Off-Campus Programs Manual

February 2018

Implemented by
Whitworth University’s Off-Campus Program’s Office
Hendrick Hall- 509-777-4499
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LETTER FROM THE PROVOST

Whitworth University's mission is to provide its diverse student body an education of the mind and the heart, equipping its graduates to honor God, follow Christ, and serve humanity. God is honored when we honor the vast diversity of God’s creation as displayed in human cultures. We follow Christ as we become ambassadors of reconciliation, participating in fulfilling God’s promise to bless all the nations.

Grounded in a biblical understanding of God’s character, Whitworth seeks to cultivate the capacity to relate effectively across multiple dimensions of human diversity in learning, working, and living environments. We live in an increasingly interdependent world. We must be able to cross international boundaries and navigate politics, cultures, economics, religions, and languages with skill and understanding in order to serve humanity in a dynamic global community.

Whitworth faculty-led off-campus study programs are one crucial component of Whitworth’s commitment to cultivating intercultural competency and the knowledge, skills and insight needed to thrive as global citizens. For many decades, Whitworth faculty have used their creativity and expertise to design and implement enriching off-campus programs that provide unique and transformational learning opportunities for our students.

Our off-campus programs depend on the participation of Whitworth’s dedicated, resourceful, and committed faculty. As provost, I am deeply grateful for the many faculty members who go “the second mile” in order to provide experiential learning in off-campus locations across the globe, and I hope you will consider becoming one of them.

This manual is meant to help you navigate the process of planning and leading a study-away program with students. Although much work goes into producing a successful study abroad program, you are not alone in this endeavor. The Off-Campus Programs staff, equipped by years of experience, are always available to assist in this process. Faculty who have led past off-campus programs are also happy to help you learn from their experiences.

Caroline J. Simon
Provost and Executive Vice President
LETTER FROM OFF CAMPUS PROGRAMS

Thank you for your interest in leading an off-campus program for Whitworth. The university is known for its excellence and creativity in study away programming and we are glad you will be part of this endeavor.

The Off-Campus Programs office is always striving to stay current with best practices and to improving policies and procedures. This manual reflects years of experience fine-tuning how best to run faculty-led programs in our particular institutional context. It contains policies and procedures that have been crafted and approved by the Off-Campus Studies Advisory Committee and the Off-Campus Programs staff.

As you plan your program, we hope you will find this document helpful. Your leadership in creating a memorable educational and travel experience for our students is greatly appreciated. The Off-Campus Programs staff is honored to be part of your team. Please know that we are ready to assist you in any way that we can.

Off-Campus Programs staff
Off-Campus Studies Advisory Committee
1. **Purpose**

This Off-Campus Programs Manual (OCPM) provides information and operating guidelines for managing Whitworth University’s faculty-led, off-campus study programs. The intended audience is the OCP staff and faculty program leaders. It may also be used as a reference for other offices such as Student Accounting Services, Accounts Payable, and the Health Center. This OCPM may be used as guide for any Whitworth office that sponsors group travel.

2. **Organization**

The Off-Campus Programs Office (OCP) is a division of the International Education Center (IEC). The IEC, as a department-level organization, coordinates with the Curriculum Oversight, Vision and Approval Committee (COVAC) and the Off-Campus Advisory Committee (OCAC) on new program approval and long-term program scheduling. OCP has a direct support relationship with individual faculty members serving as “Program Leaders” for COVAC-approved off-campus programs.

3. **Mission**

The Off-Campus Programs Office provides advice, as well as administrative and logistical support, to faculty who lead credit-bearing study away programs so that faculty can focus on developing and leading high-quality study programs that enrich the lives of participating students. In consultation with Academic Affairs, it also establishes and publicizes procedures to aid in the development and execution of high quality study away programs.

4. **Responsibilities**

OCP and the program leaders have separate but complementary responsibilities. They work together as a team toward a common goal – a high quality educational experience for the students.

a. Program Leaders:

   (1) Before the trip:
   
   (a) Develop the program
   (b) Develop the budget
   (c) Recruit and select students
   (d) Identify logistics requirements to OCP
   (e) Prepare students for travel

   (2) During the trip:
   
   (a) Teach
   (b) Ensure student safety
   (c) Maintain financial accountability
   (d) Serve as the on-scene, single point of contact during emergency situations
(3) After the trip:
   (a) Turn in financial records and borrowed equipment
   (b) Conduct program review

b. Off-Campus Programs Office:

   (1) Before the trip:
      (a) Advises program leaders on policies and best practices
      (b) Collects budgets and course information sheets
      (c) Coordinates the Study Abroad Fair
      (d) Administers the online application process
      (e) Tracks student payments
      (f) Makes logistics arrangements and monitors program funds

   (2) During the trip:
      (a) Assists program leaders with troubleshooting and fixing problems
      (b) Serves as a single point of contact on campus during emergency situations

   (3) After the trip:
      (a) Audits the program leaders’ financial records
      (b) Closes out program accounts and determine student refunds
      (c) Collects program review documents

5. Policy on Approving and Scheduling Faculty-led Study Away Programs

   a. All program leaders must complete a Request for Off-Campus Program form (Appendix 1) and submit it to their department chair by May 1. Department chairs should forward the signed application to the appropriate dean(s) AND to the Off-Campus Programs office by May 15 of the academic year TWO YEARS PRIOR to the proposed program. (e.g. if you propose a program for May 2019, the application is due to the department chair by May 1, 2017.)

   b. Within a week of that May 1 deadline, the Off-Campus Advisory Committee will review the pattern of courses proposed for the next academic year plus May and summer. They will recommend a pattern of study away course offerings that best serves Whitworth students, taking into account such considerations as geographic and disciplinary representation, and avoiding undue competition among programs that appeal to similar student audiences. The outcome of this discussion will be a prioritized list, accompanied by a rationale, that should be forwarded to the Associate Dean of Special Programs to be shared with Deans’ Council (DC). Ideally the Dean’s Council will review this list in the early summer and share comments with the Off-Campus Advisory Committee, so that approved programs can be made known to leaders, who will have much of the summer to begin working on planning their programs. The Deans’ Council will review the pattern of courses proposed for the
next academic year plus May and summer, which has been discussed and recommended for approval by the Off-Campus Studies Advisory Committee, and decide whether the proposed staffing models are compatible with the delivery of the needed on-campus curriculum and represents good stewardship of university resources. They will also review any remaining risk-and-responsibility issues raised by particular programs or delivery models. DC will decide which courses proposing Jan/May swaps will be approved for the swap. They will pay careful attention to the input from the Off-Campus Advisory Committee in making their decisions.

c. The Associate Dean of Special Programs will inform the Director of the International Education Center of the Deans’ Council’s decisions. At this point, Director of IEC will inform the provost of all of the programs requesting teaching assistants and whether s/he concurs with the need. The provost will determine, based on these recommendations and available resources, which programs will have their TA paid for by Academic Affairs. The Director of IEC will be careful to report to the provost via Associate Dean of Special Programs any other collateral costs of proposed programs that Academic Affairs is likely to have to cover as soon as they are known and before the program is conditionally approved.

d. The Director of IEC will inform the applicants of whether their off-campus program is approved, contingent on developing a workable budget and recruiting enough students to have a viable business model. The Off-Campus Programs office will work with the leaders of conditionally-approved programs to develop a workable budget. If the Director of IEC determines that the proposed budget is not workable, s/he will not let the program recruit students until the budget has been amended.

e. Leaders proposing new programs should apply to CoVAC by the earliest deadline listed in the governance calendar for approval of the course for determination of whether it is suitable to count toward Gen Ed or major credit, or would be a pure elective, and for advice on risk and responsibility issues and experiential learning opportunities. Assessments of risk and responsibility issues by the Experiential Learning Sub-Group of CoVAC should be forwarded to the Associate Dean of Special Programs by the Director of the International Education Center, who serves on that committee.

6. Policy on May Terms

a. Background and Rationale:
Objective 3.1 encourages expansion of the opportunities for students to study in cross-cultural settings, with KPI 3.1.3 expanding study abroad student participation. Offering programs in May term is one option to allow expansion of short-term study abroad opportunities. May term is a better option for travel for some students and programs than Jan term, especially for the following:
   (1) Athletes who are in season sports during Jan term
   (2) Locations where Jan term is not conducive to accessing opportunities, such as schools closed during Jan term in Africa, or weather restrictions in January

b. Policy:
   (1) Offer a limited number of May term programs, giving priority to those offering cross-cultural educational opportunities.
In order to have their Jan Term tuition count toward an approved Jan/May swap off-campus program, students must be enrolled in both fall and spring semesters. Students can choose a May Term faculty-led off-campus program at the same tuition charge for a Jan Term if the program has been approved by Deans’ Council for the Jan/May tuition swap. However, if the student takes any credits in Jan Term of the prior regular academic year (either by participating on a Jan Term trip or by taking any on-campus class) and then takes a May course, the tuition waiver will be considered exhausted and the student will be billed for the trip-credit equivalent at the summer rate MD tuition, plus the normal trip fee.

7. **Policy on Program Support Personnel**

Logistical constraints, student life concerns, or safety considerations may make it valuable to include additional individuals on a trip who can assist the program leader or care for student needs in the case of an emergency that either requires the full attention of the faculty member or in cases when the faculty member is incapacitated. Several alternatives exist for the inclusion of extra participants on the course:

a. Program Leader Assistant (PLA): Program leaders may appoint one PLA for an off-campus program. A Program Leader Assistant is a student who has not taken the course before and thus will receive credit by enrolling in the off-campus program course. PLAs must complete all coursework, pre-assigned reading, and attend all lectures during the program. They will receive the same credit as other program participants. PLAs will be assigned specific duties by the program leaders. In exchange for the performance of these duties, PLAs may receive a reduction of 20% of the cost of their program, up to a maximum of $500 to be paid out of the student fees for the program, and thus should be included in the program budget. PLAs are required to complete all paperwork for their program, and make all payments on time. Their final payment will be reduced by the agreed amount.

b. Teaching Assistant (TA): Program leaders may appoint one TA for an off-campus Jan/May term program. A Teaching Assistant is a student who has taken the class before and thus will receive Teaching Assistant credit for their work. TAs will be assigned specific duties by the program leaders, as outlined in the TA form. In exchange for the performance of these duties, TAs may receive a reduction of 20% of the cost of their program, up to a maximum of $500 to be paid out of the student fees for the program, and thus should be included in the program budget. TAs are required to complete all paperwork for their program, and make all payments on time. Their final payment will be reduced by the agreed amount.

c. Special Adjunct Staff: In some cases (for example, in tag-team type courses where multiple faculty are leading for some portion of the course), it may be deemed necessary to have an adjunct that will provide support to faculty. If approved by the provost, adjunct contracts are paid by Academic Affairs; other expenses are built into the program budget.

d. Additional Faculty or Staff
(1) Faculty members may co-lead a course. The course load can be split between the faculty members for enrollment below 18 students. For Jan and May term courses which have 18 students or above, both faculty members receive a load of three credits.

A faculty member who is planning to lead a similar program in the future and who wishes to accompany the program in order to prepare for future leadership may apply to the provost for an International Exploration Grant to defray costs of travel and other related expenses. Conversations with the program leader, the Off-Campus Programs Office and the faculty member’s department chair should take place well in advance concerning such an opportunity.

(2) Whitworth allows the participation of staff members as assistants to program leaders when their participation adds educational value to the program. As with supporting faculty, the details of staff member’s participation should be discussed with the staff member’s supervisor and are subject to approval by the provost.

e. Volunteers: Leadership of international programs involving students from Whitworth University is traditionally limited to currently employed faculty or staff and graduate students currently enrolled at Whitworth. In limited instances, an academic or professional not associated with Whitworth may be deemed a valuable resource and approved to accompany a program abroad. A request for approval must be submitted to the chair of the department and the Off-Campus Programs Office. Such requests must include a rationale as to how the person is a valuable resource to advancing the academic or co-curricular learning of the program. The rationale must be reviewed by the Off-Campus Programs Office (in consultation with the Off-Campus Advisory Committee) and be approved by the provost. The process of identifying academic or leadership volunteers deemed a valuable resource should occur during the program development process. Having such arrangements should not be designed to help programs make enrollment targets or take the place of students. Those approved to assist in leading programs are required to agree to and sign a letter of appointment outlining duties and responsibilities of leading a Whitworth University program abroad. Such appointments are subject to revocation as described therein. Volunteers must pass a background check conducted by Human Resources before they can participate in a program. Volunteers do not receive pay for their services, however some program costs may be covered for volunteers according to the services they provide, as negotiated as a part of their volunteer contracts. Such volunteer costs are built into the program budget.

8. Policy on Non-Student Participants

The following guidelines are provided to assist faculty in making informed decisions related to including family members, support staff, and volunteers on all or part of a study abroad program. Non-student participation in the program requires approval from the provost.

a. Family Members: Whitworth University recognizes the importance of the family and supports faculty members leading programs to include their family members as part of the study abroad experience, bearing in mind the needs of the program. Such programs are, first and foremost, academic programs and, like their counterparts on campus, these classes, field trips, and cultural excursions should never be designed to cater to the needs of ancillary individuals who are not part of the academic experience.
(1) Spouse
(a) A spouse may accompany the faculty member for the duration of the program or a significant portion of the program as long as it does not interfere with the faculty member's duties to the program and the study abroad students.
(b) Spouses should understand that their primary role on the study abroad program is that of spouse and/or caretaker of any dependent children also accompanying the faculty member. For liability purposes, it is important that spouses do not have responsibilities related to the academic program (e.g. taking roll, monitoring tests) unless they have entered into a volunteer contract for the program.

(2) Children
(a) The faculty member's children or legal dependents under the age of 18 may accompany the faculty member for the duration of the program or for a significant portion of the program as long as it does not interfere with the faculty member's duties to the program and the study abroad students.
(b) If the child is under the age of thirteen, the faculty member must provide a caretaker. This caretaker must be eighteen years of age or older. A sibling under the age of eighteen may not act as the caretaker for his/her younger siblings.
(c) It is strongly recommended that faculty members consider carefully the number of children being taken on study abroad programs. Logistically, the more children involved, the more difficult it becomes to make arrangements that will accommodate families, and the more difficult it is for the faculty members to focus their full attention on the study away program.
(d) Past incidents of particular family members having interfered with the faculty member's ability to perform duties to the program and/or students will result in not allowing them to accompany future trips, unless evidence is presented that such incidents will not be repeated.

(3) Financial Considerations
(a) Two options are available for faculty to cover the financial costs of family member participation:
1. Family members pay the program fee paid by all other participants minus those costs that pertain specifically to student participation, including the early bird special, program leader costs, and other fixed costs that will not increase as a function of adding an additional person, such as tour guide fees. The program leader is responsible for providing the calculated costs associated with this option to the Off-Campus Programs Office and paying the university for these in a timely manner.
2. Separate payments directly from the faculty member are made for family member expenses, such that no portion of the program fees offset costs incurred by the program as a function of their participation. In cases where program funds are used temporarily to cover faculty family member costs, full and timely reimbursement must be made to the program and transactions must be carefully documented.

(b) In either case, the status of family expenses must be made transparent for all those involved in the program, especially the students, so there is no
misunderstanding that student program fees are in any way subsidizing non-student participants.

(c) In cases where a faculty member requires a logistical arrangement for a dependent or spouse that costs more than the price that would have been paid without the dependent, the faculty member is responsible for the cost difference (e.g. if paying for a double room instead of a single room in a hotel, the faculty member would pay the difference between the single and the double to accommodate an accompanying spouse).

(d) If, due to household circumstances of a program leader who will be abroad for a semester, extraordinary financial burdens would be placed on the program leader either by the leader’s absence from the family or because of the family accompanying the program, the program leader may apply to the provost for an increased leader-stipend in order to subsidize these costs. Approval of such exceptional funds is at the sole discretion of the provost and will be made on the basis of best stewardship of university resources.

(4) Logistical Arrangements

(a) Program arrangements are not primarily made to accommodate the needs of spouses and children. All program accommodations are made with the understanding that this is an academic program designed to meet the needs of the students and the academic purposes of the program.

(b) Faculty members are responsible for obtaining passports and visas for their family members.

(c) Faculty members are responsible for obtaining health insurance and immunizations for their family members.

(d) Faculty members must organize family members' travel arrangements whenever these arrangements deviate from those made for the planned study abroad program.

(e) Family members are not permitted to share accommodations with students.

(f) Family members should not compromise the planned academic program in any way, such as (but not limited to):

1. Preventing the faculty member from attending or leading field trips or other academic elements of the program.
2. Disrupting class or field trips.
3. Preventing students or other faculty members from engaging fully in the academic program.

b. Non-participant Whitworth Faculty or Staff:

In some cases, it may be valuable for a Whitworth faculty or staff member to have the experience of joining a program without the expectation of additional duties. Such guests are welcomed on the program at the invitation of the program leader and with the approval of his or her department chair or supervisor and the provost. Their presence on the trip must not interfere with the academic content of the course, nor add to the cost of the program for students. The cost to the non-participating faculty or staff member should be calculated by the program leader and shared with the OCP Office. As with dependents,
the cost should not include the early bird special, program leader costs, or other fixed
costs, but should be adjusted for instances where non-participating faculty lodging or
meals deviate from student costs. Non-participant faculty do not receive course load credit
for joining the trip unless such compensation is negotiated with the appropriate dean and
the provost.
### 9. Approximate Timeline for any Faculty-Led Off-Campus Program in 2019-20

<table>
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<tr>
<th>Term/Date</th>
<th>Description</th>
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<tr>
<td>Spring 2018 – May 1st</td>
<td>Faculty submits Request for Off-Campus Program form to department chair</td>
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<td>Spring 2018 – May 1-8</td>
<td>Department chair completes the Request for Off-Campus Program form and sends along to the Dean</td>
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<tr>
<td>Spring 2018 – May 8-15</td>
<td>Deans approve/sign the Request for Off-Campus Program and forwards to the office of Off-Campus Programs</td>
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<tr>
<td>Spring 2018 – second half of May</td>
<td>Off-Campus Advisory Committee meets to recommend program approvals to Deans’ Council</td>
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<tr>
<td>Summer 2018 - June</td>
<td>Deans’ Council meets to make final decision on program approvals</td>
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<tr>
<td>Summer 2018 - June</td>
<td>Director of International Education Center informs faculty of approval or denial of program, including the option of May Term swap</td>
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<tr>
<td>Fall 2018 - September[1]</td>
<td>Faculty submits new course proposal to COVAC</td>
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<tr>
<td>Fall 2018 – December</td>
<td>Budgets and program information sheets due to Off-Campus Programs</td>
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<tr>
<td>Spring 2019 – January-February</td>
<td>Faculty promotes program to students</td>
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<tr>
<td>Spring 2019 – February</td>
<td>Faculty advertises program at the Study Abroad Fair (in the HUB)</td>
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<tr>
<td>Spring 2019 – February - April</td>
<td>Faculty selects students for the program</td>
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<tr>
<td>Academic Year 2019-20</td>
<td>Off-Campus program runs</td>
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[1] Only required for new programs
10. **The Study Away Fair**

The Study Away Fair is the primary means for marketing faculty-led programs to our students. The Fair will be held in the HUB during the latter half of February each year to promote programs occurring the following academic year. Each program leader will be given table space (a "booth") at the Fair to set up a display. It is most effective if the program leader staffs the booth, but alumni of the program can also be effective promoters. Program leaders must submit a budget and an information sheet to OCP before they can participate in the Study Away Fair (Appendices 3, 4 or 5). The deadline for submitting budgets and info sheets will be in December on a date set by OCP. OCP will pay for a reasonable number of black and white info sheets to be distributed at the Fair. The cost of color info sheets, posters, or other promotional materials will be a departmental responsibility. OCP has the lead on coordinating the Study Away Fair. The Fair will have information booths for Jan and May term programs, semester-long faculty-led programs, international student exchanges, Financial Aid Office, and the Health Center. If a program targets a specific student population the program leader may choose not to participate in the Fair (e.g. School of Education multicultural immersion).

11. **Applications, Student Selections and Minimum Required Participants**

a. Applications for faculty-led programs will be accepted immediately after the Study Away Fair. OCP will coordinate and administrate the online application process with assistance from the Information Systems department. Program leaders will make the student selections. The online application process evolves each year as technology changes and improvements in the process are implemented. Each year OCP will publish detailed instructions (sample: Appendix 7) and hold a training session for program leaders prior to the Study Away Fair. OCP will also publish application instructions for the students and make these available at each booth during the Fair (sample: Appendix 9). Programs not participating in the Fair usually have their own application process. In those cases, OCP must coordinate with the program leader to ensure that students are receiving information that is standardized across all programs.

b. Minimum number of students. Short-term faculty-led programs must have a minimum of 8 student participants or they will be canceled. Semester-long faculty-led programs must have a minimum of 10 students or they will be canceled. If a program drops below the minimum number of students after monies have been spent on goods and services the program may continue with provost approval if it is still financially viable. If it is no longer financially viable OCP will ask to draw on the Emergency Fund in order to refund the fee to the remaining students.

12. **Budgeting**

Program leaders are solely responsible for developing their program budget. OCP can provide a budget template that program leaders may use to help determine the program fee. Initially, the budget is a tool to determine the program fee, but program leaders should continue to refine it throughout the planning process. OCP can be a resource in helping to estimate some costs (e.g. airfare) and can make files from previous trips available to help estimate costs.

13. **Funding and Accountability**
Study programs are funded by the program fee paid by participating students. Essentially, the program fund is the students’ money. It is imperative program leaders develop an accurate budget so they do not overcharge the students. Setting the fee too high can deter students from participation. Any money left over upon conclusion of the program is refunded to the students.

The Associate Director, OCP, is accountable for program funds while the money is at Whitworth. Approximately 3-4 weeks before departure, OCP will transfer funds to Spokane Teachers’ Credit Union (STCU) and give the program leaders a debit card tied to the STCU account. At that point the program leaders are accountable for the funds. OCP will not touch the funds once they are at STCU except by special request of the program leader. Once the program concludes, the program leaders turn in their debit cards to OCP. The Associate Director, OCP, will transfer any remaining funds from STCU back to Whitworth and assume accountability for the program funds.

14. Policy on Program Budget and Cost Over-runs

Program leaders are responsible for developing their program budgets (a budget worksheet available in the OCP office may be helpful with this task). The OCP office must deem the budget as workable before the program leader can recruit students for the program.

Unforeseen circumstances beyond the program leader’s control such as those due to extreme weather, civil strife, disease epidemic, can lead to cost over-runs. A modest emergency fund exists to address such emergencies. The Emergency Fund is owned by Academic Affairs. OCP must request and justify withdrawals from the Emergency Fund. The program leaders are to contact the OCP office in the case of budget overruns. Program leaders are responsible to the provost to maintain an accurate budget and reasonable cost projections.

15. Fiscal Procedures

a. Payment plans: Program leaders establish the program fee. OCP will develop the payment plan in coordination with the program leaders. The payment plan will consist of a non-refundable deposit and 6 or 7 monthly payments. The payments should be due on the 1st or 15th of the month. OCP recommends that the payment amount be the same each month. However, the final payment will be the same amount as the OCP Travel Grant available to students for that program ($300, $500, or $1000 depending on the program fee). For eligible students, OCP will make their final payment using the OCP Travel Grant.

b. Deposits: Students will make a non-refundable deposit upon selection for a program. The deposit is normally due within 2 working days of notification. If the deposit is not paid by the deadline the program leader is free to select another student. Deposits are normally $300 for programs less than $2,499 and $500 for programs more than $2,500. If a student withdraws or is dropped from the program, he/she will forfeit the deposit. The deposit remains in the program fund and can be used by the program leader to help fund the trip. If a student becomes physically or mentally unqualified to participate in the program the deposit will be refunded if the student provides a letter from a healthcare provider stating the student should not participate for health reasons.

c. Methods of payment: Deposits and payments for Whitworth off-campus study programs may be made in the following ways:
(1) By credit card or ACH through the online payment system.

(2) By sending a check, payable to "Whitworth University" to the address below. Please note on the check the program for which a payment is being made (i.e. Costa Rica Jan Term):

Student Accounting Services  
Whitworth University  
300 W. Hawthorne Road  
Spokane, WA 99251

(3) By cash, check or debit card through the cashier's window in McEachran Hall. Please note that credit cards are not accepted at the cashier's window. Note: the above information can be found online at:  
http://www.whitworth.edu/Academic/Department/OffCampusStudies/DepositsandPayments.htm

d. Payment plan compliance and the Early Bird Special (EBS):

(1) Students will be provided with the program payment plan upon acceptance into the program. Payments must be received by the Cashier on the due date. Payments postmarked on the due date but received after it will be considered late. It generally takes one business day for payments submitted online through ECSI to post in Colleague. OCP will contact the Cashier to determine the date that all on-time payments have been posted. Any payments posted after that date will be considered late.

(2) The payment plan will be published in the Program Information Sheet. Information Sheets will be available at the Study Abroad Fair and in the Off-Campus Programs Office. Information Sheets will also be posted on the Off-Campus Programs website. It is the responsibility of the student to know the payment plan for his/her program.

(3) The Early Bird Special: The Early Bird Special is an incentive program to encourage students to make all of their payments on time and to meet the deadlines for turning in essential paperwork. Program leaders will add $100 to the program fee to fund the EBS. When students meets all of the requirements for earning the EBS, they will receive a $100 credit on their student account. If the students do not have an outstanding balance, they will be able to withdraw the money at the cashier’s window in McEachran Hall. If they do have balances due on their accounts, it will be applied towards that balance. If a student does not qualify for EBS, then the $100 is “forfeited.” Early Bird forfeitures go into the Emergency Fund that is used to cover unexpected program costs associated with natural phenomena, epidemics, or civil unrest, etc.

(4) Occasionally students will be unable to make a payment on time through no fault of their own. OCP will work with the student to develop an alternative payment plan. Care will be taken to ensure the student contributes enough to the program fund to cover the cost of airfare before tickets are purchased. The student must contact OCP to arrange an alternative payment plan before the deadline in order to maintain EBS eligibility. Alternative payment plans are developed due to hardship. Forgetting to make the payment, claiming to not have knowledge of the payment plan, failing to provide the payment plan to parents (when they are making the payments for the
student) are not acceptable reasons for being late or entering into an alternative payment plan.

e. Grants and Scholarships:

(1) OCP collects money from students; the Financial Aid Office can help students with sourcing. There is a potential conflict of interest for OCP to be involved in both collections and sourcing. However, OCP can provide some administrative support such as collecting applications or building spreadsheets of applicants for the FAO.

(2) Off-Campus Programs Travel Grant. Each year the IEC offers Travel Grants to students with financial need in order to help defray the cost to the student and to allow more students to have an off-campus study experience. OCP will email the Travel Grant application to all participating students. Students turn in the application to OCP by the published deadline (Appendix 10). OCP submits the application to the Financial Aid Office who will then prioritize the students by level of need. A prioritized listing will be forwarded to IEC who will award grant money to students on the list until the funding line for this purpose is depleted. As of 2015 the award levels are: 1) $300 for short-term programs costing less than $2499; 2) $500 for short-term programs costing $2500 or more; 3) $1000 for semester long faculty-led programs

(3) Information on other grants and scholarships offered at Whitworth, and information regarding stacking of awards is available from Financial Aid Office.

f. Refunds: If a student elects to drop from a program, or is dropped from the program by the program leader, OCP will calculate the refund. The deposit is not refundable except as stated in paragraph 15.b. If airline tickets have been purchased the student will be given the name of the travel agent and will be allowed to apply the ticket towards personal travel. Any additional refunds will be determined based on the goods and services purchased by that date and what can be refunded from the vendor. In most cases, it will not be possible to determine the final refund amount until the program concludes and fiscal closeout is complete.

g. Financial tracking:

(1) OCP will track all student payments and all program expenses prior to departure on the Payment & Expense (P&E) spreadsheet (Appendix 11). Program leaders may receive a copy of the most current copy of the P&E upon request and are encouraged to stay informed of expenses. The P&E is a “living” document and changes with every payment made and expense paid. Staying abreast of actual expenses can help program leaders fine tune their budgets as planning progresses.

(2) Prior to departure, OCP will meet individually with program leaders to explain financial tracking during the trip. OCP will provide: a debit card, account number and PIN; an expense journal (in hard-copy with an option to receive it electronically (Appendix 12); and an envelope for storing receipts. Program leaders simply enter each expense on the expense journal and number the receipt with the journal entry number. OCP will go over these procedures in detail during the meeting. A program leader may delegate responsibility for financial tracking to a PLA, but accountability cannot be delegated. The program leader, or senior program leader when there is more than one, will be held accountable for any irregularities in program finances during the trip.
During the trip: Program leaders, as much as practicable, will use the program debit card for all expenses. Under most circumstances the debit card will have an adequate daily use limit (charges plus ATM withdrawals). In those cases where the daily use limit is insufficient, the program leader will coordinate with OCP to have the limit raised for that specific time period. Program leaders should log on to the bank website regularly to review card usage and check for fraudulent charges. Program leaders should carry a Whitworth Purchasing Card (PC) as a back-up to the program debit card. Reminder: the PC does not work at ATMs for cash withdrawals. Personal debit or credit cards should only be used as a final back-up when use of the program debit card and PC fail. Personal funds/expenses and official funds/expenses must remain separate at all times. Program leaders may not use personal credit cards on official expenses for their personal benefit, e.g. to earn cash awards or frequent flyer miles. Program leaders may not transfer program funds into their personal bank account.

Upon conclusion of the program the program leader will turn in the debit card, expense journal, receipts, and any other relevant documentation to OCP. OCP will review the financial records submitted to ensure all money is accounted for and all expenses are legitimate program expenses. OCP will coordinate the closeout with the Manager, Student Accounting Services. The final closeout will recommend the amount of refund owed to each individual student and special guest (Appendix 15).

16. Requisitioning Goods and Services

a. The program leader and OCP work as a team in requisitioning goods and services. It is important that the program leader communicates logistical requirements to OCP. By purchasing goods and services in advance program leaders reduce uncertainty as well as the amount of cash they must manage during the trip. At a minimum, major transportation movements (flights, most rail, and charter busses) and lodging should be pre-purchased. In some cases it may be advisable to pre-purchase theatre/concert tickets or guided tours.

b. Lodging: The program leader is in the best position to determine the lodging facilities that best support the educational objectives of the program, as well as the budget. Types of lodging include homestays, college dormitories, hostels, and hotels. It is generally best if the program leader makes the initial contact and reservation and then forwards the invoice to OCP for payment. At frequently used hotels and hostels, OCP can often arrange the reservation and then payment. OCP, with input from the program leaders, will develop a “Lodging Worksheet” for each program (Appendix 16). As a secondary function, financial information can be stripped from the Lodging Worksheet, renamed “Lodging Plan” forwarded to students/parents for general information.

c. Transportation: OCP uses a Spokane based travel agent that provides excellent service and value. Using one agency for all of our programs is more efficient for OCP than using multiple agencies spread out across the nation. Program leaders should contact OCP when building their budgets to get a projection on ticket prices for the next year. About 6 or 7 months before travel, program leaders should discuss their transportation requirements with OCP. OCP will relay those to the travel agent who will provide 2 or 3 itinerary options. Sometimes the cheapest option is not the one that best supports the program. The program leader determines the best itinerary and OCP will arrange payment. In most cases OCP will arrange group bookings for flights. Group bookings are
generally cheaper and they make it easier to maintain group integrity if flights are cancelled or missed.

d. Program leaders should be aware that online purchases of tangible items (e.g. books through amazon.com), are subject to Washington sales tax. The sales tax will be charged to the program account by the Accounts Payable section when the bill is paid. The sales tax rate for Spokane as of 1 Jan 12 is 8.7%.

17. **Transportation**

a. Airfare will be included in the program cost for most programs. The security of our students is paramount and most students have not travelled internationally. Traveling as a group enhances security while contributing to a positive experience as they enter into the destination country. Additionally, most program leaders find that group travel has a positive effect on the group dynamic and enhances the educational experience. Independent travel is permitted for programs going to a single site within the United States. Programs going to multiple sites within the U.S. will use group transportation. All programs travelling internationally are required to use group transportation.

b. All student groups must be accompanied by the program leader or another faculty/staff member en route to the destination and throughout the program. Escort responsibilities can be delegated to a PLA or a responsible student for the return. The program leader must escort the students to the airport and ensure all students pass through the security checkpoint to the secure side of the terminal. The PLA or designated student leader will phone OCP if any problems are encountered en route and will call OCP as soon as he/she returns to report all students having arrived safely.

c. The program cost will include cost of airfare from Spokane and all programs will originate in Spokane. This eliminates the risk and logistical burden of asking students from eastern Washington to cross a mountain pass in winter and arrange for lodging and parking in the Seattle area. However, if the flight itinerary is routed through Seattle, students not desiring to originate in Spokane will be permitted to join the group in Seattle. This is beneficial to students from western Washington and those flying in from other parts of the country because it reduces cost and risk of getting to Spokane. There is not a discount for joining the group in Seattle.

d. In special circumstances, it makes sense for students to make their own transportation arrangements. This usually occurs when a student will participate in another Whitworth-sponsored program (e.g. ISEP) before or after the faculty-led program. Requests to arrange one’s own transportation should be approved by the program leader and then forwarded to OCP. The student must be informed that Whitworth is not liable in any way for the student before link-up or after release at the designated places and times. Program leaders must screen these students to ensure they have the maturity and presence of mind to travel independently in the host country.

e. Deviations: Most airlines will allow a very small number of the passengers on a group booking to deviate from the group itinerary. This is usually 10-20% of the passengers in the group, only allowed on the return trip within two weeks of the group’s departure, and involves a fee. Program leaders may allow deviators within these restrictions. They will send the names of selected deviators to OCP. A deviation is considered personal travel not affiliated with Whitworth. OCP will put deviators in touch with our travel agent so
they can make return flight arrangements. Deviators will pay additional fees directly to the travel agent. Whitworth is not liable for students once they are released from the program.

f. OCP will pay the round-trip airfare for one Jan-term program leader and all program leaders for semester programs. OCP will pay airfare for an additional faculty member if: that faculty member is being trained to lead that program the next time; there are 18 or more students in the program and the additional faculty member will assist with teaching and maintaining accountability of the students.

18. **Program Leader Training**

Program leaders should be familiar with the contents of this OCPM and should communicate frequently with OCP as questions arise. OCP will provide two training sessions: Session I will prepare them for student recruitment/selection and planning/preparation; Session II will prepare them for departure and program execution. The IEC will endeavor to arrange other professional development training as resources become available.

19. **Pre-trip and Post-trip Meetings for Students**

a. Program Leaders are encouraged to communicate frequently and often with their students. Many students have very little travel experience and most have no international travel experience. A certain level of anxiety before an off-campus study experience is to be expected. It is important for students to be well-informed and be provided a forum for asking questions and addressing concerns. It is also important for students to meet one another and have some positive interaction before travelling together. In addition to developing a good group dynamic, preparatory meetings give the program leader an opportunity to convey academic and behavioral expectations, discuss health and safety concerns, instill an understanding and appreciation of the culture to be visited, and to get to know the students. For programs that do not have a preparatory class, it is recommended program leaders hold a minimum of 3 prep-meetings before departure.

b. Program leaders should have a post-trip meeting or event with the students shortly after returning to Whitworth. Academic requirements will likely have been met by the time they board the plane for the return trip home, but it may take a few days for students to fully process their experiences. In some cases, students may have been profoundly affected by their experiences and benefit from guided reintegration exercises or discussions. In other cases, something as simple as gathering for an ethnic meal will bring positive closure to the program by giving students the opportunity to laugh, share stories, and advance new friendships.

20. **Safety and Security**

a. Policy on travel to countries with a U.S. Department of State (DoS) Travel Advisory Level 3 or 4: The safety of our students, faculty, and staff is paramount. Whitworth does not permit faculty-led study programs to visit countries with a Level 4 Travel Advisory. A Level 3 Travel Advisory will not necessarily cause cancellation of a program. However, the program itinerary and planned activities will be carefully reviewed to determine if it should be modified or cancelled. Whitworth will not accept any academic credit for study
or internships conducted in countries with a Level 4 Travel Advisory. Current travel advisory levels can be viewed at: https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html. Final decisions on cancellation are made by President’s Cabinet.

b. OCP attempts to stay abreast of security issues in the countries in which Whitworth is sending students. However, program leaders are considered to be the country/region experts and are responsible for addressing safety and security with the students. A safety and security briefing is a requirement for all programs. Program leaders should consult with OCP on the most effective way to meet this requirement.

c. Program leaders, working with OCP, should conduct a thorough risk assessment of their programs from beginning to end. It can be useful to do a “what if” exercise and examine any potential problems or dangerous situations that might be encountered. If an unacceptable risk is identified, then the program leader and OCP will need to see what, if any, steps can be taken to reduce the risk to an acceptable level. Risks to be considered include but are not limited to: theft; sexual assault; fire and electrical safety; food and water-borne illnesses; pests; traffic safety; drugs and alcohol; water safety; political instability and civic unrest; and terrorism.

d. OCP will ensure that all programs traveling to foreign countries are registered in the Smart Traveler Enrollment Program (STEP) with U.S. embassy located in the destination country. Program leaders will carry the embassy’s contact information with them during travel.

e. Program leaders will implement a method of maintaining accountability of students’ whereabouts. Students should have an opportunity to experience the culture of the place they are visiting, but it must be done in such a way as to reduce risk exposure. At a minimum, students should use the buddy-system when they are on free-time and should let the program leader know of their intentions. When moving as a group there should be a system for “counting heads” before traveling to the next destination.

21. Student Health Readiness

a. Faculty-led off-campus programs are physically and emotionally challenging. The degree of challenge can vary depending on geographic location, duration of the trip, degree of cultural immersion, language barriers, diet, and other factors. It is our goal to ensure that students are healthy enough to withstand the rigors of the program. Physical and mental health readiness is a collaborative effort between the student, the program leader, the Health Center, and OCP.

b. The opportunity to participate in a faculty-led off-campus study program should be available to as many students as possible regardless of health limitations or disabilities. All students are encouraged to apply. When completing the application, students are required to acknowledge that these programs can be physically and emotionally challenging. However, in an attempt to avoid prejudice in the selection process, no health information is requested on the application. It is Whitworth’s intent to make every effort to accommodate students with disabilities or health-related challenges.
c. OCP will send a list of program participants to the Student Success Team (SST) for review. If SST has concerns about any of the participants, they will share that information with OCP.

d. After students have been accepted into a program, they will be required to complete the Student Self-Assessment Health Form (Appendix 18) and bring it with them to the Travel Clinic for their program. This form provides a vehicle for, and encourages students to, self-disclose health concerns.

e. The Health Center, in collaboration with OCP and the program leaders, will conduct Travel Clinics for all student participants. A Nurse Practitioner at the Health Center (HC) will review the Student Self-Assessment Health Form with the student privately. The HC staff will also educate the students on healthy travel practices specific to their destination and on immunizations. For certain health conditions students may be required to consult with an outside health care provider and have that provider complete a “Medical Clearance for Student Travel – Outside Provider” form (Appendix 19).

f. Students participating in OCP will be asked to provide a “release of information” regarding physical health and mental health care concerns. This form is provided by the Health Center and will be completed during the travel clinic. The release of information will allow Health Center staff to provide recommendations to OCP staff and program leaders regarding any individual health concerns.

g. Students are required to complete an Emergency Notification Form (Appendix 22). This is separate from the Student Self-Assessment Health Form. The Emergency Notification Form is for the program leader’s reference in the event of an emergency during the trip.

22. **Health and Travel Insurance**

a. The University carries insurance through EIIA. Included in the overarching policy is the EIIA International Travel Program which provides broad coverage and assistance for participants of institution-sponsored travel. Program leaders and students will receive an EIIA information pamphlet prior to departure. Appendix 24 is the coverage summary for the period 2015-2018.

b. All students at Whitworth are required to have health insurance. Students will identify their carrier and policy number on the Emergency Notification Form. There is a wide variety of carriers and plans that satisfies the University’s basic requirement for health insurance.

c. In the past, Whitworth has required all students to have an International Student Identification Card (ISIC) and program leaders to have an International Teacher Identification Card (ITIC) to augment their personal coverage. Because of the EIIA International Travel Program, the ISIC/ITIC is now an option not a requirement.

d. Priority of insurance during travel:
   (1) Primary: University EIIA.
   (2) Secondary: student’s own insurance.
e. Lost or stolen personal property is the responsibility of the individual; it cannot be claimed against program funds. Program leaders are not to pad the budget to “self-insure” against lost or stolen personal effects.

23. **Student Behavioral Expectations**

Students studying off-campus are representatives of Whitworth and their behavior reflects on the university. Behavioral expectations outlined in the annual Student Handbook are relevant to off-campus study programs. All students will read and sign a standardized “Off-Campus Participation Agreement” prior to departure (Appendix 20). Additionally, program leaders will consider the cultural norms of the destination and outline their personal expectations to the students. Behavioral expectations will vary from program to program. For example, a visit to a pub would be culturally appropriate in Ireland, but alcohol consumption is prohibited in Kuwait. The program leader’s policy concerning the use of alcohol on the trip will be clearly stated in the course syllabus. Program leaders have the authority to immediately terminate a student’s participation in their program for behavioral misconduct and return them to Whitworth at the student’s expense. Upon return, students will be subject to standard Whitworth disciplinary proceedings. Students returned under these circumstances are not entitled to a refund.

24. **Required Paperwork**

Students will be required to submit the following paperwork to OCP:

a. Copy of a valid Passport (international programs only)

b. Off-Campus Participation Agreement (Appendix 20)

c. Waiver of Liability (Appendix 21)

d. Emergency Notification Form (Appendix 22)

25. **Communications**

Once a program leaves Spokane, the primary means of communication between the program leader and OCP will be by e-mail. The secondary means will be by telephone. Most communication will be routine in nature and e-mail service is readily available in most countries. Nevertheless, program leaders will be given phone numbers that allow them to reach OCP 24 hours a day in case of an emergency. Likewise, OCP will have the phone/fax, address, and email information for each lodging facility to be used so that the program leader can be quickly reached in case of an emergency. Program leaders may use program funds to rent a phone or purchase a disposable phone in the country they are visiting. If they choose this option, they must provide the phone number to OCP as soon as it is known.

26. ** Emergencies During the Trip**

a. General: An emergency is any event that jeopardizes the health and/or safety of any participant in the program. Emergencies can take many forms: death or serious injury; victims of crime; civil unrest; natural phenomena such as extreme weather, earthquakes, tsunamis, volcanic eruptions.
b. Immediate actions: Program leaders are “first responders” for any emergency situation that occurs during a trip. The first priority is the safety of the students. That may mean getting students behind cover during a terrorist incident or rendering first aid and summoning medical assistance when a student is injured. As soon as the situation has been stabilized, the program leader will contact OCP and provide an initial incident report. OCP recognizes that complete information may not be available at the initial report, but it is important that we become aware that an incident has occurred and that OCP and the program leader begin communication. Program leaders will continue to report as the situation develops and more information is available. However, program leaders must not let the requirement to report impede their efforts to handle the situation on site. Program leaders will be provided with a sealed envelope containing their students’ Emergency Notification Forms. An Emergency Instruction Sheet will be on the cover of this envelope (Appendix 23). In the event of hospitalization OCP will initiate the process for claims through EIIA.

c. Communication during emergency situations: To streamline communications and reduce the risk of misinformation, OCP and the program leader will use the “single point of contact” concept when communicating during an emergency. The program leader will only communicate with OCP in the United States. OCP will relay information and coordinate the efforts of the appropriate people stateside. Likewise, OCP will only communicate with the program leader in the host country. The program leader will communicate with host country police, hospitals, U.S. embassy, etc.

d. Incident Report Form: The Forum on Education Abroad is building a database of incidents involving students studying abroad. Information gathered through incident reporting will be used to identify trends so study abroad administrators can take steps to improve safety and security for students and staff. When an incident occurs, the program leader will inform OCP as soon as it is feasible to do so. The program leader should report who, what, when, where, and a narrative describing the incident. OCP will complete the Incident Report Form and submit it to Forum.

e. Payment of medical expenses: Students are individually responsible for payment of all medications, medical supplies, vaccinations, and medical assistance received. If the student is incapacitated and unable to pay on site, the program leader may use program funds as a loan to the student in order to immediately deal with the situation. The student will repay the fund as soon as they are in a condition to do so or as soon as they return to the U.S. In the event the student is delinquent in repaying the program fund for medical care, OCP will provide documentation to Student Accounting Services, and they will put a charge on the student’s account.

f. Program Leader Down: Most of our faculty-led programs are led by just one faculty member. Should a program leader become incapacitated, OCP must be contacted immediately. This contact should be made as early as possible by the program leader if he or she is able. If not able, then the contact should be made by a pre-designated student. This student should be selected prior to departure and should be chosen based on maturity and leadership ability and should possess the presence of mind to remain calm and effective in a crisis. The designated student will have been previously instructed to call OCP. The Associate Director, OCP, (primary) or the Director, IEC, (secondary) will be ready to travel immediately to the program site to assume control. Depending on the severity of the incident, the University’s Crisis Management Team may be activated. At a minimum, the Risk Manager will be alerted and kept informed. Steps taken beyond this
point will be dependent upon the situation. Ideally the program can continue under leadership of a replacement program leader with minimal disruption to the students.

27. **Policy on Load, Expenses and Compensation for Faculty Travel**

Whitworth University compensates faculty traveling on study abroad and other off-campus programs to support the additional load associated with teaching, learning and living with students while away from home. The following compensation models are for regular faculty only. Compensation for contingent faculty is addressed in a specific section below. The following compensation strategies apply to the models of off-campus study described below:

**a. Load and expenses for Program Leaders:**

(1) Regarding teaching an optional prep course: 2 credits total to be distributed or shared by instructor(s). Program leader will decide who will teach this course as a solo instructor or co-taught; prep course professor could receive 2 credits, or share with another professor (for 1 credit each), or, in the case of team taught semester programs, distribute credits among a team of four (for .5 credits each).

(2) For semester-long study programs, faculty course credits should match student earned credits (3 credits) for each faculty member (i.e. Dr. Smith teaches Economics in England, she receives 3 credits; Dr. Miller teaches Political Conflict in Ireland, he receives 3 credits, etc.). The team leader of a team-taught semester program will receive 1 additional credit for being the leader (for a total of 4 credits for the leader only).

(3) When faculty members co-lead a January or May term study program the 3 credit load will be split between the two faculty members for enrollment below 18 students. For 18 students and above, both faculty members receive a load of 3 credits.

(4) Off-campus, faculty-led courses with 18 or more students may be led by two faculty members and may build the expenses for having two leaders into the cost structure of the course.

(5) Off-campus courses with fewer than 18 students will normally be led by only one faculty member unless (a) the nature of the location or the structure of the program present special challenges or, (b) an experienced program leader is mentoring another faculty member to be a future leader for a similar program. Approval for these exceptions must be granted by the provost. The provost will determine what portion of the extra expense, if any, will be built into the cost structure of the course.

**b. Program leader stipends:** Program leader stipends will be contracted based on the number of days the faculty member is away from campus and accompanying Whitworth students. This is calculated based on the dates on the faculty member’s air ticket (departure and arrival dates to and from Spokane) and subject to the following conditions:

(1) Eligible faculty are those who serve as the instructor of record for the course offered during the program and offer the course as part of the faculty member’s normal teaching load.
(2) If the faculty member is traveling on personal or other business during the course of their program, the number of days will be calculated based upon when the faculty member ceases to be traveling or living with the student group.

(3) If more than one faculty member is traveling with a group, compensation will be granted to the instructor(s) of record only. For Jan and May terms with 18 or more students, up to two faculty members may each receive the full stipend. For Jan and May terms with fewer than 18 students, only the instructor of record will receive the stipend unless (a) either the nature of the location or the structure of the trip present special challenges or (b) an experienced trip leader is mentoring another faculty member to be a future leader for a similar trip. Explicit permission for the latter must be granted by the provost.

(4) Compensation for other (e.g. contingent) faculty will be determined based on the number of students, courses, and other factors under consideration and approved by the provost.

(5) For semester-long programs, faculty who arrive to replace a faculty member already on the program will be allowed to count no more than one day of overlapping time per faculty member.

(6) For semester-long programs, if more than one faculty member is traveling with a group at the same time as the instructor of record, compensation will be granted to the instructor of record only.

(7) Eligible programs for compensation using this model are those that have been approved by the provost per the Off-Campus Programs Request Form.

(8) OCP will submit the Stipend Request online via the Business Office Sharepoint site after the faculty member has turned in the OCP issued debit card, expense journal and receipts.

(9) Compensation will be determined as follows:

<table>
<thead>
<tr>
<th>Total Days Accompanying WU Students</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 to 13</td>
<td>$500</td>
</tr>
<tr>
<td>14 to 20</td>
<td>$800</td>
</tr>
<tr>
<td>21 to 27</td>
<td>$1,000</td>
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<td>$1,800</td>
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<td>36-42</td>
<td>$2,200</td>
</tr>
<tr>
<td>42+</td>
<td>$2,800</td>
</tr>
</tbody>
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28. Assessments
Upon conclusion of a program the IEC will send participating students a program survey. Results will be forwarded to the program leader and OCP.

29. **Administrative Tools for Supporting Faculty-Led Programs**

   a. **Program Information Sheet:** A multi-purpose document used as a recruiting tool and the single-source document for essential elements of information. Includes: program title, course number, credits, course overview, basic timeline, and program payment plan. Primary audiences are students and parents, but they are also used to improve coordination between faculty, OCP, and Student Accounting Services (Appendix 3).

   b. **Program Budget Tools:**

      (1) **Budget Template, solo leader.** This budget reflects detailed planning and is updated throughout the planning phase. Budget estimates are replaced with hard dollar figures as goods/services are purchased. (Appendix 4)

      (2) **Budget Template, semester-long program.** This budget reflects detailed planning for each individual program leader as well as a master budget covering the entire program and is updated throughout the planning phase. Key figures from individual leaders are exported to a “roll-up” page. Budget estimates are replaced with hard dollar figures as goods/services are purchased. (Appendix 5)

   c. **Syllabus:** The course syllabus must be completed as required by Academic Affairs. Additionally, syllabi for all off-campus programs must include the program leader’s policy on the use of alcohol during the trip and behavioral standards. Program leaders are encouraged to address safety and security as course objectives. Appendix 6 is the syllabus elements.

   d. **Student Selection Procedures for Program Leaders:** This handout provides information for program leaders on how to use the electronic application system to select students. This information is covered in the first program leader training session (Appendix 7). The Selection Timeline (Appendix 8) is imbedded in this handout.

   e. **Student Application Instructions:** This handout provides information to students on how to use the electronic application system to apply for programs. These are available at each program booth during the Study Abroad Fair (Appendix 9).

   f. **OCP Travel Grant Application:** This normally made available to students in mid-August with a due date in mid-September (Appendix 10).

   g. **Payment & Expense Spreadsheet (P&E):** This is the spreadsheet used solely by OCP to track program payments and expenses. The first page documents student payments. The second page tracks expenses and financial adjustments. The P&E is reconciled against the General Ledger (GL) report maintained by the Business Office prior to program departure (Appendix 11).

   h. **Expense Journal:** This is the official record of all program costs during the trip. As a minimum, program leaders will fill in the date, description of the expense, and the amount in local currency. Hand-written journals are perfectly acceptable. The entry number must be written on the corresponding receipt (Appendix 12).
i. Affidavit of Lost/Missing Receipt: Used to document expenditures when it is impractical or not possible to obtain a receipt (Appendix 13).

j. Student Cash Receipt Form: This serves as receipt when a program leader gives students cash. The students do not need to keep or turn-in receipts (Appendix 14).

k. Program Closeout Template: The Program Closeout is prepared by OCP and is an accounting of all program funds and is subject to official audit (Appendix 15).

l. Lodging Worksheet: This is a working document used to keep track of lodging arrangements for programs that are especially mobile. As a secondary use, the payment information can be deleted and the remaining information (dates, hotel addresses and contact information) can be sent to parents of participants (Appendix 16).

m. Transportation Matrix (Appendix 17): This tool identifies every transportation leg of the program. It should be cross-checked against the Lodging Worksheet to ensure they don’t conflict.

n. Health Readiness Forms: Program leaders will provide information about their program to the Health Center. This allows the Health Center to properly prepare for the Travel Clinic. Students bring the Self-Assessment Form (Appendix 18) to the Travel Clinic. If needed, student may be required to be seen by an outside provider who will complete the Medical Clearance Form (Appendix 19).

o. Participation Agreement: Students agree to behave in a mature and responsible manner that is consistent with institutional standards and does not discredit Whitworth or the United States. They also acknowledge they can be sent home at their own expense for misconduct (Appendix 20).

p. Waiver of Liability: This helps protect Whitworth against lawsuits. Students acknowledge there are risks in participating in these programs (Appendix 21).

q. Emergency Notification Form: Identifies who the student would like to have contacted in the case of an emergency and identifies allergies and medications taken. For confidentiality, these forms are in a sealed envelope carried with the program leader and only opened in case of an emergency (Appendix 22).

r. Emergency Instruction Sheet: This provides emergency instructions and contact numbers. It is taped to the outside of the envelope containing the Emergency Instruction Sheet (Appendix 23).

s. EIIA Coverage Summary. This is a summary of emergency coverage provided by EIIA. It includes contact information for our emergency services provider, Europ Assistance. A copy of this will be in each program leader’s emergency packet.

t. Incident Reporting Form: All incidents will be reported to OCP. OCP will report the incident to The Forum on International Education via the Forum website.

u. Passport Info Sheet: This is a consolidation of all critical passport information for each program. Its primary use is for ticketing international flights. A copy is provided to the
program leader before departure. It can be provided to hotels that require passport info at check-in or as a reference in the event of a lost passport (Appendix 25).

v. OCP Student Master Roster: A Word document that summarizes all students in faculty-led programs. Provided as a desk-top reference to Student Accounts and Housing. OCP also uses this as a source for providing guest lists to hotels/hostels requesting them.

30. **Contact Information**

   All questions concerning faculty-led programs should be directed to Charles Tappa, Associate Director, Off-Campus Programs, 509-777-4499, ctappa@whitworth.edu.

31. **Guidance on Updates**

   All policies will be reviewed by the Off-Campus Advisory Committee during spring semester of odd years (2019, 2021, 2023, etc.). All other paragraphs may be updated by the Associate Director of Off-Campus Programs, whenever needed.

32. **Updates and Revisions**

   6 July 2017: updated missing portion of sentence to paragraph 8.4.f.3 (sf)
   23 Feb 2018: formatting revisions, update to 27.a.1 and 27.a.2, Load and Expenses for Program Leaders (sf)
Appendices

Appendix 1: Request for Off-Campus Program
Appendix 2: OCP Operational Rhythm for Jan/Spring Term Programs
Appendix 3: Sample Information Sheet for Study Abroad Fair (February)
Appendix 4: Budget Sheet Template, Solo Leader
Appendix 5: Budget Sheet Template, Semester Programs
Appendix 6: Required Syllabus Elements
Appendix 7: Student Selection Instructions for Program Leaders
Appendix 8: Selection Timeline
Appendix 9: Application Instructions for Students
Appendix 10: Application for Off-Campus Programs Travel Grant
Appendix 11: Payment & Expense (P&E) Spreadsheet
Appendix 12: Travel Expense Journal
Appendix 13: Missing Receipt Affidavit
Appendix 14: Student Cash Receipt Form
Appendix 15: Closeout
Appendix 16: Lodging Worksheet
Appendix 17: Transportation Matrix
Appendix 18: Student Self-Assessment Health Form
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Appendix 20: Off-Campus Programs Participation Agreement
Appendix 21: Waiver of Liability
Appendix 22: Emergency Notification Form
Appendix 23: Emergency Instruction Sheet
Appendix 24: EIIA Coverage Summary 2015-2018
Appendix 25: Passport Information Sheet
Appendix 1: Request for Off-Campus Program

Request for Off-Campus Program

Please use this template in creating your off-campus program application. The completed form should be submitted to your department chair by May 1. Department chairs should forward the signed application to the appropriate dean(s) AND to the Off-Campus Programs office by May 15 of the academic year TWO YEARS PRIOR to the proposed program (e.g. if you propose your program for May of 2019, your application is due to your department chair by May 1, 2017).

Name: ___________________________ Date: ___________________________

Department: ___________________________

Name of off Off-Campus Program, including proposed academic credit (e.g. Anthropology in Hawaii, SO 200, 3 credits)

Has this program been previously offered? Yes ___ No ___

If yes, when was it most recently offered?

Has this program curriculum been approved by COVAC? Yes ___ No ___

Does this program have more than one faculty leader? Yes ___ No ___

If yes, list the other proposed leader(s)

Date of proposed program (please circle): Fall 20___ January 20___ Spring 20___ May 20___

** If you are requesting special approval to offer a May term program as part of your regular 21-credit teaching load, and to have the program be available to students in lieu of their taking a Jan term course, Please refer to the Jan Term-May Term Program Policy and state here the specific grounds on which your proposed program meets the criteria for the Jan-May swap:

Are there any other unique circumstances for your program that require special consideration? (e.g. need for a TA, etc.) If so, please explain and justify:

Department Chair Approval (s)

__________________________________________

__________________________________________

Dean’s Approval

__________________________________________

__________________________________________
# Appendix 2: OCP Operational Rhythm for Jan/Spring Programs

## OCP Operational Rhythm for Jan/Spring Term Programs

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep</td>
<td>Identify programs for next AY.</td>
</tr>
<tr>
<td>Dec/Jan</td>
<td>Contact program leaders re: budgets, info sheets, Study Away Fair, visas if necessary.</td>
</tr>
<tr>
<td>Feb</td>
<td>Faculty training on roles/responsibilities, recruitment, selection, logistics. Study Abroad Fair.</td>
</tr>
<tr>
<td>Mar</td>
<td>Student selections, collect NR deposits.</td>
</tr>
<tr>
<td>Apr</td>
<td>Finalize student rosters online and validate with program leaders.</td>
</tr>
<tr>
<td>Apr/May</td>
<td>Individual planning meetings w/ program leaders (lodging and trans plans). Collect syllabi.</td>
</tr>
<tr>
<td>Apr-Nov</td>
<td>Purchase goods/services. Manage collection of fees.</td>
</tr>
<tr>
<td>15 May/1 Jun</td>
<td>Begin collecting program fees.</td>
</tr>
<tr>
<td>Jul</td>
<td>Reconcile accounts against GL for FY ending 30 Jun.</td>
</tr>
<tr>
<td>Aug</td>
<td>Send OCP Travel Grant and WATS applications to students, due mid-Sep. Request debit cards from STCU.</td>
</tr>
<tr>
<td>Sep</td>
<td>Award OCP travel grants and Undergrad WATS (as determined by FAO).</td>
</tr>
<tr>
<td>15 Oct</td>
<td>Charge ST accounts for program fee. Pgm Ldrs identify courses students to be registered for (cross-listings, language levels).</td>
</tr>
<tr>
<td>1 Nov</td>
<td>All student paperwork turned in. All payment plans complete. OCP Support Specialist works with Registrar to register students. EBS results sent to students and Student Accounts.</td>
</tr>
<tr>
<td>Nov</td>
<td>Make emergency packets and student cash receipt forms. List of students on semester programs to housing and post office. Clear out student accounts, refund if necessary. STEP registration.</td>
</tr>
</tbody>
</table>
30 Nov
Freeze spending (especially on PCs).
Create arrival/departure schedule.

Dec
Reconcile accounts.
Process refunds for all student overages.
Faculty training on finance, safety/security, behavioral standards, emergency procedures.
Flight itineraries/e-ticket numbers to students.
Transfer funds to STCU.
Final individual meetings with leaders.
Call in Travel Notices to STCU Card Services.

Jan
Program execution.

Feb
Assessments.
FAO announces MIT (only) WATS awards

Mar-Jun
Fiscal closeouts.

Updated: 23 Feb 18 sf
Appendix 3: Sample Information Sheet for Study Abroad Fair (February)

The Arts in Christian Worship in Europe

January, 2018

**Trip Leader:** Dr. Benjamin Brody, Associate Professor of Music
**Course #:** FA 396
**Credits:** 3 credits; meets Fine Arts or Global Perspectives requirement

**Pre-requisites:** None
**Pre-trip meetings:** There will be three orientation meetings held during fall semester 2017.

The Arts in Christian Worship explores the ways that the music, art, and architecture have shaped and been shaped by Christian worship practice from the early church to the present. Through on-site visits in Rome, Florence, Geneva, Paris, and London, students will become more familiar with the various artistic styles and study many facets of the role of the arts in Christian worship. The week spent at the Taize community in France will allow students to experience a unique Christian worship practice in community with young people from around the world.

Highlights of the trip include:

- Exploring four of the world’s top art museums (Louvre, Vatican, Uffizi, National Gallery)
- Living, worshiping, and serving together with young people from around the globe at Taize
- Climbing the 463 steps to the top of the Florence Duomo for the best view of the city
- Exploring ancient Rome (Forum and Coliseum), as well as Christian churches spanning over 1500 years
- Attending a live performance of “Les Miserables” and a concert of the BBC Symphony in London
- Great pasta and pizza, gelato, croissants, bangers and mash!
Itinerary:
Depart Spokane to Rome Dec 31; return London to Spokane, January 26th. (Dates are approximate and may be modified slightly).
- Jan 1-4, Rome: Coliseum, Forum, St. Peter’s, Vatican Museum, Pantheon
- Jan 5-6, Florence: Duomo, Uffizi, Accademia Museums, San Marco Monastery
- Jan 7, Geneva: Museum of the Reformation, St. Pierre
- Jan 8-13, Taize: daily worship, service, study, with student from around the globe
- Jan 14-15, Paris: Louvre museum, free afternoon
- Jan 16-23, London: National Gallery, St. Paul’s, Westminster Cathedral, free day, BBC Symphony, and theater performance

Anticipated cost: $3700 (includes airfare, housing, transportation, group activity admissions, breakfast & most dinners).

The payment plan is:
- **$500** non-refundable deposit within 2 working days of acceptance into program.
- 15 May: **$540** payment due
- 15 June: **$540** payment due
- 15 July: **$540** payment due
- 15 August: **$540** payment due
- 15 September: **$540** payment due
- 15 October: **$500** payment due

**Early Bird Special:** The EBS is an incentive program that gives students a $100 credit if they: make ALL payments in time according to the payment plan; turn in all required paperwork in accordance with Off-Campus Programs deadlines; and meet the Health Center’s deadlines for fulfilling the Travel Clinic requirement.

**Off-Campus Programs Travel Grant:** Program participants will be eligible to receive a $500.00 need-based travel grant. Information regarding the application timeline will be communicated upon acceptance to the program.

**Off-Campus Programs Contact Info:** Charles Tappa: ctappa@whitworth.edu; 777.4499
# Appendix 4: Budget Sheet Template, Solo Leader

## Budget Template, Solo Leader

Exchange rate used: Euros USD

<table>
<thead>
<tr>
<th>I. Transportation</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare: to/from</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Air pd by OCP (amount: )</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List each movement by bus, train, ship, charter, etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total 0.00 $0.00

<table>
<thead>
<tr>
<th>II. Lodging and Meals</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>List cost at each hotel, hostel, homestay, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Itemize cost of meals not incl in housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem amount for pgm ldr meals &amp; incidentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem amount for TA meals &amp; incidentals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total 0.00 $0.00

<table>
<thead>
<tr>
<th>III. Entrance fees &amp; Honorarium</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Itemize for each museum, guest speaker, etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total 0.00 $0.00

<table>
<thead>
<tr>
<th>IV. Misc.</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tips</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell phones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISIC/ITIC: Students/Faculty x $22 students, TA, Faculty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1% debit card fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-trip party</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post-trip party</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post-trip presentation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total 0.00 $0.00

Grand Total 0.00 $0.00
## Appendix 5: Budget Sheet Template, Semester Programs

### Budget Template, Semester Programs

Exchange rate used:  

<table>
<thead>
<tr>
<th></th>
<th>Foreign</th>
<th>USD</th>
</tr>
</thead>
</table>

### I. Transportation

Airfare: to/from

Faculty Air pd by OCP (amount: )  

Ground trans subtotal from each leaders page

<table>
<thead>
<tr>
<th>Leader 1</th>
<th>Leader 2</th>
<th>Leader 3</th>
</tr>
</thead>
</table>

Sub Total  

0.00 $0.00

### II. Lodging and Meals

Subtotal from each leaders page

<table>
<thead>
<tr>
<th>Leader 1</th>
<th>Leader 2</th>
<th>Leader 3</th>
</tr>
</thead>
</table>

Sub Total  

0.00 $0.00

### III. Entrance fees and Honorariums:

Subtotal from each leaders page

<table>
<thead>
<tr>
<th>Leader 1</th>
<th>Leader 2</th>
<th>Leader 3</th>
</tr>
</thead>
</table>

Sub Total  

0.00 $0.00

### IV. Misc.

Subtotal from each leaders page

<table>
<thead>
<tr>
<th>Leader 1</th>
<th>Leader 2</th>
<th>Leader 3</th>
</tr>
</thead>
</table>

Cell phones

ISIC/ITIC: Students/Faculty x $22X?? students, TA, Faculty

1% debit card fee

Pre-trip party

Post-trip party

Post-trip presentation

Sub Total  

0.00 $0.00

Grand Total  

0.00 $0.00
### Budget, Ldr 1 Rqmts

Exchange rate used: Euros USD

<table>
<thead>
<tr>
<th>I. Transportation</th>
<th>Euros</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>List each movement by bus, train, ship, charter, etc.</td>
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</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Lodging and Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>List cost at each hotel, hostel, homestay, etc.</td>
</tr>
<tr>
<td>Itemize cost of meals not incl in housing</td>
</tr>
<tr>
<td>Per diem amount for pgm ldr meals &amp; incidentals</td>
</tr>
<tr>
<td>Per diem amount for TA meals &amp; incidentals</td>
</tr>
<tr>
<td></td>
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<td></td>
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<tr>
<td><strong>Sub Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Entrance fees &amp; Honorarium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Itemize for each museum, guest speaker, etc.</td>
</tr>
<tr>
<td></td>
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<tr>
<td><strong>Sub Total</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. Misc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet access</td>
</tr>
<tr>
<td>Gifts</td>
</tr>
<tr>
<td>Supplies</td>
</tr>
<tr>
<td>Tips</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
</tr>
</tbody>
</table>

| **Grand Total** | 0.00  | $0.00 |
## Budget, Ldr 2 Rqmts

**Exchange rate used:**

<table>
<thead>
<tr>
<th>Euros</th>
<th>USD</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### I. Transportation

List each movement by bus, train, ship, charter, etc.

<table>
<thead>
<tr>
<th>Sub Total</th>
<th>Euros</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### II. Lodging and Meals

List cost at each hotel, hostel, homestay, etc.

- Itemize cost of meals not incl in housing
- Per diem amount for pgm ldr meals & incidentals
- Per diem amount for TA meals & incidentals

<table>
<thead>
<tr>
<th>Sub Total</th>
<th>Euros</th>
<th>USD</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### III. Entrance fees & Honorarium

Itemize for each museum, guest speaker, etc.

<table>
<thead>
<tr>
<th>Sub Total</th>
<th>Euros</th>
<th>USD</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
<td>$0.00</td>
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</tbody>
</table>

### IV. Misc.

- Internet access
- Gifts
- Supplies
- Tips
- Etc.

<table>
<thead>
<tr>
<th>Sub Total</th>
<th>Euros</th>
<th>USD</th>
</tr>
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<tbody>
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<td></td>
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</table>

### Grand Total

<table>
<thead>
<tr>
<th>Euros</th>
<th>USD</th>
</tr>
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<tbody>
<tr>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Euros</td>
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<td>---------------------</td>
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</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**I. Transportation**
List each movement by bus, train, ship, charter, etc.

**II. Lodging and Meals**
List cost at each hotel, hostel, homestay, etc.

Itemize cost of meals not incl in housing
Per diem amount for pgm ldr meals & incidentals
Per diem amount for TA meals & incidentals

**III. Entrance fees & Honorarium**
Itemize for each museum, guest speaker, etc.

**IV. Misc.**
Internet access
Gifts
Supplies
Tips

**Sub Total**

<table>
<thead>
<tr>
<th></th>
<th>Euros</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub Total</strong></td>
<td>0.00</td>
<td>$0.00</td>
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</table>

**Grand Total**

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<thead>
<tr>
<th></th>
<th>Euros</th>
<th>USD</th>
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</thead>
<tbody>
<tr>
<td><strong>Grand Total</strong></td>
<td>0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Appendix 6: Required Syllabus Elements

Academic Affairs

Spring 2018

Syllabus Elements
All of the items listed below are required to be included in all syllabi at Whitworth University. Here is a guide to understanding the requirements:

1. Anything with a ☑ is a required element.
2. Any text inside these brackets [ ] are clarifications, tips, or specifics of what to edit and include.
3. Any text in **bold** should be copied and pasted verbatim into the syllabus.

Instructor name
Course name and meeting times
Academic term and year of course
Contact info
   [office phone, office location, e-mail address; home phone or cell phone is optional]
Office hours
   o For traditional undergraduate and graduate program courses, list office hours [desirable but not required for adjunct faculty]
   o For continuing studies courses, list hours available for student contact [days/times, email and/or phone]
Course objectives for students
   [These are usually stated as student outcomes; i.e., “By the end of the course the student will know or be able to...”]
Connection of course to departmental mission and student learning outcomes
   [The departmental mission and student learning outcomes are listed in the Whitworth Catalog in each departmental section. If general education course, connection to general education learning outcomes. General Education outcomes are listed in the Syllabus Guidelines for General Education Courses found on the Academic Affairs Forms and Procedures site.]
Texts or other reading materials
Any other items required for this course (your own camera, art supplies, etc.)
Statement on academic dishonesty, and possible penalty for violations:
   Please note that I take extremely seriously the university’s policy on the need for academic honesty in all your work. I refer you to the Whitworth Catalog, and the current Student Handbook, where guidelines on plagiarism and other forms of academic dishonesty are spelled out. Any form of dishonesty in an assignment will lead to a zero on the assignment, and I reserve the right to give a grade of F for the course as well.
[NOTE: It is important that the wording in bold be used exactly as provided here to ensure consistency across campus in case a student brings legal action against the university after being disciplined for academic dishonesty. Instances of plagiarism can either be reported directly to the associate provost of instruction or submitted through an Early Alert form.]

List of reading and other assignments, including brief description of each assignment to be handed in

Dates of class meetings

Assignments and due dates

Grading standards [including penalties for late work]

Other expectations [not missing more than xx practices or rehearsals, for example]

Policy on absences:

[For traditional undergraduate and graduate program courses, Whitworth “excuses” absences for participation in its official co-curricular activities. However, this doesn’t mean that students are excused from the work. You can require students to inform you ahead of time that they will be gone and also to make up the work from their missed classes. For continuing studies courses, See School of Continuing Studies attendance policy.]

Accommodations (ADA/504):

Whitworth University is committed to providing its students access to education. If you have a documented physical or mental/psychological impairment that impacts your ability to learn and perform to your potential in the classroom, contact the Office of Educational Support Services (ESS) in Student Life to identify accommodations that can help mitigate barriers to your success. Students must contact ESS each term in order for faculty/staff to be notified of your accommodations. Services are not retroactive.

To request accommodation, fill out an application on the ESS webpage:
https://www.whitworth.edu/cms/administration/educational-support-services/

Contact Information
Katie McCray, Coordinator for Educational Support Services
Phone: 509.777.3380
Email: kmccray@whitworth.edu

Title IX:

Whitworth University faculty members are committed to the well-being of each student. It is common for students to discuss non-course related issues with faculty and, when possible, faculty will keep such conversations strictly confidential. However, because federal law views faculty members as mandated reporters of any incidents of sexual misconduct, if a student informs a faculty member of an issue of sexual harassment, sexual assault, or discrimination, the faculty member is required by federal law to bring it to the attention of the Title IX Coordinator, Rhosetta Rhodes. The Title IX Coordinator will make the student aware of all options and resources available to them under Whitworth University policies and under the law.

There are Whitworth University employees whom federal law does not view as mandatory reporters, to whom a student could speak without the conversation being reported to the Title IX Coordinator. These include counselors in Counseling Services, health center staff, and any of the university chaplains on the staff of Campus Ministries.

Contact Information
Rhosetta Rhodes, Title IX Coordinator, Vice President for Student Life and Dean of Students
Phone: 509.777.4536
Email: titleixcoordinator@whitworth.edu

Counseling Center: 509-777-3259; Schumacher Hall
Non-discrimination:

Whitworth University is committed to delivering a mission-driven educational program that cultivates in students the capacity to engage effectively across myriad dimensions of diversity. Whitworth University is committed to the fair and equal treatment of all students in its educational programs and activities. The University does not discriminate against students based on race, color, national origin, sex, gender identity, sexual orientation, religion, age, or disability and complies with all applicable federal or state non-discrimination laws in its instructional programs.

Fair and equal treatment:

Whitworth University professors strive to treat all students fairly and equally, applying the same rigorous standards and expectations to each of our students and working to invite students from all backgrounds into the challenges and rewards of our academic disciplines. Students who have concerns about classroom fairness should contact Associate Provost Brooke Kiener, McEachran Hall 220, 509.777.4657, bkiener@whitworth.edu.

Safety Information

Whitworth University cares about your welfare in the event of an emergency. During the first week of this course, please familiarize yourself with safety information posted in this classroom. Please visit https://www.whitworth.edu/generalinformation/health&safety/index.htm if you have further questions.

Additional requirements

- If a class will require off-campus travel, including service-learning, it should be noted in the syllabus (e.g., “this course may require off-site attendance at an event and students will be required to provide their own transportation.”)

- If a class requires research with human subjects, refer students to the IRB website to determine the level of approval needed.
  (http://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/Index.htm)

- Upload your completed syllabus to the Academic Syllabi SharePoint site.
  https://processes.whitworth.edu/sites/administrative/SitePages/Syllabi.aspx

AS THIS IS A SITE-VISIT YEAR IN OUR ACCREDITATION CYCLE, IT IS IMPERATIVE THAT YOU COMPLETE THIS TASK IN A TIMELY MANNER SO WE MAY AVOID PROVIDING THE ASSESSORS WITH INACCURATE INFORMATION. THANK YOU.
Appendix 7: Student Selection Instructions for Program Leaders
OFF CAMPUS PROGRAMS

2018-2019 Student Selection Instructions for Program Leaders

Students will be able to apply for a 2018/19 off-campus program after the Study Abroad Fair on 13 February 2018. Program leaders will be able to review applications as they are submitted. The acceptance status will be “not accepted” unless you change it. You are encouraged to sort students as applications arrive. Mark students you know you would like to take as “accepted.” Mark students you know you would not like to take as “rejected.” The application system is isolated from Outlook so it cannot auto-generate emails, students will not be able to see their acceptance status. This will save you time once the selection window opens as you will only be reviewing those applications with a “not accepted” status.

Please do not notify students of selection until we enter the “Selection Window” (Mon-Wed of each round) as identified in the Selection Timeline. Bear in mind that many students need some time to source funding. Some very qualified candidates may submit applications toward the end of the application period.

Once we enter the selection window make your final determination on selectees. Please send a congratulatory e-mail to accepted students and ask them to pay the non-refundable deposit no later than the date/time specified on the Selection Timeline (page 2 of this document). You may contact your accepted students as early as Monday of the selection window but please contact them no later than Wednesday as we want to give them a minimum of 2 days to pay the deposit.

Leave a student marked “Not Accepted” if you think you might want to reconsider them in the event a 1st round selectee does not pay the deposit. Keep in mind that, once we enter the 2nd Selection Window, the program leader for the student’s 2nd choice will be able to select that student.

Mark a student as “Rejected” if you do not intend to reconsider them later. This will also let the program leader of that student’s second choice program know that the student will be available for selection during round 2.

Selection strategies: If you have a lot of qualified applicants you may want to fill your class during round 1 and mark 3 or 4 applicants as “Not Accepted” in case some 1st round selectees fail to pay the deposit. If you see that some very qualified students have listed your program for their 2nd choice, you may want to leave some seats open during round 1 so that you can select these students during round 2.

References: during the application process, students will be asked to submit a request for 1 academic reference and 1 personal reference. Reference requests can only be sent to people having a whitworth.edu e-mail address. They simply complete the form, hit submit, and it will automatically attach to the student’s application. If you receive a reference request, please complete it promptly.

Any problems encountered with applications or application selection should be addressed to the OCP office:

Charles Tappa: ctappa@whitworth.edu; 777.4499
Stephanie Folster: sfolster@whitworth.edu; 777-4581
2018-2019 Off-Campus Programs Selection Timeline

- **Tuesday 6 Feb and Wednesday 7 Feb, 11:45-12:40 PM**: Program Leader Training Sessions, Hendrick Hall Conference Room with OCP office

- **Tuesday, 13 Feb, 11:00-1:00 PM**: Study Abroad Fair in the HUB Multipurpose Room.

- **Tuesday, 13 Feb**: Electronic applications available on-line following the Study Abroad Fair.

- **Sunday, 4 Mar**: Electronic applications close at midnight.

- **Monday, 5 Mar – Wednesday, 7 Mar**: Round 1 Selection Window. Program Leaders make first round selections. Program Leaders notify selectees of acceptance and inform them of the Friday deadline to pay the non-refundable deposit.

- **Friday, 9 Mar**: 4pm deadline for first-round selectees to pay the non-refundable deposit.

- **Monday, 12 Mar**: OCP checks student payments and informs Program Leaders of no-pays.

- **Tuesday, 13 Mar - Wednesday, 14 Mar**: Program Leaders may select and notify alternates and inform them of the Friday deadline to pay the non-refundable deposit.

- **Friday, 16 Mar**: 4pm deadline for alternate students to make their non-refundable deposit payments.

- **Monday, 19 Mar - Wednesday, 21 Mar**: Round 2 Selection Window. Program Leaders make second round selections. Program Leaders notify selectees of acceptance and inform them of the deadline for paying the non-refundable deposit.

- **Friday, 23 Mar**: 4pm deadline for second round selectees to pay the non-refundable deposit.

Note: Spring break is Monday 26 Mar – Friday 30 Mar.

- **Monday, 26 Mar**: OCP checks student payments and informs Program Leaders of no-pays.

- **Tuesday, 27 Mar – Wednesday, 28 Mar**: Program Leaders may select and notify alternates and inform them of the Friday deadline to pay the non-refundable deposit.

- **Friday, 30 Mar**: 4pm deadline for alternate students to make their non-refundable deposit payments.

- **Monday 2 Apr – Wednesday, 4 Apr**: Round 3 Selection Window. Program Leaders make third-round selections. Program Leaders notify students of acceptance and inform them of Friday deadline to pay the non-refundable deposit.

- **Friday, 6 Apr**: 4pm deadline for third-round students to make their non-refundable deposit payments.

- **Monday, 9 Apr**: OCP checks student payments and informs Program Leaders of no-pays.

- **Thursday, 11 Apr-Friday 13 Apr**: OCP finalizes rosters with Program Leaders

- **Monday, 16 Apr-Tuesday, 17 Apr**: OCP sends out introduction emails attaching required forms, payment plans and important deadlines
Appendix 9: Application Instructions for Students

Application Instructions for Off-Campus Programs (OCP)
Academic Year 2018-19 Programs (Current Students)

The application period for AY 18/19 off-campus programs is **13 Feb 2018 – 4 Mar 2018**. The online application system will not accept applications after 4 March.

Apply online:  [http://www.whitworth.edu/academic/department/offcampusstudies/index.aspx](http://www.whitworth.edu/academic/department/offcampusstudies/index.aspx)
- Application links are on the lower left of the off-campus programs page
- Jan or May term: [Application for Jan Term/May Term/Spring Break Programs (Current Students)](http://www.whitworth.edu/academic/department/offcampusstudies/index.aspx)
- Semester program: [Application for Semester Programs](http://www.whitworth.edu/academic/department/offcampusstudies/index.aspx)
- Enter your login credentials to access the application

Important information:
1. Select programs in order of your preference (first choice, second choice, alternates)
   a. Please note: some programs are very competitive and you may not receive your first choice
2. All applications must include one academic AND one personal reference.
   a. *Each reference must have a whitworth.edu email address*
   b. References will receive a form to complete via email
   c. Once completed, it will automatically be attached to your application
   d. References are due by 4 March 2018; be sure to follow up with your people to make sure they are turned in. There are no system reminders
   e. Applicants to semester programs should request one additional academic reference

Selection Process:
1. **1st Round: 5-7 March 2018**
   a. Your completed application will be delivered electronically to your ‘first-choice’ program leader after 4 March
   b. By Wednesday, 7 March, program leaders will notify students selected for the program
   c. Students have until 4pm Friday, 9 March to pay the $500 *non-refundable* deposit
   d. Students who fail to pay the deposit by the deadline will forfeit their spot

2. **2nd Round: 19-21 March 2018**
   a. Applications not selected during the first round will automatically move to the ‘second-choice’ program leader
   b. By Wednesday, 21 March, program leaders will notify students selected for the program.
   c. Students have until 4pm Friday, 23 March to pay the $500 *non-refundable* deposit.
   d. Students who fail to pay the deposit by the deadline will forfeit their spot.

3. **3rd Round: 2-4 April 2018**
   a. Applications not selected during the second round will automatically move to the ‘alternate choices’ program leader
   b. By Wednesday, 4 April, program leaders will notify students selected for the program.
   c. Students have until 4pm Friday, 6 April to pay the $500 *non-refundable* deposit.
   d. Students who fail to pay the deposit by the deadline with forfeit their spot.

If you do not receive notification of acceptance, it means you have not yet been accepted. Program leaders are only required to notify students of acceptance. They are not required to notify applicants of non-selection.

Questions or concerns? Please contact Off-Campus Programs:

Stephanie Folster  
[sfolster@whitworth.edu](mailto:sfolster@whitworth.edu)  
(509) 777-4581

Charles Tappa  
[ctappa@whitworth.edu](mailto:ctappa@whitworth.edu)  
(509) 777-4499
You’re Next Steps...

Apply for or Renew Your Passport!
Now that you’ve completed your application, you will have noticed that one of your statements of consent said, “I will immediately apply for my passport if I do not have one”.

Your passport must be valid for 6 months past your travel dates.

If accepted into a program, a copy of your passport will be due to the OCP office by Friday, 18 May 2018. This is a firm deadline so please make it a priority to apply or renew soon.

Here is the site you need to apply: https://www.state.gov/travel/

Like us on Facebook!
https://www.facebook.com/whitworthoffcampusprograms/
APPLICATION FOR OFF-CAMPUS PROGRAMS TRAVEL Grant

I understand and accept the following:

In order to be eligible to apply for this Travel Grant, I must:

1. Have a FAFSA form on file by the application deadline;
2. Be a full-time matriculated day student with the intent of graduating from Whitworth;
3. Have attended Whitworth at least one calendar year before program departure (waived for MIT students);
4. Have been accepted as a participant on the program;
5. Not be a participant in any tuition remission program;
6. Not have received this funding for a previous Whitworth program.

The number of awards is limited and will be given on a financial needs basis as determined by the Financial Aid Office. Funds will not be awarded if payment and paperwork deadlines are not met.

The Off-Campus Programs Travel Grant is awarded on three levels as follows:

- $300 for programs costing up to $2,500
- $500 for programs costing $2,501 and up
- $1,000 for semester-long programs (e.g. FSP, TSP, BISP, WIC, CASP)

The deadline for all applications is Monday, 17 September, 2018. Please turn in completed applications to Stephanie Folster in the Off-Campus Programs Office in Hendrick Hall, office 115, or via e-mail to sfolster@whitworth.edu.

NAME ____________________________________________
STUDENT NUMBER __________________________________
PROGRAM __________________________________________
ADDRESS __________________________________________
PHONE # __________________________________________

I have read and understand the information above.

____________________ ____________________________
NAME (PRINT) SIGNATURE DATE
## Appendix 11: Payment & Expense (P&E) Spreadsheet

### Payment Worksheet

<table>
<thead>
<tr>
<th>JAN TERM 2018</th>
<th>Early Christian Sites in Greece</th>
<th>Program fee: $4530</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME</strong></td>
<td><strong>Student #</strong></td>
<td><strong>Deposit</strong></td>
</tr>
<tr>
<td>Adams, John C.</td>
<td>155xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Fedr, Samantha A.</td>
<td>152xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Gates, Abigail C.</td>
<td>168xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Douglas, Justine E.</td>
<td>158xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Gallegos, Mary E.</td>
<td>153xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Hatch, Jaron T.</td>
<td>152xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Hemson, Susan K.</td>
<td>134xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Kennedy, Rachel A.</td>
<td>784xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Koster, Haley A.</td>
<td>155xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Langer, Adam H.</td>
<td>121xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Lock, Melissa K.</td>
<td>153xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Lucas, Julie R.</td>
<td>155xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Miller, Haley K.</td>
<td>154xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Murphy, Paul E.</td>
<td>168xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Parker, Christopher</td>
<td>156xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Right, Paulina L.</td>
<td>184xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Teller, Audra T.</td>
<td>155xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Vanguard, Allison A.</td>
<td>155xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Wallace, Marcie H.</td>
<td>164xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Wilkinson, Joyce L.</td>
<td>184xxxxx</td>
<td>$500.00</td>
</tr>
<tr>
<td>Williams, Stephanie F.</td>
<td>155xxxxx</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

*Note Given
Will arrange own flights

```
Acct Payable/Prepay

2018 Income: $73,993.00
Expenditures: $91,100.00

G= Gender of student
P= Copy of Passport
TC= Travel Clinic complete
NR= Emergency Notification form
WL= Waiver of Liability form
PA= Participation Agreement form

Updated: 13 Dec 17
```

Notes:
## Income and Expenses Worksheet

### INCOME & EXPENSES

#### Early Christian Sites in Greece

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10/2017</td>
<td>Charge Aaron Hatch $500 NR Deposit (dropped 22 May)</td>
<td>$500.00</td>
</tr>
<tr>
<td>10/10/2017</td>
<td>Charged 20 students $4530 program fee</td>
<td>$90,600.00</td>
</tr>
</tbody>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/25/2017</td>
<td>Edwards Lalone: refundable deposit for air trans.</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>10/10/2017</td>
<td>Edwards Lalone: full pmt airfare.</td>
<td>$29,031.20</td>
</tr>
<tr>
<td>11/28/2017</td>
<td>AFEX: Eon Tours.</td>
<td>$57,345.00</td>
</tr>
<tr>
<td>12/11/2017</td>
<td>JT: faculty airfare reimbursement ($1319.60 x 2)</td>
<td>$(2,639.20)</td>
</tr>
<tr>
<td>12/11/2017</td>
<td>EBS refunds.</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>12/11/2017</td>
<td>EBS forefeitures.</td>
<td>$200.00</td>
</tr>
<tr>
<td>12/15/2017</td>
<td>Transfer to STCU.</td>
<td>$5,223.00</td>
</tr>
<tr>
<td>Pending</td>
<td>Whitworth vans/drivers for GEG airport transfers (est $140).</td>
<td></td>
</tr>
<tr>
<td>1/24/2018</td>
<td>Edwards Lalone; emergency mod to tix for Moo and Miller.</td>
<td>$200.00</td>
</tr>
<tr>
<td>Pending</td>
<td>Return of deposit once travel commences.</td>
<td>$(2,260.00)</td>
</tr>
</tbody>
</table>

### ACTUAL INCOME

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$91,100.00</td>
</tr>
</tbody>
</table>

### AVAIL TO SPEND

<table>
<thead>
<tr>
<th>Amount</th>
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</thead>
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<tr>
<td>$ -</td>
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<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$91,100.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$91,100.00</td>
</tr>
</tbody>
</table>
## Appendix 12: Travel Expense Journal

### 2018 Travel Expense Journal, Program Name

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Receipt number</th>
<th>Cost</th>
<th>Budget Tracking</th>
</tr>
</thead>
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<td>USD</td>
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<tr>
<td>3</td>
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<tr>
<td>31</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0</td>
</tr>
</tbody>
</table>
MISSING RECEIPT AFFIDAVIT

Individuals must attempt to obtain a copy of the original receipt from the vendor for all business expenses.

To aid in the compliance of Whitworth University procurement requirements and auditing practices, the following information is required for missing receipts.

<table>
<thead>
<tr>
<th>Purchase Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Amount</td>
<td></td>
</tr>
<tr>
<td>Reason for Purchase</td>
<td></td>
</tr>
<tr>
<td>If a meal expense provide names of guests</td>
<td>To be used in conjunction with program expense journal.</td>
</tr>
<tr>
<td>Please list attempts that were made to obtain duplicate receipt</td>
<td>See reverse</td>
</tr>
</tbody>
</table>

If this receipt is for a taxable item and we do not have proof that sales tax was collected;

The business office will charge your department the current Washington State sales tax rate.

I am providing this missing receipt affidavit as a true and correct statement indicating that the original/duplicate receipt as stated above is unattainable, the expense was incurred in connection with Whitworth University business and the purchase did not include alcoholic beverages.

Printed Name of Employee: ________________________________

Signature: ____________________________________________ Date: ______________________

Printed Name of Authorized Supervisor: Charles Tappa

Signature: ____________________________________________ Date: ______________________
<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt Number</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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</table>
Appendix 14: Student Cash Receipt Form

Student Cash Receipt Form: Program Name, Jan ‘18

For each date listed, my initials indicate that I received the amount of cash noted.

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
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<tbody>
<tr>
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Student Name:
Appendix 15: Closeout

Memorandum

From: Charles Tappa, Off-Campus Programs
To: Darla Freeborn, Student Accounting Services

Subject: CLOSEOUT FOR (PROGRAM), JAN 16

Enclosures: (1) Income and Expenses Report
(2) FY 2014 and 2015 General Ledger Detail (GL)
(3) Student Roster and Payments spreadsheet
(4) STCU Transaction History
(5) Program Expense Journal
(6) Receipts (on file at Off-Campus Programs)

1. Subject account was audited with the following results:
   a. General Ledger Detail: The GL was reconciled against the Income & Expenses spreadsheet. There were no discrepancies. (or comment on discrepancies)
   b. Trip expenditures: (comment on any irregularities that need explanation).

   Transferred to STCU: $
   Amount NOT transferred to STCU: $(comment if necessary)
   Funds returned:
   Cash in USD: $
   Cash in foreign currency:
   Funds returned from STCU: $
   Funds expended: $

   c. Expense Journal, enclosure (5). Expense Journal entries are supported with appropriate documentation and expenditures are consistent with the STCU Member Statement.

2. Liquidation of remaining funds.

Subject: CLOSEOUT FOR (PROGRAM), JAN 16

   a. Seed money. The opening balance (seed money) was $. Seed money was not used at any point during this program and is not considered a part of this closeout. (or comment on seed money issues)
   b. Formula for determining amount of funds for distribution:
Amount returned + amount that remained + excess seed money = total reimbursement

$ + $ + $ = 

Total reimbursement ÷ number of students = refund amount per student

$ ÷ students = $

c. Students should be reimbursed as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>student #</th>
<th>Amount</th>
</tr>
</thead>
</table>

Charles Tappa

Copy: (program leader)
Appendix 16: Lodging Worksheet

Lodging Worksheet
Power & Politics of Art, Jan 11

Students: 14 females, 3 males
Grp Ldr: Richard Strauch

Updated: 22 Oct 10

Check-in/Check-out Billeting information

4 Jan/12 Jan, 8 nights Hotel Forum
Via Tor de’ Conti, 25-30 (Fori Imperiali)
00184 Roma, Italy
Tel: +39 06.67924.46 Fax: +39 06.678.64.79
www.hotelforum.com
info@hotelforum.com

☑ Pay deposit. 30% dep €2550 wired 24 Aug 10

12 Jan/14 Jan 2nights Hotel Nizza
Via del Giglio, 5
50123 Firenze, Italy
Tel & Fax: (+39) 055/2396807
www.hotelnizza.com
POC: Michele or Roberto, info@hotelnizza.com

☑ Pd dep of €1000 on 20 Jul 10.

14 Jan Night train to Berlin

15 Jan/24 Jan, 9 nights Die Jugendherbergen Berlin
Kluckstr. 3
D-10785 Berlin
Tel: 011 49 30 7476 8790 Fax: 011 49 30 7476 87911
www.jh-berlin-nternational.de
service@hundherberge.de

☑ Pay in full. Pd €4054.50 by wire 12 Oct 11.
## Appendix 17: Transportation Matrix

### Transportation Matrix

**Arts in Christian Worship, Jan 14**

<table>
<thead>
<tr>
<th>Depart</th>
<th>From</th>
<th>Mode</th>
<th>To</th>
<th>Date</th>
<th>Time</th>
<th>Arrive</th>
<th>Date</th>
<th>Time</th>
<th>Arranged by</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-Jan-14</td>
<td>Spokane</td>
<td>Air: dpt DL1448; arr KLM1607</td>
<td>Rome Fiumicino</td>
<td>7-Jan-14</td>
<td>19:50</td>
<td>Cathy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-Jan-14</td>
<td>Rome Fiumicino</td>
<td>Leonardo Exp</td>
<td>Rome Termini</td>
<td>7-Jan-14</td>
<td>11:51</td>
<td>Cathy</td>
<td></td>
<td></td>
<td>Ben</td>
</tr>
<tr>
<td>10-Jan-14</td>
<td>Roma Termini</td>
<td>Train: Le Frecce 9520</td>
<td>Firenze</td>
<td>10-Jan-14</td>
<td>16:40</td>
<td>Cathy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-Jan-14</td>
<td>Firenze</td>
<td>Train: Le Frecce 9532</td>
<td>Milano Centrale</td>
<td>11-Jan-14</td>
<td>21:18</td>
<td>Cathy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-Jan-14</td>
<td>Milano Centrale</td>
<td>Train: EC 36</td>
<td>Geneve</td>
<td>11-Jan-14</td>
<td>17:54</td>
<td>Cathy</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12-Jan-14</td>
<td>Geneve</td>
<td>Train: Lyria 9778</td>
<td>Bourg en Bresse</td>
<td>12-Jan-14</td>
<td>19:30</td>
<td>Ben</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-Jan-14</td>
<td>Bourg en Bresse</td>
<td>Charter bus</td>
<td>Taize</td>
<td>12-Jan-14</td>
<td>10:45</td>
<td>Ben</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12-Jan-14</td>
<td>Taize</td>
<td>Charter bus</td>
<td>Macon</td>
<td>19-Jan-14</td>
<td>12:41</td>
<td>Cathy</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>19-Jan-14</td>
<td>Macon Loche Tgv</td>
<td>Train: TGV6194</td>
<td>Paris Gare de Lyon</td>
<td>19-Jan-14</td>
<td>10:39</td>
<td>Cathy</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>19-Jan-14</td>
<td>Paris Lyon</td>
<td>subway</td>
<td>Paris Nord (hostel)</td>
<td>19-Jan-14</td>
<td>12:46</td>
<td>Ben</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>21-Jan-14</td>
<td>Paris Nord</td>
<td>Train: Eurostar 9015</td>
<td>London St Pancras</td>
<td>21-Jan-14</td>
<td>10:39</td>
<td>Cathy</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>21-Jan-14</td>
<td>London St Pancras</td>
<td>Tube</td>
<td>St Pauls (hostel)</td>
<td>21-Jan-14</td>
<td>12:46</td>
<td>Ben</td>
<td></td>
<td></td>
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<tr>
<td>21-Jan-14</td>
<td>Intra-city travel (21-27 Jan)</td>
<td>Tube</td>
<td>7-day trav Card, Central zone</td>
<td>21-Jan-14</td>
<td>10:39</td>
<td>Cathy</td>
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<tr>
<td>28-Jan-14</td>
<td>St Pauls</td>
<td>Tube</td>
<td>London Heathrow</td>
<td>28-Jan-14</td>
<td>18:46</td>
<td>Cathy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28-Jan-14</td>
<td>London Heathrow</td>
<td>Air: dpt DL 41 arr; DL759</td>
<td>Spokane</td>
<td>28-Jan-14</td>
<td>18:46</td>
<td>Cathy</td>
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</tbody>
</table>
## Appendix 18: Student Self-Assessment Health Form

### PERSONAL DATA

<table>
<thead>
<tr>
<th>Name:</th>
<th>ID#:</th>
</tr>
</thead>
</table>

Date of Birth: [Click here to enter a date.]

[ ] Female  [ ] Male

### TRAVEL INFORMATION

<table>
<thead>
<tr>
<th>Travel Group/Title:</th>
<th>NONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination:</td>
<td>None of the choices</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departure Date:</th>
<th>[Click here to enter a date.]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return Date:</td>
<td>[Click here to enter a date.]</td>
</tr>
</tbody>
</table>

What activities are scheduled for this trip?

Do you have any medical or mental health concerns that you’d like to discuss in relation to travel?

### MEDICAL HISTORY

**Allergies:**

[ ] No known allergies

[ ] Food (specify): [ ] Reaction:

[ ] Medication (specify): [ ] Reaction:

[ ] Environmental/bee stings (specify): [ ] Reaction:

Do you carry an Epi-pen at all times?  [ ] Yes  [ ] No

**Special dietary needs** (explain):

### MEDICAL CONDITIONS

[ ] Anemia  [ ] Eating disorder  [ ] Pregnant/nursing

[ ] Anxiety  [ ] Eye/vision problem  [ ] Respiratory/lung problems

[ ] Arthritis  [ ] Heart condition  [ ] Seizures

[ ] Asthma  [ ] High blood pressure  [ ] Skin problems

[ ] Back problems  [ ] Immune deficiency  [ ] Sleep disorder

[ ] Blood/clotting  [ ] Kidney/bladder problem  [ ] Steroid therapy (current)

[ ] Cancer  [ ] Liver problem  [ ] Stomach/intestinal problem

[ ] Depression  [ ] Mental health history  [ ] Substance use/chemical dependency

[ ] Diabetes  [ ] Mobility problems  [ ] Thyroid problem

[ ] Ear problem  [ ] Photosensitivity  [ ] Other [ ]

**Current Medications** (include prescription, over the counter, birth control pills, vitamins, supplements, herbal remedies, etc.):
Hospitalization/surgeries (list dates):

Do you have any physical limitations or disabilities? *(Write NONE if no concerns. Use separate page for explanation if needed.)* Describe:

Are you currently under the care of a healthcare provider for any reason? *(Write NONE if no concerns. Use separate page for explanation if needed.)* Describe:

Are you currently under the care of a mental healthcare provider (psychiatrist, psychologist, therapist, counselor, or other provider) for any reason? *(Write NONE if no concerns. Use separate page for explanation if needed.)* Describe:

Have you ever received or has it been recommended to you to receive treatment for drug or alcohol issues? *(Write NONE if no concerns. Use separate page for explanation if needed.)* Describe:

Do you have a history of, or are you currently struggling with depression, anxiety, or any other psychological concerns? *(Write NONE if no concerns. Use separate page for explanation if needed.)* Describe:

Do you have any medical and/or psychological condition that is stable now but that may recur while traveling? *(Write NONE if no concerns. Use separate page for explanation if needed.)* Describe:

Other comments about your health:

**Female Only:** Date of last menstrual period: [Click here to enter a date.] I am or could be pregnant: □ Yes □ No

**PLEASE CONTINUE TO PAGE 3**
### HEALTH QUESTIONNAIRE (PHQ-9)

Over the last 2 weeks how often have you been bothered by any of the following problems? **Click on box to select your choice.**

<table>
<thead>
<tr>
<th>Problem</th>
<th>Not at all</th>
<th>Several days</th>
<th>More than half the days</th>
<th>Nearly every day</th>
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<tbody>
<tr>
<td>Little interest or pleasure in doing things</td>
<td></td>
<td>(0)</td>
<td>(1)</td>
<td>(2)</td>
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<tr>
<td>Feeling down, depressed, or hopeless</td>
<td></td>
<td>(0)</td>
<td>(1)</td>
<td>(2)</td>
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<tr>
<td>Trouble falling or staying asleep, or sleeping too much</td>
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<td>(0)</td>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td>Poor appetite or overeating</td>
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<td>(0)</td>
<td>(1)</td>
<td>(2)</td>
</tr>
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<td>Feeling bad about yourself – or that you are a failure or have let yourself or your family down</td>
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<td>(0)</td>
<td>(1)</td>
<td>(2)</td>
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<tr>
<td>Trouble concentrating on things such as reading the newspaper or watching television</td>
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<td>(0)</td>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td>Moving or speaking so slowly that other people could have noticed. Or the opposite – being so fidgety or restless that you have been moving around a lot more than usual</td>
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<td>(0)</td>
<td>(1)</td>
<td>(2)</td>
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<tr>
<td>Thoughts that you would be better off dead, or of hurting yourself</td>
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<td>(0)</td>
<td>(1)</td>
<td>(2)</td>
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</tbody>
</table>

If you checked off any problems, how difficult have these problems made it for you to do your work, take care of things at home, or get along with other people?

- [ ] Not difficult at all
- [ ] Somewhat difficult
- [ ] Very difficult
- [ ] Extremely difficult

### TO BE COMPLETED BY HEALTH CENTER

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<tr>
<th>Sub-Total</th>
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<tr>
<td>Total of all columns</td>
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</tbody>
</table>

Whitworth University advises that you assess your physical and mental condition carefully and encourages you to consult with your regular healthcare provider. Whitworth University reserves the right to request additional health information before you travel and/or to require a statement from a physician or other healthcare provider verifying your health.

By signing below you agree to release your confidential health information in any format to the program leader, designated staff, and/or other pertinent leadership for the purpose of assessment and accommodation, and for the well-being of all involved on the trip. This release remains in effect a maximum of one year from the date of signature below and will only be invoked if necessary. Also, it is your responsibility to advise the Whitworth University Health Center of any changes in your health status prior to travel.

The above information is correct and complete to the best of my knowledge and I agree to the conditions and policies stated above for traveling with Whitworth University. I agree that I will assume all medical costs incurred while participating in the program.

Electronic signature of student: ____________________________

Date: ____________________________  Click here to enter a date.

Name of student (please print): ____________________________
Appendix 19: Medical Clearance for Student Travel – Outside Provider

Medical Clearance for Student Travel—Outside Provider

Student Name: ____________________________ Date of Birth: ______________

For Medical and/or Psychiatric Healthcare Provider: The above student has identified you as her/his provider for an ongoing health or mental health condition. The student has plans to travel to (country/countries) __________________________ for (time period) _______________ as part of a Whitworth University sponsored trip. In an effort to address and minimize any health risks prior to travel, your evaluation of the student’s condition is requested.

1. Patient’s diagnosis:

2. Current treatment plan including medications, therapies, and interventions:

3. Statement as to the level of severity and the activities impacted by the patient’s condition.

4. Will travel to the above listed country(s) place the student at increased risk for complications or exacerbation of her/his health or mental health condition?
   ☐ No    ☐ Yes    Describe:

5. Is the student stable and able to proceed with plans to travel abroad?
   ☐ No    ☐ Yes

6. Specific individualized treatment plan for travel includes the following:

Provider’s Name (please print):
_______________________________________________________________________

Provider’s Signature: ____________________________ Date: ______________

Provider’s Specialty: ____________________________Office Phone Number: __________________

FORM TO BE RETURNED TO WHITWORTH HEALTH CENTER BY____________________________.
Appendix 20: Off-Campus Programs Participation Agreement
Off-Campus Programs Participation Agreement

WHITWORTH UNIVERSITY

Student Name (print): ____________________________________________________________

Name of Program: ______________________________________________________________

Certain potential risks to personal health and safety are associated with international travel and residence in a foreign country. You should not participate in an overseas program unless you are willing to accept the associated risks. Information on Whitworth’s international insurance can be found at http://eiiia.org/ForeignAssist/, please take a moment to review the FAQ’s.

Health and Safety

I undertake that I will:

• Read and carefully consider all materials issued by Whitworth University that relate to safety, health, legal, environmental, political, cultural and religious conditions in host countries;
• Make available to Whitworth University accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study-away experience;
• Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals;
• Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.

Personal Preparation

I undertake that I will:

• Assume responsibility for all the elements necessary for my personal preparation for the program and participate fully in orientations;
• Inform my parents/guardians/family, and any others who may need to know, about my participation in the study abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis;
• Understand and comply with the terms of participation, codes of conduct (the Community Values and Behavioral Expectations of Whitworth University students as described in the Student Handbook), emergency procedures of the program, and obey host country laws.
**Behavioral Expectations**

I undertake that I will:

- Behave in a manner that is respectful of the rights and well-being of others and encourage others to behave in a similar manner;
- Accept responsibility for my own decisions and actions;
- Understand that in the case of Whitworth-sponsored programs, the university designated leader administering the program has discretion regarding the consumption of alcohol;
- Follow the program policies for keeping program staff informed of my whereabouts and well-being;
- Be aware that I am a representative of Whitworth, and my behavior reflects on the university as well as the U.S.

**Program Participation**

I undertake that I will:

- Understand that failure to comply with any portion of this agreement could result in my participation in the program being terminated, in my having to participate in a disciplinary hearing, or both;
- Understand that the University has the right to make cancellations, substitutions, or changes in case of emergency or changed conditions or in the best interest of the program;
- Recognize that if I leave of my own accord or am expelled from the Program for any reason, I will be sent home at my own expense and there will be no refund of fees already paid.

Signed: ___________________________ Date: __________
Appendix 21: Waiver of Liability

Whitworth University – Off-Campus Programs Manual

Waiver of Liability

I, (print name) _________________________________, have independently investigated the nature of the trip I will take to (place) ___________________________ during the (month(s)) __________________, 20______ in order to participate in a study or project in association with Whitworth University.

In consideration of the university permitting me to participate in this activity, I hereby agree to the following terms and conditions for my participation:

1. I am an adult, 18 years of age or older.

2. I understand and acknowledge that travel entails various risks, including but not limited to the risks of damage to or loss of property, accidental and psychological harm and injury and, in extreme cases, permanent trauma, disability and death, whether from illness, accident, intentional acts, terrorism, war or other causes. In addition, I may be asked to participate in activities that include, but are not limited to, walking, hiking, travel by plane, backpacking, rafting, kayaking, canoe, sail or other boats, horseback riding, travel by automobile and bus over improved and unimproved roads, and other activities. I further understand and acknowledge that these types of activities have risks, including inherent risks. Inherent risks are those which cannot be eliminated without affecting or destroying the unique character of these activities.

3. The same elements that contribute to the unique character of these activities can cause loss or damage to equipment, accidental and psychological harm and injury, illness, and, in extreme cases, permanent trauma, disability and death. Specific risks associated with the above activities include, but are not limited to, collision, falling, capsizing, drowning, becoming lost, and other risks associated with such travel, including environmental risks.

4. Environmental risks and hazards include, but are not limited to, flowing, deep and cold water, insects, snakes, predators, and large animals, falling and rolling rocks, lightning, flash floods, falling timber, and forces of nature, including weather which may change in extreme conditions. In addition, to the extent this study or project involves foreign travel, I understand that travel advisories are available from the US State Department by calling the Office of Overseas Citizen Services at (202) 647-5225 or online at http://travel.state.gov/.

5. Certain potential risks to personal health and safety are associated with international travel and residence in a foreign country. I understand and agree that Whitworth University and any and all of its personnel associated with the study or project in which I will participate have not and cannot make available to me, my family, or my heirs and assigns promises or guarantees with regard to my health and safety risks which I may incur as a result of my participation in the study or project.

6. As a condition of my participation in the study or project, I hereby forever release, hold harmless and agree not to sue Whitworth, its personnel, employees, agents, volunteers, and representatives, ("Released Parties"), with respect to any and all claims of loss or damage to person or property by reason of injury, disability, death, or otherwise, suffered by me, arising out of, in relation to, or in connection with the enrollment, participation, or presence in
program or study or any “free time” as further defined below herein. I agree further to indemnify (“indemnify” meaning to defend, and to pay or reimburse, including attorney’s fees and costs) Released Parties against any claim by a member of my family, rescuer, another student, or any other person, arising in whole or part from an injury, harm, death or loss or damage to personal property, or other loss suffered by or caused by me in connection with my enrollment, participation in, or presence in the _______________ program or study. This release and indemnity includes any and all claims arising before or after the _______________ program or study or during “free time”. This agreement of Release and Indemnity is intended to be enforced to the fullest extent permitted by law and include any claims of negligence, but not claims of gross negligence or intentionally wrongful conduct.

7. Whitworth, its personnel, employees, agents and representatives are not responsible and do not have any liability for me during my “free time”, which is defined as any time when I am not participating in the _______________ program or study including while sleeping. Whitworth, its personnel, employees, agents and representatives cannot monitor my behavior and activities during my “free time” and I hereby agree and acknowledge I waive any and all claims arising out of, related to or in connection with any loss or damage to equipment, accidental and psychological harm and injury, illness, and, in extreme cases, permanent trauma, disability and death during “free time” and this waiver is subject to the same agreement to hold harmless and indemnify Released Parties as stated above.

8. I understand that if I am involved in an accident/incident and alcohol is involved, my health/travel insurance could be void. I also understand that pre-existing conditions and mental or emotional disorders may not be covered by my health/travel insurance.

9. I also agree that this waiver shall be governed by Washington substantive law without regard to the principles of conflicts of law, and that any litigation related to the enforceability of this waiver or the _______________ (name of program), study or project in 2017 will be brought in the County of Spokane, State of Washington.

I have read and accepted the terms of this agreement herein and acknowledge that this agreement shall be effective and binding upon me, my heirs, assigns, personal representatives and estate, and for all family.

Date: ___________________ Signed: ________________________________
Appendix 22: Emergency Notification Form

WHITWORTH UNIVERSITY

EMERGENCY NOTIFICATION FORM

Student Name: __________________________

Program: ___________________________ Term: (circle) Jan / May / Spring 2019

A. I hereby authorize the representative of Whitworth University to secure whatever treatment as deemed necessary, including the administration of anesthetic and surgery. In the event of an emergency please notify the following:

Name: __________________________________________
Relationship: __________________________
Address: __________________________________________
Phone number: __________________________
Email: __________________________________________

B. I am allergic to the following foods: __________________________________________

I am allergic to the following medications: __________________________________________

I require the following medications on a regular basis: __________________________

C. To the extent that I have chosen to arrange for health, accident and/or liability insurance, the insurers are as follows:

Name of Policyholder: __________________________________________
Insurance Co. Name: __________________________________________
Policy (Group) #: __________________________________________
Appendix 23: Emergency Instruction Sheet

Sample

Emergency Information for Jan Term 2018
British Culture through the Arts

You have been registered with the U.S. embassy in your destination country. Please be familiar with information available on the embassy website.

In the event of an emergency, you are the first responder. Take immediate action to stabilize the situation. For immediate assistance call:

Europ Assistance Services, international collect: +1-240-330-1551.

They will be able to identify English language medical services, evacuation services, legal assistance, travel assistance, etc. For medical emergencies, open this envelope to check for allergies and prescription medications being taken.

If a victim of a crime, contact the police in your local area. Everywhere in the United Kingdom, the Police Emergency Number is 999.

After contacting police, notify the embassy (American Citizen Services) at:

- United Kingdom +44 (0) 20-7499-9000

As soon as you are able, e-mail or call Charles. For dealing with emergencies, Charles is your single point of contact in the U.S. and you are his single point of contact.

Charles Tappa
Office (509) 777-4499
Home (509) 467-3958
Cell: (509) 280-1647
E-mail: ctappa@whitworth.edu

If the situation is urgent and you cannot get through to Charles, call:

Stephanie Folster
Office (509) 777-4581
Home (303) 842-5751
E-mail: sfolster@whitworth.edu
# EIIA International Travel Insurance Coverage

Available only to EIIA Master Property & Casualty Insurance Program Participants August 1, 2015 – August 1, 2018

(as of May 13, 2015)

**INSURER:** Axis Accident & Health Insurance Company  
Travel Assistance Services provided by Europ Assistance

Contact Europ Assistance: Call collect worldwide: +1- 240-330-1551 or call toll free in the U.S. or Canada: 1-855-901-6712  
E-mail address: ops@eausa.com

**TRAVEL, ACCIDENT, AND SICKNESS COVERAGE ELIGIBILITY:**
Faculty, students, trustees, volunteers, chaperones, alumni, and other participants while on institution sponsored events outside of the U.S., its territories and possessions. Coverage includes dependent spouses and children while accompanying a covered traveler.

The following information is for informational purposes only. Please refer to the policy for complete coverage terms and conditions.

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACCIDENTAL DEATH &amp; DISMEMBERMENT</strong></td>
<td>$ 200,000 Each Person</td>
</tr>
</tbody>
</table>
<pre><code>                           | $2,000,000 Aggregate Any One Accident / All Persons                        |
</code></pre>
<p>| <strong>TRAVEL ACCIDENT AND SICKNESS</strong>             |                                                                             |
| Emergency Medical Expenses                   | $ 100,000 Each Person / Each Injury or Sickness                            |
| Emergency Medical Evacuation                 | $1,000,000 Each Person / Each Injury or Sickness                            |
| Medical Repatriation                          | $1,000,000 Each Person / Each injury or Sickness                            |</p>

**Important Coverage Limitations:**
- Payments under this policy will be made in full compliance with any OFAC (Office of Foreign Assets Control) trade sanctions.
- Medical coverage is for emergency injury or sickness during travel outside of the U.S., its territories and possessions.
- Emergency Medical Evacuation must be pre-certified by Europ Assistance.
- No deductible applies for services.
- $100,000 limit per person / $1,000,000 per event for Security Evacuation.
- $100,000 limit per person / $1,000,000 per event for Natural Disaster Evacuation.
- Trip Cancellation coverage $2,000 lifetime maximum per insured person.
- Trip Interruption coverage $2,000 per insured person per policy year/and lifetime maximum, 3 day maximum benefit period.
- Unlimited Personal Sojourn for pre- or post-trip travel outside U.S.
- Emergency Family Travel – Airfare only maximum limit $5,000
- Excluded activities: skydiving/parachuting; hang gliding; bungee jumping; mountain climbing; pot-holing; ziplining; motorcycle riding; and scuba diving – unless scuba diving is assigned as part of the curriculum of study for course credit
- Excluded causes of loss: suicide*; AIDS; routine or elective medical care; normal dental; acne; pregnancy or pregnancy related procedures including abortion; and loss due to participation in Specified Athletic Sporting Events**
  * Repatriation of remains is covered, but medical care for self-inflicted injury is not.
  **Specified Athletic Sporting Events are: Football, Boxing, Gymnastics, Ice Hockey, Lacrosse, Martial Arts, Rodeo, Skiing (water or snow), Surfing, Swimming, Diving, Wrestling, Basketball, Baseball, and Equestrian are excluded when participating in the event professionally or when representing the institution as part of the institution’s athletic program.

**AUTOMOBILE LIABILITY – Insurer: Navigators Insurance Company**

When renting a vehicle, coverage **MUST ALWAYS BE PURCHASED** from the rental company. Coverage shown below is **NOT** primary and does **NOT** comply with individual country legal requirements.

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Owned Automobile Liability:</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Hired Automobile Physical Damage:</td>
<td>$25,000 Each Auto</td>
</tr>
<tr>
<td>Deductible:</td>
<td>$1,000 Deductible Each Loss</td>
</tr>
</tbody>
</table>
## Appendix 25: Passport Information Sheet

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
<th>Gender</th>
<th>DOB</th>
<th>Passport Number</th>
<th>Expiration</th>
<th>Trans notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bispie</td>
<td>Emily</td>
<td>Nanette</td>
<td>F</td>
<td>31-Jul-89</td>
<td>123123123</td>
<td>13-Sep-20</td>
<td>GEG</td>
</tr>
<tr>
<td>Bohica</td>
<td>Kyle</td>
<td>Jaco</td>
<td>M</td>
<td>1-Nov-90</td>
<td>456456456</td>
<td>7-May-17</td>
<td>GEG</td>
</tr>
<tr>
<td>Cooper</td>
<td>Darrell</td>
<td>Banes</td>
<td>M</td>
<td>21-Mar-37</td>
<td>789789789</td>
<td>29 Feb 19</td>
<td>SEA</td>
</tr>
</tbody>
</table>

**SAMPLE**