



UNIVERSITY OF  
**CENTRAL**  
**ARKANSAS™**

CENTER FOR GLOBAL  
LEARNING & ENGAGEMENT  
EDUCATION ABROAD

# Faculty Leader Handbook



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### **Tips for Staying Safe:**

1. At a minimum, know how to ask for help in the native language of the country and know local emergency telephone numbers.
2. Adhere to State Department instructions to keep yourself safe. Enroll in the STEP program. Monitor changes in entry and exit restrictions due to COVID 19.
3. Always keep an eye on your purse/wallet/cameras. Wear backpacks in front of you on trains, buses and when in crowded areas.
4. Don't carry large amounts of cash. Leave your passport in a secure location and carry a copy of your passport.
5. Be alert in crowds and be aware of the distraction techniques used to rob tourists.
6. Do not stay out late at night alone, or walk alone at night. The buddy system is highly recommended.
7. Stay away from political rallies or demonstrations.
8. Always let others know where you are staying, when you are expected to return, etc.
9. Adhere to local warnings and when swimming at local beaches ask locals about tides and rip currents as these can be dangerous. Beware of activities such as cliff diving and high risk activities that generally are not covered by insurance.

### **Behavior Abroad**

In registration for the study abroad program, students signed the following statement:

It is within the course instructor's and the discretion of the staff of Office of Education Abroad to determine that my violation of such rules and regulations warrants my termination from the program. In the event I may be sent home at my own expense, I agree that the University has the right to enforce its rules and regulations, including its students conduct, in its sole judgment, and that it will impose sanctions, up to including expulsion from the program, for violating these rules and regulations or for any behavior detrimental to or incompatible with the interest, harmony and welfare of the University, the program, or other participants.

Students are subject to all UCA student policies found in the UCA Student Handbook while abroad including those related to alcohol and drug use.

## **Alcohol and Drug Policy for UCA Education Abroad Programs**

Students should be reminded that they are subject to the laws of the host country, rather than U.S. laws. Foreign Governments can prohibit certain prescription drugs. Faculty should work with the Office of Education Abroad before departure to make appropriate arrangements for students who need to take prohibited prescription drugs abroad.

Although UCA students are subject to local laws abroad and may be legally of age to purchase alcohol, all participants in a UCA sponsored education abroad program represent their university, state, and country and are therefore expected to uphold the same standards for conduct as on campus.

While consumption of alcohol is not prohibited on Education Abroad programs for students who are of legal age, students who are legally allowed to consume alcohol outside the U.S. should drink responsibly. UCA study abroad program itineraries should in no way inhibit the full participation of individuals who do not consume alcohol.

### ***Examples of alcohol misuse faculty should not tolerate:***

Alcohol misuse is defined as any use that is harmful or potentially harmful to oneself or others. The planned, systematic misuse of alcohol becomes alcohol abuse. Alcohol misuse may be present when:

- A student misses any scheduled event because of the effects of alcohol consumption
- A student becomes ill due to the effects of alcohol consumption
- A student is disrespectful to others sharing the same housing
- A student engages in inappropriate behavior toward other individuals as a result of alcohol consumption
- A student does not abide by the relevant laws of the country in which he or she is staying
- A student engages in behavior that causes embarrassment to the other members of the group, the faculty member(s) or the in-country host(s) as a result of alcohol consumption
- Students in a group facilitate/encourage or ignore a fellow student who is misusing or abusing alcohol
- Students transport alcohol to program sites with the intent of sharing the alcohol with the group.

Faculty Leaders abroad may choose to report the behaviors above and any others as they see fit. Faculty Leaders should use the incident report (pg. 10) to document alcohol misuse.

During the proposal period, faculty leaders should request approval for any itinerary activities that involve faculty consuming alcohol in the presence of students or the students drinking as a group. Examples of activities that can be approved include group visits to locations that offer a sample of an alcoholic beverage or group dinners included in the program itinerary. All such approved activities assume that alcohol will be consumed by all in moderation, with the latter defined as one drink.

### **Faculty Leaders: Alcohol and Drug Use**

Faculty should refrain from buying alcohol for students, accepting alcohol from students, and entering student's personal accommodations unless in the event of a wellness check.

- Leaders should not consume alcohol in the presence of students unless this is part of an approved and scheduled event on the program itinerary. Events must be approved by the university during the program approval process.
- Alcohol consumption by faculty, staff, or group leaders during free time should be in moderation (1 to 2 drinks) because faculty, staff, and group leaders are expected to be on call 24/7 and to immediately and capably perform their duty as a group leader in an emergency.
- Program participants should be fully informed of the alcohol related policies.

When abroad, faculty leaders are to adhere to policies outlined in the UCA Faculty Handbook:

<https://uca.edu/academicaffairs/files/2014/07/fhb-current.pdf>

### **Faculty Leader Expectations**

The faculty leaders are expected to follow the core values as outlined in the UCA Faculty Handbook including:

***Integrity:*** We are committed to ethical and responsible behavior in our own actions and to developing the same commitment in our students, thus fostering individuals who will have the skills, knowledge, and ability to engage positively with a diverse and changing world. Our commitment extends to all levels of our campus to foster a climate of ethical conduct, respect, responsibility, and trust.

***Ethics:*** We believe in acting with honesty, courage, and trustworthiness.

***Respect:*** We support a community and climate of respect and thoughtfulness among students, faculty, staff, and the people of our community, state, nation, and the world.

**Responsibility:** We commit to being responsible and accountable in our operations at all levels of the institution, including continuous assessment of our academic programs and transparency in our fiscal and operational proceedings.

**Trust:** We value and continually seek to earn the public's trust in all of our actions and words.

## **Additional Requirements for Faculty Leaders**

### **Cell Phone Availability**

Faculty Leaders are required to be available by cell phone 24/7 for the duration of the program. The cell phone number(s) must be provided to the participants before departure, or as soon as professors arrive in-country. While WIFI is increasingly available, leaders should not rely on WIFI exclusively, but should have cellular service. Leaders typically:

- Add international calling to their existing U.S. plan
- Purchase or rent a local phone or SIM card in the host country
- Faculty leaders will be reimbursed upon return up to \$200 to cover charges incurred with communication. Students are also *strongly* encouraged to have a cell phone with cellular service while abroad.

The Office of Education Abroad will assist in sharing phone numbers to all participants prior to departure.

### **On-Site Orientation**

Once you arrive at your point of destination, provide students with an on-site orientation. Go over the following at a minimum:

- Lead a walking tour of the area;
- Teach students how to use local transportation (bus and train stations used to/from housing, which taxi companies are a trusted form of travel);
- Share emergency response plan and procedure for communication in an emergency;
- Remind students they must adhere to both local laws and the UCA Student Handbook Policies;
- Remind students that when traveling on their own, they are required to let you know where they are going and when they plan to be back, without exception. Participants are to complete the weekend registration online form provided by Office of Education Abroad;

- Remind students you are there to help with any student services needs (cultural adjustment, grievance complaints for harassment/discrimination, reporting of assault/ rape, etc.);
- Provide students with site-specific information about potential health and safety dangers, in writing;
- Provide students with in-country emergency contact information (names and telephone numbers of medical emergency officials, law enforcement officials, U.S. Embassy/ consulate);
- Remind students to stay away from any demonstrations or protests. As foreigners, they are less likely to pick up on danger signals that are more obvious to people from the host culture, and they may even become a target. Remember that your presence with students in such a situation could make you responsible for harm that may occur, even if the students went to the high-risk location independently. The appropriate response would be to leave the scene and encourage the students to do the same.

### **Information Faculty Must Provide to Education Abroad Staff**

The Office of Education Abroad will request the following information from faculty leaders via email. This information must be provided to at least one month prior to departure:

**1) Faculty Leader Name(s) and Phone Contact Number Abroad**

**2) Local Police Contact Abroad**

**3) US Embassy Address(es) and Number(s) (Closest to group activities)**

**4) U.S. State Department Emergency Contact(s)**

**5) Emergency Meeting Place(s) Abroad**

→ *If this meeting place is inaccessible, what instructions will you provide students?*

**6) Local Hospital Contact(s) and Address(es)**

**7) List of activities to be included in the acknowledgement of Activities Waiver and Release Form**, such as: Light hiking/climbing on uneven terrain; entering areas with health concerns; entering areas with extreme weather conditions; areas with dangerous flora or fauna (i.e. poison ivy, ticks, fleas, poisonous flora and fauna).

## **Emergencies Abroad**

An emergency is an occurrence or situation that poses a genuine and sometimes immediate risk to your health, safety or security. **Faculty leaders are expected to report emergencies abroad. Please contact the Office of Education Abroad and complete an incident report when feasible (Available through Google Forms and in paper form to be scanned and emailed).**

Situations that are an emergency include, but are not limited to:

### **Medical**

Life-threatening accident

Injury or illness

Severe psychological or mental problems

Any hospitalization

### **Crime**

Sexual assault

Victim of physical assault

Arrest, detention or questioning by police or other security forces

Disappearance or missing person

### **Political Crisis**

Crisis immediately affecting safety, security or health

Terrorist attacks

Riots or civil unrest

War

### **Natural Disaster**

Crisis immediately affecting safety, security or health

### **Death**



## **Emergency Contact Information**

Know the local country's emergency number and location of the nearest U.S. Embassy or Consulate, and share this information with all participants.

### **UCA PD**

501-450-3111

### **UCA Education Abroad Office (emergency contact only - 24/7)**

501-428-6006

### **Non-Emergency Contact**

501-450-3646

501-450-5098

8:00 am to 4:30 pm Central Time

### **iNext Insurance Provider (faculty and student insurance)**

Seven Corners: 1-317-582-2684 for medical, legal and travel assistance

Or in U.S. 1-877-852-6767

### **CISI Insurance (AIFS programs ONLY)**

(800) 303-8120

## Incident Report

An incident report should be completed as part of each of the emergency protocols outlined at the end of this handbook.

Please fill out this form as completely as possible. In the event of any legal action this form will serve as the basic official record of what transpired and what actions were taken by college officials at the scene of the incident. **This is also accessible online through [Google Forms](#).**

Date of incident:  Time of incident:	Location of incident:
Name of student involved (submit one report per student):	
Name(s) of other student(s) involved:	
Brief description of what happened:	
Were you present? If you were not present, when were you informed and who informed you?	
What actions did you take?	
If the student was transported to a hospital or clinic, please provide the complete name of the facility, phone, address, etc:	
Names and numbers of physicians who examined or treated the student:	

Exact name(s) of medication(s) prescribed to student:

Was the student conscious and capable of making informed judgments about his or her medical treatment?

If the student was not capable of making medical decisions, who made decisions?

What follow up care was recommended?

Were the police or legal authorities notified of the incident or present at the scene?

Names and phone numbers of legal authorities:

Was the U.S. embassy notified? If so, please provide the name and number of contact(s).

Dates/times of contact with Office of Education Abroad:

Dates/times of contact with parent/guardians:

Signed \_\_\_\_\_

Date and Time \_\_\_\_\_

## **Crisis Management Plan**

Conditions requiring a crisis management plan:

- Serious injury, illness or death
- Emotional or psychological stress that appears to require removal from the situation, or needs professional attention
- Victim of a violent crime
- In-country concern (uprising, terror or natural disaster)

## Emergency Protocols

### 1. Absence of a Student

#### *In the case of an absence due to illness:*

If a student or others report a student is ill and cannot attend class or activities a faculty member must **go to the student's room** (with another professor or student) to check on the student and determine if the student requires medical attention. A phone check up is not sufficient.

#### *In the case of an unexplained absence, ask students:*

When was the person last seen?

Was she/he seen with someone else?

Who was the last contact?

Did the person inform anyone of plans?

How was the person traveling?

Ask every student for information.

If a student cannot be located, contact local police, contact UCA Office of Education Abroad, US Embassy, and consider contacting parents/guardians.

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### 2. Death of a Student or Faculty Member

#### *Faculty Abroad will:*

- Notify the Office of Education Abroad. The Center for Global Learning and Engagement will contact the appropriate administration.
- Seek assistance from the U.S. Embassy/Consulate.
- Refer media inquiries to University Communications. Please do not issue statements to the media or post on social media.

#### *The Center for Global Learning and Engagement will:*

- Notify the Dean of Students, the Provost and the President. The Dean of Students will notify the student's family. In case of the death of a faculty member, the department chair and dean will notify the faculty member's family.

- Contact the relevant U.S. Embassy/Consulate.
  - Coordinate repatriation of remains with help from iNext Insurance.
  - Serve as centralized contact.
  - Offer assistance to family members who may travel abroad to handle arrangements.
  - Notify students and other participants of counseling services.
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### **3. Injured Student or Faculty Member**

- Get the student or faculty member proper emergency treatment.
  - Seek assistance from the nearest Embassy/Consulate.
  - Begin an event log.
  - Contact the insurance company with the help of the Office of Education Abroad. The Center for Global Learning and Engagement will contact the appropriate administration.
  - Provide student assistance in contacting family, if needed.
  - Monitor the student's condition.
  - Continue communication with the Office of Education Abroad.
  - Refer media inquiries to UCA's University Communications.
  - Circumstances in which family will be contacted: inability of student to make a decision, if the student's life is in jeopardy.
  - Complete and submit an incident report.
- 

### **4. Student or Faculty Member with Emotional or Psychological Problem**

- The Office of Education Abroad will contact UCA's Counseling Center to call the student and/or a faculty member for assessment.
- The Counselor will make a recommendation based on their assessment. The student may be discharged to the care of an on-site mental health facility or a professional.

- The Office of Education Abroad will inform university administration, if necessary. Together with faculty, it will be determined whether emergency contacts should be notified.
- Faculty should be ready to assist with any follow-up needed (U.S. Embassy and insurance can assist with referral to medical facilities).

Stress can exacerbate a pre-existing mental illness. Familiarize yourself with the warning signs of mental stress, to seek help for the student as early as possible. Behavioral warning signs include, but are not limited to:

- an inability to communicate clearly,
- an unusual or markedly changed pattern of interaction, such as totally avoiding participation, becoming excessively anxious when called upon, or dominating discussions when this was previously not the case,
- extreme behavior fluctuation within a relatively short time span,
- a depressed or lethargic mood,
- being excessively active and talkative (very rapid speech),
- swollen or red eyes,
- a marked change in personal dress and hygiene,
- being sweaty (when the room is not hot),
- or falling asleep inappropriately.

Source: University of Nebraska (Lincoln)

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## 5. Student or Faculty Member Victim of Crime

- Get the victim medical treatment, if necessary.
- Report the attack to local police.
- Seek assistance from the relevant Embassy or Consulate.
- Begin documenting events.
- Inform the Office of Education Abroad. The Center for Global Learning and Engagement will contact the appropriate administration.

- Assist in contacting the student or faculty member's family, if necessary.
  - Determine if the victim wants to leave the program early.
  - Refer media to UCA's University Communications.
  - Complete and submit an incident report.
- 

## **6. Natural Disaster, Civil Unrest or Terrorism**

- Contact all students to determine their needs.
  - Contact the Office of Education Abroad. The Center for Global Learning and Engagement will contact the appropriate administration.
  - Monitor the U.S. Embassy and State Department's web pages for current information.
  - Seek guidance from the local Embassy or insurance carriers on evacuation decisions (with assistance from the Office of Education Abroad).
  - Communicate specific instructions to students.
  - Begin an event log.
  - Coordinate travel arrangements in safe haven countries/regions with the U.S. Embassy.
  - Encourage students to contact their families.
  - Maintain a log of actions taken.
  - Refer media inquiries to UCA's University Communications.
  - Complete and submit an incident report, when secure.
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## **7. Arrest of Student**

- Obtain information from local authorities. Begin an event log.
- Contact the local U.S. Embassy/Consulate to obtain legal representation for the student(s), and to guarantee the student's rights and humane treatment according to internationally accepted standards (If the student is a non-U.S. citizen, contact the student's home country consulate).



- Contact Office of Education Abroad. The Center for Global Learning and Engagement will contact the appropriate administration.
  - Assist the student in contacting their family.
  - Refer media inquiries to UCA University Communications.
  - Complete and submit an incident report.
- 

## **8. Physical or Sexual Assault**

- Get the victim immediate medical treatment at a local hospital.
  - Report the attack to local police.
  - Begin an event log.
  - Seek assistance from the local embassy/consulate. Inform the Office of Education Abroad.
  - Address safety concerns of the victim and provide assistance.
  - Continue communication with the Office of Education Abroad. The Center for Global Learning and Engagement will contact the appropriate administration.
  - Determine if the participant wants to leave the program early.
  - Refer media inquiries to UCA's University Communications.
- 

## **9. Pandemic or Regional Health Threat**

- Begin an event log, and gather information.
  - Contact the Office of Education Abroad. The Center for Global Learning and Engagement will contact the appropriate administration.
  - Notify the local embassy or consulate.
  - Refer media inquiries to UCA's University Communications.
-

## **10. Terrorist Attack in Close Regional Area**

- Immediately gather the group to ensure students' physical safety.
  - Encourage students to call home and inform family that they are safe.
  - Faculty leaders should contact the Office of Education Abroad to report all participants are safe.
  - Check the State Department's announcements.
  - Determine with the Office of Education Abroad and the Center for Global Learning and Engagement if participants want or need to leave the program early.
- 

## **11. Positive Covid Case**

- A student testing positive for COVID should isolate according to local guidelines, if immediate medical attention is not required.
  - Faculty leaders should encourage students to call home and inform their family.
  - Faculty leaders should contact the Office of Education Abroad to report by phone or email, as appropriate.
  - Providers should be notified, as providers will instruct, help and provide support for next steps. Students in close contact, such as roommates, should be encouraged to test for COVID.
  - Education Abroad staff will assist in planning for a student's extended stay abroad, if required, and other accommodations. Faculty are asked to communicate developments with staff while continuing the program, so other students are not impacted and are able to participate in planned events. Insurance will reimburse some costs incurred as a result of a positive COVID test.
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## **12. Student Requesting to Leave a Program Early**

- Students should be informed by faculty leaders that if they choose to leave the program early, all costs associated with departure are the student's responsibility. In the case of a documented medical incident, the Office of Education Abroad will assist the student with their request for reimbursement through insurance.

- Faculty should call and/or email staff in the Office of Education Abroad should a student request to leave early. If an emergency occurs, please call. In case of a non-emergency, the request can be emailed.
- The Office of Education Abroad will email a student in order to document their decision to depart the program early. The student is no longer on the program once they depart.
- Faculty leaders should assist students in efforts such as: rebooking the flight (through provider), checking out of accommodations, and booking transport to the airport.
- Faculty, with Education Abroad office staff, will work together to notify providers of upcoming activities the student may miss due to early departure.