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## APPENDICES

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The Office of International & Multicultural Studies

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Senior Director of IMS
Dear Deans, Associate Deans, Department Chairs and Program Directors,

The Office of International & Multicultural Studies, in collaboration with Academic Affairs, is pleased to introduce to you our new framework and focus on Intercultural Academic Programs- formerly known as study abroad/short-term multicultural experiences. We have created these Program Guidelines, which are designed to assist faculty in preparation and realization of International Outbound Programs and Domestic Multicultural Experiences.

The Office of International & Multicultural Studies is committed to providing a multifaceted support system to faculty, departments and schools. We have created these Program Guidelines to facilitate the entire process as well as to manage the intricacies of Intercultural Academic Programs. If you have any questions, please contact our office.

The Office of International & Multicultural Studies appreciates your interest in developing an Intercultural Academic Program. We look forward to assisting you in what will be a rewarding opportunity, both for your professional development and the academic development of our students.

A link to the PDF version of these guidelines is available on the IMS website.

With regards,

The Office of International and Multicultural Studies
LA111
801-863-8342
Definitions ---------------------------------------------

**Associate Director**: Under the supervision of the Senior Director of IMS, the Associate Director manages daily operational matters in the IMS office. These responsibilities include but are not limited to: intercultural academic programs, community partnerships, and inbound programs. The Associate Director specializes in the execution of IMS initiatives in a timely manner.

**Coordinator of Intercultural Academic Programs**: Under the direction of the Senior Director and the Associate Director of IMS, the Coordinator of IMS is responsible for the day-to-day program execution of IMS projects and initiatives. Coordinates safety, logistical and operational support for in-bound and out-bound international academic programs, international internships and domestic multicultural experiences.

**Domestic Multicultural Experiences (DME)**: Overnight, academic programs that are conducted inside the United States, but not on a UVU campus. There are two ways to organize a DME:

   - **Independent DME**: When a faculty member does not need IMS assistance in the planning, preparation and marketing of a DME. An application is still required for safety & security purposes. IMS does not collect student fees for an independent DME.

   - **Collaborative DME**: If a faculty member requires logistical and marketing assistance, these services are provided by IMS.

**Financial Officer**: Under the direction of the Senior Director & the Associate Director of IMS, the financial officer is responsible for all financial operations of IOP and DME. Responsibilities include program budgets, program finance management, supervision of travel authorizations, payments and reconciliations.

**International and Multicultural Studies (IMS)**: The office that assists faculty, students, and staff in developing and maintaining strong international and multicultural relationships; supports globally focused academic programs of study, service, and research; and creates international strategic partnerships with key institutions around the world.

**IMS Advisory Board**: The International & Multicultural Studies Advisory Board provides guidance on the development and execution of IOP/ DME academic programs as well as international exchanges at Utah Valley University. The role of the Advisory Board is to counsel, especially in the areas of faculty professional development, recruitment of students for intercultural
educational opportunities, advancement of global engagement and enhancement of international perspectives at UVU. Each board member represents a specific academic area within the university, which encourages increased visibility and diversity in our international & multicultural programs and engaged experiences – both locally and abroad.

**IMS Advisory Board Members:**
Dr. Steven Clark - Chair, Associate Dean of CHSS  
Dr. Abraham Tang – Associate Dean of CTC  
Dr. Danny Horns – Associate Dean of CSH  
Dr. Cyrill Slezak – Assistant Professor of Physics, CSH  
Dr. Christopher Clark – Chair, Dpt. of Theater, SOA  
Dr. Maritza Sotomayor – Asst. Professor of Economics, WSB  
Dr. Raquel Cook – Chair, Dpt. of Secondary Education, SOE  
Dr. Sara Ulloa – Associate Professor of Spanish, CHSS  
Jessica Awtrey – Assistant Dean, UC  
Linda Moore – Assistant Dean, SOA  
Mikki O'Connor – Assistant Dean, WSB Student

**IMS Representation:**
Baldomero Lago  
Bryan Waite  
Emily Tooy  
Kelsey Thacker

**IMS Expos:** Bi-annual events designed to market International Outbound Programs, Domestic Multicultural Experiences, and International Internships. These events are held September 22-23, 2015 and January 20-21, 2016. During these expos, IMS will provide: tables/table assignments, water and snacks for faculty and table volunteers, items to hand out to students and information sign-up sheets.

Program Directors will provide: table decorations, information sheets, and volunteers to help supervise the table during the expo hours.

**International Outbound Programs (IOP):** Academic, credit or non-credit bearing programs conducted outside the United States. Any faculty conducting an IOP must submit the required application materials to IMS.

**Multicultural Day Trip:** Multicultural academic programs that are conducted within the state of Utah, but not on a UVU campus, which departs and returns on the same day.

**Independent Day Trip:** When a faculty member does not need IMS assistance in the planning, preparation and marketing of a day trip. An application is still required for safety & security purposes. IMS does not collect student fees for an independent day trip.
**Collaborative Day Trip:** If a faculty member requires logistical and marketing assistance, these services are provided by IMS.

**ProCard:** A visa credit card issued by UVU and given to program directors during the pre-departure finance meeting. The purpose of the ProCard is to allow program directors access to emergency funds beyond a program’s contingency fund. The ProCard & all accompanying receipts must be returned during reconciliation. All ProCard usage is subject to university policy.

**Program Application:** The first document to submit in order to obtain program approval. The respective Department Chair and Dean must approve this document. This validates the initial process for DME and IOP and serves as a vehicle that informs IMS of a new program.

*Program directors who conduct recurring IOP or DME are required to submit an updated application and proposal every year by the appropriate deadline (see Appendixes I and II).*

**Program Director:** A full-time UVU faculty member who proposes an IOP or a DME. The program director coordinates the pre-departure efforts with the department, college and IMS; and facilitates all aspects of the academic experience on site.

**Program Director for Global and Intercultural Engagement:** Under the direction of the Senior Director of IMS, the Program Director for Global and Intercultural Engagement is responsible for all matters related to the Global/Intercultural (G/I) initiative on campus. These activities include, but are not limited to: Faculty G/I workshops and the G/I ELUD (Engaged Learning University Distinction). In addition, the Program Director coordinates and assists faculty in developing Domestic Multicultural Experiences (DME).

**Program Proposal:** The second document to submit for program approval, to be submitted after the (potential) site visit. The proposal is a comprehensive outline of the program itself, with a corresponding detailed itinerary and budget.

*Program directors who conduct recurring IOP or DME are required to submit an updated application and proposal every year by the appropriate deadline (see Appendixes I and II).*

**Reconciliation Notebook:** A notebook given to Program Directors during the pre-departure finance meeting. This notebook will serve as a record-keeping device designed to assist Program Directors in maintaining an accurate log of all receipts and purchases generated during the program. The notebook is rendered during the reconciliation meeting with the finance manager.

**Senior Director:** Under the direction of the Associate Vice President for Academic Affairs- Office of Engaged Learning, the Senior Director oversees IOP
and DME, international internships, and global engagement. The Senior Director collaborates with vice presidents, deans, administrators, faculty, staff, and students to generate strategic initiatives. The Senior Director also implements plans that support inclusion, internationalization, and multicultural education consistent with the mission and core themes of the institution.

**Site Visit:** A pre-program visit to the intended location in which the program director maps out the intercultural experience in order to create the program proposal (which includes a comprehensive itinerary and detailed budget). Funding comes from the respective school or college. If logistical assistance is needed, IMS may provide operational support. A program director must present a detailed itinerary and budget form to IMS in order to forgo a site visit.

**IMS Deadlines & Important Dates ---------------**

The Office of IMS adheres to the following deadlines. Program Directors have the option of customizing their own program deadlines.

**Pre-departure**

**Application deadline for IOP**
July 1, 2015

**Application deadline for DME & non credit bearing IOP**
Winter 2016 DME deadline = September 4 2015
Summer 2016 DME deadline = January 15, 2016

**Program proposal deadline**
August 1 (tentatively)

**IMS Expos**
September 29-30, 2015
January 20-21, 2016

**Student Scholarship Deadline**
January 31, 2016
Student Application Deadline (varies from program to program)
General- January 31, 2016

Pre-departure meetings
Meeting 1- 8 weeks prior to departure
Meeting 2- 4 weeks prior to departure
Meeting 3- 1-2 weeks prior to departure

Pre-departure financial meeting
6-8 weeks prior to departure

Class registration
8 weeks prior to departure

Health insurance information
4 weeks prior to departure

Post- return

Financial Reconciliation
Within two weeks of returning to UVU

Program Assessment
TBD
Getting Started

To obtain approval for an IOP (International Outbound Program) or DME (Domestic Multicultural Experience), one must:

- Consult with the respective Department Chair and Dean (or Associate Dean) to obtain support.
- Discuss the possibility of a program site visit, if needed.
- Submit a program application to IMS (see Appendix I).
  - Fill out the program application and submit it to the Coordinator for Intercultural Academic Programs.
  - After an overview of the application, the program director MUST obtain signatures from the respective Department Chair and Dean. A program will not be further considered until the department and the school or college approves.
- Arrange a site visit, with approval. The program director will meet with the Department Chair and Dean to determine funding. With some exceptions, a site visit is not required. (See site visit definition for exemption requirements).
- Submit the proposal, after completion of the site visit (See Appendix II). The proposal is a detailed outline of the program- including budget- with the Department Chair and Dean’s approval. The IMS advisory board will review the proposal during the summer semester.

An application is required for Multicultural Day Trips. In accordance with university safety guidelines, all official off-campus activities must be documented.

*Program directors who conduct recurring IOP or DME are required to submit an updated proposal every year by the appropriate deadline (see Appendix II).

Marketing

IMS handles and regulates all printed and digital marketing for IOP and DME. Student application fees cover all marketing costs.
For IOP:

- 200 - 8.5"x11" Program information sheets
- 10 - 11"x17" Posters
- Online Advertising
- Digital Signage
- Publicity/endorsement at two IMS expos

*Any additional program needs can be ordered a la carte and will be added to the program fee (see Appendix IV). These additional marketing needs must be outlined with the program proposal.

For DME:

- Online advertising
- Digital signage
- Publicity/endorsement at two IMS expos

*If printed materials are needed, an additional cost applies. (See appendix IV).

Program Director Responsibilities------------------------

- Marketing and recruiting
  - Attend IMS and school/college outbound program director meetings.
  - Develop a strategic plan for recruiting students.
    i. A recruitment plan might include a program information sheet, digital media, email communication, colleague support/efforts, college or school support/efforts, classroom visits, open houses, IMS Expo and events, reaching out to other institutions of higher education, etc.
    ii. Submit the plan to department chair(s) and associate dean(s).
  - Meet with department chair(s) and IMS to assess recruitment strategies and program organization—what works and what can be improved.

- Mentoring students
  - Meet with prospective IOP and DME participants before and after admission.
  - Assess students' emotional, physical, and academic competence. Where needed, help the student develop an academic preparation program that will be completed before the outbound experience.
  - Recommend specific course(s) to be completed during outbound
program.

- Organize orientations and social activities to build group solidarity and discuss program details. Funding for activities will be financed with program fees.

- Direct all non-US passport holders to IMS.

- **Acceptance into the program**
  - Finalize assessment of students' emotional, physical, and academic competence by interviewing each student. **Under review by General Counsel.**

  - Determine which students will be accepted into the program.

  - Notify each student of her/his acceptance/rejection via email, with a CC sent to the Coordinator of IMS (see Appendix V and Appendix VI).

- **IMS Expo** (Refer to definition).

- **Agreement of Services, Pre-departure Financial Meeting, and Reconciliation** (see Finance)

- **Class registrations and Clery Act** (see Pre-departure Information)

- **On-site Responsibilities** (see On-site information)

- **Orientations: Pre-departure and Cultural Stages Debriefing** (see Pre-departure Information and On-Site)

- **Assessment** (see Upon Return)

**Finances** -

Finances that directly correspond with the program are handled through the IMS office by the Financial Officer and are under the supervision of the Associate Director of IMS.

**Agreement of Services**
Upon approval for an IOP or DME, the Program Director will meet with the Coordinator and/or the Associate Director of IMS to discuss the Agreement of Services (see Appendix IV). Upon deciding these services, this will finalize the application fee that is charged to students. A copy of the Agreement of Services will go to the Dean.

**Student Application Fee and Deposit for IOP**
Student applications will not be accepted until the application fee is paid.
Students will be charged a minimum application fee of $150. The student application fee is used to pay for marketing expenses and financial services. This application fee is paid at the Bursar's Office with the following form (See Appendix VII):
http://www.uvu.edu/cgie/international/docs/isp/application_fee_paymentcard.pdf

In addition to the application fee, students are responsible to pay the corresponding program deposit of $300 to the Bursar's office within two weeks of acceptance into the program. There are specific forms for each program (See Appendix VIII). These payment sheets can be found at:
http://www.uvu.edu/cgie/international/isp/forms/

**Summer Semester Programs:** 50% of the program fee must be paid by March 1st. 100% of program fees (remaining balance) must be paid by April 22nd.

**Fall or Spring Semester Programs:** 50% of the program costs must be paid 10 weeks prior to departure.

**Student Application Fee and Deposit for Collaborative DME**
Student applications will not be accepted until the application fee is paid. Students will be charged a minimum fee of $25 for a Collaborative DME. Student application fees are used to cover marketing costs and financial services. This application fee is paid at the Bursar's Office with the following form (See Appendix VII):
http://www.uvu.edu/cgie/international/docs/isp/application_fee_paymentcard.pdf

In addition to the application fee, students are responsible to pay a program deposit. Deposits vary in amount ($25- $100) and are determined by the program director and IMS. The program deposit is paid to the Bursar's office 10 weeks prior to departure. There are specific forms for each program. These payment sheets can be found at: http://www.uvu.edu/cgie/international/isp/forms/ (see Appendix VIII).

**Multicultural Day Trip & Independent DME**
Students participating in a multicultural day trip or an independent DME do not pay a fee.

**Scholarships**
All students who apply for an IOP may apply for a scholarship through The Office of IMS. (See Appendix IX). A committee will decide on scholarship recipients. This committee will consist of: the Associate Director of IMS, the Coordinator of IMS, the Finance Officer, a faculty member, and a student. Scholarships are limited, competitive in nature and are awarded based on merit and need.
The deadline for students to apply for scholarships will be January 31, 2016. The committee will convene February 19, 2016 to review applications and award scholarships.

Travel Advance
Travel Advances will only be issued after the Itinerary and Budget Form (see Appendix II) is approved by IMS, under the recommendation of the Coordinator, the Financial Manager, and the UVU Travel Office. The UVU Travel Office has full discretion on how much money is advanced.

Travel advances can only be used for program purchases. If airline tickets are part of that advance, Program Directors must show proof of receipt.

ProCard
ProCards are to be used for program related activities and any other emergencies that have been pre-approved during the pre-departure finance meeting. All expenditures using ProCards must comply with all conditions outlined in the P-Card Manual and University Policy.

INFO: http://www.uvu.edu/procurement/department/pcard.html

*Any emergency expenses should be cleared through the IMS office.

Reconciliation
The Reconciliation Notebook will be issued during the financial pre-departure meeting (six weeks prior to departure). This meeting is held with the Coordinator of IMS and the Financial Manager. The Program Director is responsible for all finances incurred during the program and should be reflected in the reconciliation notebook. It is highly recommended that the notebook is compiled daily and that pictures are taken of each page of the book for record keeping purposes. (Pictures taken using a smart phone are acceptable). The Program Director will bear all financial responsibility if this book is not presented during reconciliation.

Program Directors are required to produce all receipts- including receipts for the ProCard. Program Directors cannot claim any receipts that list alcoholic beverages.

Within 2 weeks of returning to UVU, Program Directors are required to make an appointment with the Financial Manager and the Coordinator of IMS. This appointment can take up to two hours. Required items for this meeting are:
For IOP, an average of the exchange rate for the entire trip will be used when reconciling costs.

Failure to come prepared to this meeting will result in forfeiture and rescheduling of the final reconciliation. The Financial Manager will not accommodate walk-ins for reconciliation.

Per diem is a daily meal allowance provided during the program. In accordance with State Guidelines this includes: $10 for breakfast, $14 for lunch, and $22 (domestic) or $23 (international) for dinner. Program Directors are not eligible for per diem if it is included in hotel costs, paying for group meals, or paying on a ProCard. If the per diem is exceeded, the program directors are responsible to pay the difference for that meal.

**Faculty Compensation**

According to the university Budget Office and Academic Affairs, the recommended faculty compensation is:

- $5,500 = 12 students (registered for a minimum of 5 credits) x 4 weeks- 100% instruction by program director
- $3,500 = 12 students (registered for a minimum of 5 credits) x 4 weeks- Instruction provided by secondary institution

If the program has LESS than 12 students, there is a deduction of $300 per student. If the program has MORE than 12 students, there is an addition of $300 per student. In the event that the program has less than six students registered, the Program Director must have approval from the Dean in order for the program to proceed.

For any program offering less than five credits, the Program Director must consult with IMS for compensation details.

Program fees do not cover personal expenses. Program fees cover transportation, per diem, and all program-related costs.

Program Directors will be compensated 50% half way through the program. The remaining 50% will be paid upon completion of the program.

**The Dean reserves the right to amend compensation.**

**Program Refunds**
IOP program fees are non-refundable after the March 1st deadline. DME Program fees are non-refundable after the respective deadline. The $300 IOP program deposit is non-refundable. Refunds will be issued to students if and only if:

- the student is declined from the program (50% of application fee is refunded).
- the student withdraws from the program prior to March 1st (only payments made towards program fees are refunded).
- the program is cancelled (the application fee, deposit and program fees are refunded).

Should extenuating circumstances arise during the program, the Program Director, Department Chair, Dean and the Senior Director of IMS will determine refund eligibility.

**Pre-departure Info**

*Pre-departure Financial Meeting*
The program director is required to meet with the Financial Manager and the Coordinator of IMS six to eight weeks prior to departure. Topics will include: the finalized budget & itinerary form, travel advances, issuance of the reconciliation notebook, ProCard, travel authorization, and verification that all participants have paid 100% of program fees and tuition.

*Pre-departure Orientations*
In order to help prepare students for participation in IOP & DME, IMS mandates attendance at two pre-departure orientations. The first will be conducted by IMS and is a general information orientation for all students participating in an Intercultural Academic Program.

In compliance with the university general counsel, the mandatory second meeting will be held by various departments of the university to discuss liability, safety and security, export control, Title IX, Clery Act, and other important topics. See Appendix X for an outline of pre-departure meeting information.

Program Directors are encouraged to hold separate pre-departure orientation meetings at their own convenience with program participants.

Students and faculty will be required to provide a copy of the passport biographic data page. This must be emailed directly to the Coordinator of IMS.

*Class registration*
Two lists must be emailed to the Coordinator of IMS eight weeks prior to departure.
1. A finalized list of courses for the program.
2. The program roster with corresponding class registration for each individual student.

The Coordinator of IMS will then issue overrides for the students to allow them to register for courses.

Any registration concerns should be brought to the attention of the Coordinator of IMS. In compliance with IMS guidelines, the preferred method of correspondence is email, with the Program Director CC'd.

**Safety and Security**

After program approval, the Coordinator of IMS will email the Program Director the Safety and Security information about the destination country. This will include information from the U.S. Department of State and Lonely Planet’s guide to the country. The Program Director is responsible for forwarding this information to the program participants.

**Travel Warning/Travel Alert Information**

The U.S. Department of State issues “Travel Warnings” or “Travel Alerts” for certain countries under certain circumstances. If a travel **warning** is issued for the intended country of travel, Jeff Olson, Senior Vice President for Academic Affairs, must approve the group for travel.

A **Travel Warning** is issued when one must carefully consider whether or not to go to the country at all. When the U.S. Department of State issues an alert that forbids, restricts, or otherwise strongly urges U.S. citizens against travel to a country or region, the University’s travel programs in that country/region may be suspended. According to the Department of State website: “Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks”.

A **Travel Alert** is issued for short-term events. The program director is still advised to take caution while traveling. The Department of State website explains: “Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks.” Travel Alerts are also issued for inclement weather.

For more information, visit the U.S. Department of State website at: [www.travel.state.gov](http://www.travel.state.gov)

Any faculty member traveling to a **Travel Warning** country will be required to sign a waiver of liability.
Evacuation Plan
In the event of an emergency (i.e. civil unrest, natural disaster, etc), it is the responsibility of the program director to execute the evacuation plan, as outlined in the Program Proposal document (see Appendix II). The program director must contact IMS immediately, in the event of an evacuation.

Accompanying Family Members
In accordance with the university policy 608 on international travel,

4.5 Accompanying Adults and Minor Children

4.5.1 Accompanying adults. Upon approval by IMS and completion of the University’s required agreements and releases, non-university adults, such as adult family members, may accompany a study abroad or other international travel group. In such a case, the role of the person(s) must be agreed upon in advance, in writing, between the individual, the program director, and The Office of IMS. In no event may an accompanying adult be assigned any supervision or other University work duties without approval by IMS and Human Resources and compensation. The University reserves the right to impose limits and/or conditions on the role, activities, and presence of any adult who accompanies the program. Such limits or conditions shall derive from programmatic concerns related to health, safety, or security as determined by the University.

4.5.2 “Accompanying Minor Children. The program director(s) of a study abroad program must be available at all times to respond to student needs or emergencies. For this reason, it is not recommended that program directors, or other accompanying adults, take minor children. In certain circumstances, with approval of the program director(s) and IMS and completion of the University’s agreements and releases by the minor’s parent or guardian related to such travel, children may accompany programs. Minor children accompanying program directors must be adequately supervised at all times. The presence of minor children or other family members may not disrupt or alter the study abroad or other travel program in any way. Minor children must be accompanied by an adult other than the program director who will be fully responsible for the child and who will pay for all expenses incurred on their behalf. Children under 18 years of age will normally be accompanied by an adult having no formal or informal role in the program (i.e., a full-time caretaker).”

Dean’s approval is required in order for a program director to bring his or her family on an IOP or DME. Submit this request directly to the respective dean. Upon approval, a request for travel insurance must be submitted to IMS. This is currently under review by the general counsel of the University.

*Please note, Utah Valley University is not liable for the family members of UVU faculty who are insured under HTH Travel Insurance.

Travel Insurance
Travel insurance is issued by HTH through a university contractual agreement
with IMS. Insurance is required for every UVU student, staff and faculty member that travels abroad for the duration of the program. The two options are weekly ($15/week) and monthly ($50/month). These two policies are separate and cannot be used in conjunction with one another.

For example: A participant of a seven week program will purchase either a seven week policy at $105 ($15 x 7 weeks) OR a two month policy at $100 (2 months x $50).

Program Directors will be emailed the insurance roster outlining the information needed in order to obtain HTH Travel Insurance. This needs to be filled out by each individual going abroad four weeks prior to departure. Digital copies of the insurance cards will then be sent to the Program Director and to each individual student.

Program directors who have been approved to bring family are eligible for discounted insurance through HTH Travel Insurance. Contact IMS for rates & procedures.

**Communication Devices**
Faculty have the option of leasing a cell phone through IMS for program-related purposes. This device is for program use only. The rental fee is $40 for the duration of the program, plus additional expenses incurred from use. Program fees will cover these costs.

- Cell phone provider: T-Mobile
- Cell phone plan: Simple Choice Plus (coverage in over 120 countries)
- Cell phone coverage: FREE texting; FREE 3G LTE Data; 20 cents/minute calling

**If a cell phone is lost or damaged, program fees will be used to replace it.**

**Export Control**
The Export Control Guidelines for UVU state: “Federal laws restrict the export of certain goods, information, and technology in ways that affect [UVU]. These laws primarily focus on technology…”

It is the Program Director’s responsibility to review the UVU Export Control Guidelines prior to departure, share this information with their accompanying students, and fill out the proper documentation. Additional information will be provided to the program director during the pre-departure orientation.

Export control will be handled according to federal law and university guidelines found at: [http://www.uvu.edu/compliance/postaward/exportcontrols.html](http://www.uvu.edu/compliance/postaward/exportcontrols.html)

**Clery Act**
In accordance with university accreditation, UVU must follow reports and
protocols as outlined by the Jeanne Clery Act of 1990.

As outlined in the Code of Conduct, any student, faculty, or staff that is participating in a program sponsored by UVU must act as though the location of the program is an extension of a UVU campus (For information regarding the Clery Act, visit [http://www.cleryact.info/clery-act.html](http://www.cleryact.info/clery-act.html)).

**Student Accident and Death**
In the event that a serious accident occurs, the Program Director will be responsible to contact the Senior Director of IMS via email or by phone at 801-863-7301. Program Directors will be given a card during the Pre-departure Financial Meeting that will have additional emergency contact information.

The definition of a **serious accident**, according to the university, is: a sudden incident, on or off campus, that results in death, dismemberment, or other life-threatening injury.

IMS and the Program Directors will respond to student accident and death according to UVU policy found at: [www.uvu.edu/policies/guidelines/guidelines.html](http://www.uvu.edu/policies/guidelines/guidelines.html)

**On-Site**

The **number one** priority for Program Directors should be student safety. Students have the right to contact their Program Director 24-hours a day, every day, while abroad. Program Directors should always be accessible, should always communicate with IMS, and enforce the Utah Valley University Code of Conduct.

**UVU Code of Conduct**

Though abroad, students, staff, and faculty members are still required to abide by UVU Code of Conduct. This includes university policy on: Cheating & Plagiarism, Drugs & Alcohol, Accommodations, Ethics Point, etc.

Program Directors are highly encouraged to review the UVU Code of Conduct prior to departure. The policies can be found at: [http://www.uvu.edu/studentconduct/students/other.html](http://www.uvu.edu/studentconduct/students/other.html)

**Lodging**

Program Directors are responsible to secure safe and appropriate accommodations for all students.
**Transportation**
Program Directors are responsible to make appropriate arrangements for safe transportations. It is highly encouraged that Program Directors become familiar with the various modes of transportation where they are traveling as well as average costs, in order to properly inform the students.

**Food**
It is the Program Director's responsibility to find a location and a time for all meals. The Program Directors are also highly encouraged to provide a guideline for eating in the area that they are in (this especially applies to those in a foreign country).

**Excursions**
Program directors are responsible for accompanying students on all official program-related activities.

**Medical and Emergency**
The Program Directors are required to contact IMS in the event of an emergency. Program Directors are required to know the following:

- Where to take students in the event of a medical emergency
- How the HTH Insurance works (i.e., calling HTH for verification, having physical copies of the insurance policy, student cards, etc. This information is sent to the Program Director upon issue of insurance).
- What the local equivalent of USA’s “911” is (for international travel)
- Visa Card Information (in the event that this card is misplaced, lost, or stolen)
- A plan of evacuation

Refer to Student Accident and Death section for further information on medical and emergency procedure.

**Upon Return**

**Program Finance Reconciliation**
Upon return, the Program Director must make an appointment for program financial reconciliation. Refer to the Finance section for reconciliation information.

**Program Assessment**
All students will be surveyed upon return to assess student satisfaction and program impact. This information will be shared with the Program Director and the corresponding Dean in order to insure that students are met with a quality academic experience and to maintain program quality.