

Train departments on standards and vetting process through departmental meetings, HR-based training programs

Work with financial officers to ensure that no money is disbursed for non-approved programs

Create Feedback Loops for closer monitoring

Table Discussions on Best Practices

What has your campus already done:

Defined Duty of Care?

How to track International travelers / ownership?

Defined University Travel?

Defined who is on your island for program vetting?

How are you leveraging your provider relationships?

Additional Resources

- NAFSA:
https://www.nafsa.org/uploadedFiles/NAFSA_Home/Resource_Library_Assets/Networks/AREA1/Best_Practices_on_How_to_Vet_Partners.pdf
- OSAC Academic Working Group: Email Jenna Klym to join - KlymJM@state.gov
- Secuss-L: To subscribe/join or leave SECUSS-L, go to: <http://listserv.buffalo.edu/user/sub.shtml>
or <https://listserv.buffalo.edu/cgi-bin/wa?SUBED1=SECUSS-L&A=1>
- [Understanding and Managing Risks of Short-term International Programs](#)
- University of Michigan Global Michigan:
<http://global.umich.edu/travel-resources/>