



COA Study Abroad

Explore the World, Discover Yourself

College of The Albemarle Study Abroad Program Participant Handbook

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General Information about the College of The Albemarle Study Abroad Program

What is study abroad? It is an opportunity for participants to combine study with international travel. The Study Abroad Program at College of The Albemarle is a short-term travel abroad program. The purpose of the program is to create cultural understanding and awareness on an international scale.

COA's Study Abroad Program provides an opportunity for participants to learn about new cultures and people. In this ever-increasingly connected world, travel is a gateway to improved understanding and empathy for those who are unlike ourselves. Participants benefit from the many lessons study abroad can provide, both personally and professionally; today's employers and university programs often prioritize international experience when evaluating applicants.

The COA Study Abroad Program, furthermore, features High Impact Practices (HIPs) that benefit participants from many backgrounds whenever possible. These can include:

- A learning community – This is exhibited in the cohort concept of the program, both in preparatory coursework and through travel.
- Common intellectual experiences – Coursework, travel, and service learning provide this to participants.
- Service learning – Service learning occurs through volunteer activities such as tutoring and mentoring, or physical labor, and as a main component of the study abroad trip.
- Diversity/global learning – Study abroad introduces participants to different cultures and global regions, showing them the effects of interaction and the interconnectivity of the modern world.
- Capstone project – A capstone would be the culmination of the program and application of the concepts learned, allowing participants to reflect on their growth, both academic and personal, over the course of study and travel.

The Study Abroad Program further fits within the North Carolina Global Distinction program hosted by the University of North Carolina-Chapel Hill World View Center. It is “a collaboration between NC community colleges and UNC at Chapel Hill to globalize the curriculum and increase faculty and student involvement in global issues, activities and dialogue through the implementation of a global distinction program.”

Participants in this program must complete the following requirements in order to obtain certification on their College of The Albemarle student transcript that they are global scholars:

- complete at least fifteen credit hours of globally intensive courses
- participate in eight international activities and dialogue
- gain global experience (thirty (30) hours of participation in either study abroad or a domestic intercultural experience)
- give a capstone presentation related to their global learning participation

The Study Abroad program provides in-depth training and preparation for all participants. It holds regular meetings throughout the school year prior to trips to discuss how to travel. Topics include packing requirements and limitations, proper storage of documentation and money, airport navigation, and safety procedures. In addition, all participants may be provided basic language guides for the host country when the host country's primary language is not English.

Participants form relationships with each other during these preparatory meetings and at fundraisers. Fundraisers are held each year to support student scholarships and help defray some of the costs associated with travel abroad. Matching funds are currently provided by the College of The Albemarle Foundation. Examples of fundraisers include yard sales, silent auctions, car washes, and raffle ticket and coupon sales. Fundraisers are planned and prepared by the participants in the program with the guidance of faculty trip leaders.

The program also shares information about travel to the COA campus and the community at large. This has included information tables, newspaper articles and interviews, and radio interviews. Participants are given many opportunities during their time working with study abroad to volunteer, fundraise, and coordinate with others.

Overall, by participating in the COA Study Abroad Program, individuals become well-rounded and well-educated in topics beyond the scope of a traditional classroom environment. They obtain skills in many areas that can assist them in their future endeavors and help them grow into the globalized community leaders of tomorrow.

PROGRAM REQUIREMENTS

For a participant to travel with Study Abroad, they must meet the following requirements:

- Participant must have or obtain a valid U.S. Passport. If an International Student, then, proper visa and status must be in place before trip occurs.
- Participant must not have been convicted of a felony.
- Participant must obtain approval for participation in the program from the study abroad coordinator by completing the application form.
- Preference in admission to the Program and attached trips will be given to College of The Albemarle students.

Interested individuals should schedule an appointment with the program coordinator prior to the completion of an application for the program. During that meeting, prospective participants can be provided with an information packet about the program including costs and expectations of the program's participants.

AGE RESTRICTIONS

Participants age 16 and above can apply for involvement in the Study Abroad Program if they meet the program requirements and have discussed their decision to travel with the program coordinator.

Participants should be at least 17 years of age *at the time of travel* to qualify as a candidate for the Study Abroad Program.

SCHOLARSHIPS

Participants should also note that Study Abroad scholarships have additional requirements.

- Participants must be students at College of The Albemarle.
- Participants must complete at least 12 hours of academic credits at COA prior to the time of planned travel.
- Participants must have a minimum GPA of 2.5.
- Participants must complete required scholarship essay.
- Participants must actively engage in fundraising for the Study Abroad program.
- Scholarship recipients may be required to complete a reflection essay at the conclusion of the trip, speak at Rotary Club or other civic donor meetings, or help promote the program in other ways.

PAYMENTS AND EXPENSES

All payments for travel are made directly to the travel company. Participants should assess their ability to pay the required amount prior to signing up to travel abroad with the program.

Tours differ in personal expenditures (e. g., tuition, food costs, extra events, souvenirs, etc.). Therefore, it is critical for participants to review the additional costs required for each tour with the program coordinator.

The participant is responsible for any debts or expenses incurred by traveling abroad with the COA Study Abroad Program. The program will **not** assume liability for participants' personal debts and expenses.

Participants choosing not to participate in group fundraising or not eligible for scholarships must

pay for their portion of group funding as required. To assess this amount, participants should discuss their decision to pay these costs outright with the program coordinator.

WITHDRAWAL PROCEDURES

To withdraw from the program prior to travel, the traveler shall notify the program coordinator and contact the tour company.

Refunds may be available for participants who withdraw from the program. The amount of refund is determined by the cost of the travel, the level of travel insurance the participant has selected, and the time frame in which the withdrawal occurs in reference to travel.

All participants are **required** to obtain travel insurance through the tour company. The Travel Protection Plan Plus is the required level of insurance.

Travel insurance may also cover lost luggage and medical expenses incurred during travel. Travelers should consult the policy offered.

DEADLINES

The final deadline to sign up for a study abroad tour is generally December of the year prior to travel, especially for trips that occur over the college's Spring Break. However, it is recommended that participants sign up prior to this date to assure a lower overall price. Early enrollers may qualify for travel company scholarships and discounts.

Payment deadlines are set by the travel company. Participants are responsible for checking their account balance and coordinating payments on time with the travel company.

PRE-DEPARTURE PLANNING

To prepare for travel abroad, participants are expected to attend meetings during the year prior to travel. These workshops cover a variety of topics that assist participants in preparing for their travel abroad, but vary in content from year to year depending on the travel destination. Topics discussed include:

- Passports and other required documentation
- Health requirements, including vaccinations
- Travel safety
- Financial requirements and currency exchange
- Communication while abroad
- Effective packing (a packing check sheet is provided before travel)

Meetings with participants may be based on the availability of the participants. Additionally, email is used to share information with participants.

A copy of each participant's emergency contact information and application is given to the program coordinator or other responsible party prior to tour departure.

A color copy of each participant's passport and information concerning medical and allergy needs and accommodations must be submitted to the program coordinator prior to tour departure.

BAGGAGE

Participants need to check with the airline prior to departure regarding baggage restrictions and possible fees.

Please remember that you are responsible for **your** luggage. At **every** transfer point, be sure that you have all of your belongings. Never leave your belongings unattended! **Do not pack your passport in checked luggage.** Your passport should be easily accessible. Also, do not pack any money, jewelry, cameras, or expensive electronic equipment in your luggage. Carry these with you.

PASSPORT

While abroad, participants are required by local laws to carry identification with them at all times. They should not, however, carry their passports with them unless the situation specifically requires it. Instead, they should carry a photocopy of the passport and any other relevant documents. Note: replacing a lost U.S. passport overseas typically costs in excess of \$200.00 U.S. It also requires considerable time and effort to obtain on the part of the participant and chaperone, especially if not near a US Consulate. In short, it can easily blight the whole travel experience.

TAKING MONEY ABROAD

The Study Abroad staff strongly encourages participants to consider several methods of accessing and bringing funds to their study abroad site. ATM cards may be "eaten" by certain machines; credit cards may not work for an unknown reason, etc. Make sure you have a "back-up" plan for the methods selected.

Personal Checks: It is virtually impossible to cash personal checks abroad. Travelers should **not** expect to cash personal checks abroad.

Plastic (Credit Cards and ATM Cards): Automatic Teller Machines (ATMs) are available overseas. Participants should make sure they are able to check the account balance. Most banks will charge a fee to use ATM in international locations. They also typically charge a conversion fee for currency exchange. Participants should plan on bringing both an ATM card and a credit card. The credit card could be reserved for "emergencies." Many foreign banks will give cash advances in local currency charged to the major credit cards. Check with the bank and/or credit card company for a list of banks and ATMs in the study abroad site. **Participants should inform**

their bank and/or credit card company if they are planning on using their card overseas to prevent them from being suspicious of fraudulent card usage. Don't forget the PIN number.

CONDUCT EXPECTATIONS

1. Participants will maintain eligibility requirements for the program while enrolled in the program.
2. Participants will sleep in their designated rooms.
3. Participants will not access the belongings of others without permission.
4. Participants will be courteous to others.
5. Participants will listen to and follow the instructions of the tour director and tour leaders on the tour. Likewise, participants will heed the instructions and warnings of additional tour guides and facilities visited on the tour.
6. Participants will participate in all planned tour activities.
7. Participants will use the buddy system. No participant is to leave the hotel or other travel location on their own.
8. Participants will not use dating applications or other meet-up methods while on tour.
9. Participants will not get any piercings, tattoos, or other body modifications while on tour.
10. Participants will act in a manner that represents themselves, their college, and their country appropriately.

Further information on participant expectations can be found on the Participant Conduct Form in the Appendix.

CONTROLLED SUBSTANCES

While studying and living in another country, participants are subject to the laws of that country. This applies especially with regard to the use or sale of controlled substances, i.e. drugs and alcohol. The use and sale of drugs is illegal and can result in severe penalties. A U.S. passport will not protect anyone from arrest or detention. Furthermore, the judicial procedure in many countries provides for lengthy investigatory detention without bail and the U.S. embassy will not be able to assist you to a great extent. While local customs and laws regarding alcohol use vary greatly, there are laws and ordinances regarding its abuse. It is the participant's responsibility to familiarize him or herself with these laws. It is the responsibility of each individual to understand the gravity of any violation of local laws, legal requirements, or behavioral norms when in another country. Copies of the U.S. Department of State "Consular Information Bulletins" containing information on penalties for violation of local laws are available on the Internet. (<http://travel.state.gov>)

It is the policy of the Study Abroad Program that any illegal drug use or the abuse of alcohol while abroad will result in disciplinary sanctions, up to and including immediate dismissal from the program. Such actions not only affect the individual, but also puts others in the group and the entire program in jeopardy. Such actions may also result in campus judicial proceedings against the offending individual(s).

PARENTAL NOTIFICATION POLICY

The College and the Study Abroad program recognize participants' developing independence, responsibility, and accountability. However, the VPSSEM or their designates has the authority and reserves the right to notify parents or other guardians in the following circumstances and conditions:

Emergencies: The College reserves the right to notify parents or guardians, regardless of age, status, or conduct, in health and safety emergencies, hospitalizations, or when in our judgment, the health or well-being of a student or others is or may be at risk.

Participants Conduct Overseas: The College reserves the right to inform parents or guardians of participants when:

- That participant's behavior has been the cause of a disturbance to others on or off campus.
- That participant's behavior has been the cause of a disruption of other students' education.
- That participant's behavior caused or had the potential to cause harm to persons or property.
- That participant's behavior led to an arrest in which the student was taken into custody.

- That participant's behavior resulted or could have resulted in the student being removed from study abroad.
- That participant's behavior affected his/her ability to fulfill the essential functions of a student.
- The participant has demonstrated a pattern of unacceptable disruptive behavior, even if these incidents are minor.
- The participant has become physically ill and/or required medical intervention as a result of use/abuse of alcohol and/or drugs.

Whenever possible, participants will be informed that a parental/guardian notification is planned so that they have an opportunity to discuss the issue with their parents/guardian directly.

LIABILITIES

Travelers participating in the Study Abroad Program are subject to the liability clauses of both the College and the tour company hosting the tour associated with the program.

Travel insurance is provided through the tour company hosting the tours associated with the program. Students are required to obtain travel insurance.

It is the participant's responsibility to inform the program coordinator of medical conditions and allergies prior to travel. Participants are responsible for bringing any required medications needed during the time of travel. Prescription medications should be packed in the original prescription container or packaging with the participant's name on it while on tour. Any participant who requires medical equipment and potentially questionable prescriptions (such as narcotics) should also travel with documentation from their medical professional.

Tour companies hosting the tours associated with the program may provide accommodations for participants with food allergies. Participants should contact the tour company to discuss allergy and medical accommodations.

All participants are required to read and sign the Release and Waiver of Liability and Program Participation Agreement for College of the Albemarle Study Abroad Programs (see Appendix).

By registering for a tour via the Study Abroad Program, participants understand they are signing a liability waiver with the hosting tour company. Liability information for tour companies is available for view on the tour companies' websites and from the COA Study Abroad Program coordinator.

All participants are asked to sign the COA Media Consent & Release Form (see Appendix).

HEALTH, SAFETY, AND EMERGENCIES

Providing Health Care

Travel abroad can bring out a variety of minor illnesses and ailments—and medical catastrophes are always possible. Faculty/administrative leaders should not perform the function as the group nurse or medic. However, one should be prepared to direct participants to appropriate sources for health care advice and be familiar with the local health care delivery system, as well as how participants may obtain routine health remedies. Under no circumstances should the leaders serve as "in-house pharmacist" by dispensing any kind of over-the-counter medicines or medical counsel. The pre-departure orientation on health issues should have informed participants about bringing their own supply of whatever they might need. On-site orientation can provide an overview of how to treat minor health problems locally and what to do in the case of emergencies. The location of the program is naturally a major factor in the health risks participants may encounter. In all cases, health and medical care are important topics to be discussed. If a participant becomes ill during the course of the program, they must inform on-site staff, so that an informed decision can be made regarding treatment. While the program does not realistically expect participants to inform leaders of every cold or upset stomach, ailments which do not disappear in a few days should be reported. Prompt treatment may eliminate the need for hospitalization. In most cases—e.g., colds, the flu, sore throats, and minor ailments—there is likely to be satisfactory treatment at local hospitals and clinics, again, depending on the location. In the event of more serious injuries or illnesses, the faculty/administrative leader should be prepared to accompany the participant to a medical facility for care, having made pre-arrangements for someone to take over the leadership role in the interim. It will be important to ensure the participant, if able, can communicate effectively and understand the medical options and instructions.

It is COA policy to inform parents/guardians immediately if situations arise in which extensive medical treatment is required. The faculty leader will be responsible for communicating any serious medical events to a designated Study Abroad staff member.

IMMUNIZATIONS

Most immunizations are not *mandatory*, but provide valuable protection; therefore, it is highly recommended that participants remain up to date in their immunizations prior to departure.

GENERAL IMMUNIZATION RECOMMENDATIONS

The US Centers for Disease Control (CDC) has an excellent website with information for travelers about recommended immunizations and possible health issues in travel destinations worldwide. (<https://wwwnc.cdc.gov/travel/page/travel-vaccines>) They recommend the following immunizations all travelers:

Tetanus-Diphtheria-Pertussis (Tdap)

MMR

Hepatitis A

Meningococcal

Varicella (chicken pox)

Influenza

For more details on a particular travel destination, please consult the website listed above.

PRE-EXISTING MEDICAL CONDITIONS

Any participant who will be on medication regularly, has a chronic medical condition, or may need medical services or doctors while abroad, should make an appointment to see the Study Abroad Director. Please schedule this appointment in a timely manner so that appropriate arrangements can be made with the program abroad.

PRESCRIPTIONS

Participants, who take prescription medications, including anti-malarial medication, should carry an adequate supply for the duration abroad in the original container with their name on it. The Study Abroad staff cannot deliver medication to participants abroad. Family members will be unable to mail medication to participants abroad. Mailed medication (even if sent by a private carrier such as FedEx or DHL), will be confiscated by customs officials. Please carry a card, tag, or bracelet that identifies any physical condition that may require emergency care. Participants who may not be able to obtain enough medication to take them for their program may have a health care provider give a summary of the conditions and treatments (including the medications prescribed) for the condition. Upon arrival, participants may schedule an appointment with a local physician and receive a local prescription that may be (re)filled at a local pharmacy.

Participants are still encouraged to carry at least one month's worth of medication. Participants in programs in Central or South America, Asia, Africa or sections of the Middle East may need a prescription for malaria prophylaxis. Please consult a reputable travel clinic for a prescription.

For participants currently taking a controlled substance, such as any form of Ritalin or Adderal, please bring a letter from the prescribing Doctor indicating the current medication, dosage, and medical indication for taking the medication. Depending on program location, participants may need to find a substitute as these medications are considered controlled-substances and are illegal (e.g. Thailand, Costa Rica).

ALLERGIES

Participants should know how to express allergies in the native language and make sure that travel companions are aware of any severe allergies. If any cause anaphylaxis, carry an epi-pen (be sure it doesn't expire while abroad). Teach companions how to locate and use the epi-pen.

MEDICAL INSURANCE

All participants participating in study abroad are **required** to have hospitalization and medical insurance that is valid outside the United States. All students should supply College of The Albemarle with proof of insurance prior to their departure. This covers hospitalization and other related costs in a catastrophic event. Students should contact their insurance provider for details about what is covered outside of the United States. Many doctors and hospitals in the U.S. require only that you present a policy number at the time of service. This is not the case abroad: regardless of what insurance you have, **participants will be expected to pay all medical bills themselves at the time of service**. However, this is generally much less expensive than in the United States. United States insurance companies will not pay directly overseas. Participants will have to get itemized statements and present them to the insurance company so that they can be reimbursed for medical expenses. Participants should check with their health insurance companies for further information on the type of documentation required.

WHILE ABROAD AVOID

- Raw food and unfiltered water and ice
- Undercooked meat
- Live poultry around homes and/or markets
- Piercing and tattooing.
- Mosquitoes, ticks, stray animals including dogs, cats, and monkeys.
- Swimming in freshwater.
- Excess alcohol intake

Dehydration

It is not uncommon for participants to report feeling dehydrated. Most participants do not drink enough water or liquids while on study abroad. Alcohol and caffeine increase fluid loss.

Signs and symptoms of dehydration:

- Rapid heart beat
- Lightheaded when change position
- Dry mouth
- Deep breathing
- Irritability

- Reduction in urine output, increase in yellow color
- Cool and mottled extremities
- Lethargy

If participants have a chronic medical condition, please see a medical provider soon after arriving in country to “establish care.” This establishes a relationship prior to the participant’s potential need for healthcare, and allows a more prompt appointment when one needs it.

ILLNESS

Some participants may report getting sick during their time abroad. This could be as simple as an “intercontinental cold.” Participants are encouraged to visit the local doctor if they are sick for more than a few days. The local contact/tour director will be able to provide participants with a list of local doctors. No matter the insurance, students should keep a copy of the receipt that includes the diagnosis in case symptoms return back in the states. What participants eat and drink will affect their health. If a participant is not sure if they should eat or drink something—don’t. Be aware that host national friends are not competent sources of information in this area. They have grown up in this place; they have a different immunity than newly arrived participants. Don’t take risks with health to be interculturally sensitive. In the case of accidents or injury, participants should inform the Trip Leader as soon as possible. For more information regarding health risks at the study abroad site, consult any County Health Department’s Travel Clinic or the Centers for Disease Control and Prevention (CDC) (<http://www.cdc.gov/travel/>).

UPON RETURN

Participants should follow up with a healthcare provider if:

- They were in an area with high risk of exposure to Tuberculosis. It is recommended that students have a TB Test ten (10) weeks after return.
- They were significantly ill and saw a healthcare provider while abroad. Bring all medical documentation.
- Symptoms develop or continue after return.

TRAVEL WEBSITES

<http://wwwn.cdc.gov/travel/destinationList.aspx>

<http://www.mdtravelhealth.com>

<http://www.who.int/en>

<http://www.iamat.org>

<http://www.lonelyplanet.com/index.cfm>

http://travel.state.gov/travel/tips/safety/safety_1747.html (A Safe Trip Abroad)

http://travel.state.gov/travel/living/drugs/drugs_1237.html (Travel Warning on Drugs Abroad)

U.S. DEPARTMENT OF STATE-SAFETY INFORMATION

Stay informed about developments in the host city and country and in the world. U.S. foreign policy does affect how people overseas will treat travelers. Before participants travel, please check with the nearest U.S. consulate as to what the current situation in that country is. If the United States decides to launch a military or economic action, U.S. citizens will immediately become a representative of the United States. If the travel destination is having political or military difficulties—ranging from demonstrations to terrorist attacks to civil war—don't go! The U.S. Department of State is an excellent source for all types of safety and travel information. Participants can find information on travel documents, health facilities in the study abroad country, guidelines for emergencies to list just a few topics important to travelers.

Study abroad participants who are not U.S. citizens have access to the information posted on the website shown above and the links that follow, but cannot utilize the services of the U.S. Department of State. Many countries provide information and services to their overseas citizens through the Consular sections of their embassies. Taking the time to become familiar with these services and contact information for a participant's home country is an important step to prepare for study abroad.

A Glossary of Important Resources from the Department of State

Country Specific Information factsheets are available for every country of the world and include details such as the location of the U.S. embassy or consulate in the subject country, visa/entry regulations, health requirements, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. To access country specific information, go to:

http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html

Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. Recent Travel Warnings are posted at

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

Travel Alerts are issued to disseminate information about short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert. Recent Travel Alerts are posted at http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html

Warden Messages and Embassy Notices are public announcements to U.S. citizens on current safety and security issues. These communications are posted by local embassies or consulates usually on their websites and typically include recommendations or instructions. U.S. citizens registered with STE or an embassy or consulate abroad often receive these announcements by email.

Links to Department of State Safety and Security Information

- *How to Have a Safe Trip*: http://travel.state.gov/travel/tips/tips_1232.html#safe_trip

Practical recommendations for preparing to travel abroad.

- *Tips for Traveling Abroad*: http://travel.state.gov/travel/tips/tips_1232.html

Offers precautions regarding crime and scams.

- *Smart Traveler Enrollment Program*: <https://travelregistration.state.gov>.

STE is a free service and allows the State Department to assist U.S. citizens in an emergency.

- *Emergency Assistance*: http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html

Telephone numbers and hours for the Office of Overseas Citizen Services.

- *Special warnings about drug offenses abroad*:

http://travel.state.gov/travel/tips/tips_1232.html#drug_offenses

Outlines travelers' responsibilities, consular services and consular limitations with links to specific penalties for breaking drug laws abroad.

- *Students Abroad*: <http://studentsabroad.state.gov/>

Security considerations specifically for college and university students.

RESPONDING TO NATURAL DISASTERS AND POLITICAL EMERGENCIES

As the on-site representative, it is the leaders' responsibility to coordinate an appropriate response to any natural, political, or social emergency that may arise. A determination must immediately be made as to the level of risk confronting participants and what course of action is most prudent. A first step, if there is time and according to communications procedures established in advance, is usually to contact the Study Abroad staff and/or the local program coordinator to provide complete and accurate information about the nature of the emergency and how it has impacted the participants, or might. An emergency involving the physical well-being of participants clearly dictates a more rapid response than say, a national strike or political coup, where damage assessment can take a more measured pace. The continuing role in emergency response situations is for you to act as liaison with the Study Abroad program, which will assemble a team of College of The Albemarle representatives to evaluate further response to the emergency, based on the leader's recommendation. Once the situation on-site is stabilized, decision-making responsibility will be largely assumed by the Study Abroad program.

SEXUAL HARASSMENT

Participants on study abroad programs may find that other cultures and societies have a much different understanding of what might be considered sexual harassment than is typically the case

in the United States. Likewise, there can be great variation in the roles of men and women and also in their forms of social interaction. Part of the study abroad experience is to learn how another culture and society organizes everyday life.

While American laws do not extend beyond the borders of the United States, the Student Code of Conduct, Civility, and Academic Integrity applies to all participants of any college-sponsored program. If a participant feels that she or he has been the subject of sexual misconduct during a study abroad program, the participant should immediately report this to the program staff. If the harassment allegation involves members of the College of The Albemarle community, the college will make every effort to follow the procedures used on campus with adjustments for the distance, the rules, and the mores of the partner institution. To ensure the safety and well-being of others, COA reserves the right to suspend or terminate an accused individual's participation in the study abroad program. **The College remains obligated to respond to all reports of sexual misconduct.** The College's concern for the participants' health, safety, and well-being while abroad may require that all details relating to the incident be communicated to the Study Abroad program staff and/or proper officials for investigation.

BIBLIOGRAPHY

Websites

You may want to take a guidebook with you—perhaps one from the *“Let's Go”* series, *“Lonely Planet”* series or a *Rough Guide*.

<http://allabroad.us/resources.php> - Contains resources to help find funding opportunities, information about making study abroad support career development, reasons to study abroad, information to support diversity in study abroad, and information about discrimination abroad.

<http://www.diversityabroad.com/> - "...connects talented diverse and underrepresented students and graduates to international education and career opportunities that prepares them for leadership in an interconnected world."

<http://www.purdue.edu/cie/learning/global/toolkit/> - includes 8 modules designed to help students learn about cultural worldview frameworks, intercultural openness, intercultural empathy, and cultural self-awareness.

<https://travel.gc.ca/travelling/publications/her-own-way> - Canadian Government's resource guide for travelling women

<https://travel.state.gov/content/passports/en/go/lgbt.html> - U.S. Government's resource guide for travelers who identify as LGBTQ

<https://baniamor.com/> - Bani Amor

Blogs, interviews, and posts that revolve around identity, place and the colonial nature of travel culture; Has a series of interviews with travelers of color and an article listing travelers of color to follow

<https://www.librarything.com/search.php?search=culture+shock&searchtype=media&searchtype=media&sortchoice=0> - Culture Shock! Country specific guide to etiquette and behavior

http://www.expatica.com/nl/moving-to/Moving-home-Reverse-culture-shock_104957.html - Article on Reverse Culture Shock

http://www.ediplomat.com/np/cultural_etiquette/cultural_etiquette.htm - Cultural etiquette by country

Books

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Appendices



College of The Albemarle Study Abroad Program and Scholarship Application

What

This application is to participate in College of The Albemarle's Study Abroad program and accompanying scholarships.

Preference for program participation is given to applicants who are COA students and show a solid academic achievement, as evidenced by a GPA of at least 2.5, but consideration will be given to the entire contents of the application. Applicants may also be asked to interview with International Education Committee members. *Scholarships are ONLY available to current College of The Albemarle students.*

When

Deadline for priority acceptance is September 15, 2021.

How

Complete the application form as indicated below.

Last Name: * _____

First Name: _____

MI: * _____

Address: * _____

City/ Zip* _____

County* _____

Email: * _____

Phone (i.e. 252-123-4567): * _____

Are you a current student at College of The Albemarle? * _____

Name and title of a COA faculty/staff member who could serve as a reference: *

Program/Major at COA: * _____

Credit hours anticipated complete by December 2021: * _____

Credit hours anticipated enrolled in for Spring 2022: *

Current GPA: * _____

Date of Birth (mm/dd/yy): * _____

Race/Ethnicity: * _____

Gender: * _____

What is your age, as of April 2022? * _____

Do you have any documented disabilities? * _____

Are you a United States citizen or permanent resident? * _____

Do you possess a current passport? If so, what country? _____

If an international student, is your **visa** an F1 classification? * _____

Have you ever traveled to another country before? * _____

If so, where and for what purpose? * _____

Scholarship Application

Scholarship Applicants will need to...

- complete and/or enroll in a minimum of 12 credit hours by the start of Spring Semester 2022.
- commit to a COA study abroad program, as evidenced by acceptance into the program, payment of a deposit by announced deadlines, and participation in fundraising activities, to receive the award.
- be a current student at the time of travel.

Complete the application form and essay as indicated below.

Your essay should respond to the following prompt and be approximately one page long, double spaced. You will then upload your essay and scholarship form in a Microsoft Word or PDF document and send todean_roughon@albemarle.edu.

- Why do you want to participate in the study abroad program you've chosen? How would receiving this award make it possible for you to achieve your academic, professional, and personal goals? How would this award help overcome obstacles that you face in pursuing study abroad?



TRAVELER HEALTH AND MEDICAL PROFILE FORM

This form helps ensure that the Group Leader is aware of relevant medical information so they are able to address any situations that may arise on tour. It is important to fill out this form completely and accurately and return it to the Group Leader prior to the tour.

Traveler's name _____

Emergency contact name _____

Emergency contact phone number _____

Special needs

Do you require any special accommodations on tour? (wheelchair, interpreter, etc.)

Allergies

Are you allergic to any medications, food, animals, etc.? What should be done in case of a reaction? (EpiPen, etc.)

Prescription medication

Do you take any prescription medications? If so, all prescriptions must be up-to-date and in the original packaging, and should be packed in your carry-on bag with copies of the prescription paperwork. Please list prescriptions and dosage information.

Over-the-counter medication

The Group Leader may administer certain over-the-counter medications if necessary. Are there any restrictions that the Group Leader should be aware of?

Medical conditions

Do you suffer from any pre-existing medical conditions (seizures, diabetes, mental health issues, eating disorders, etc.)? What are the warning signs that the Group Leader should be aware of, and what should be done in case of emergency?

Primary insurance coverage

Even if you have the All-Inclusive Coverage Plan, it is secondary to your primary insurance. Please provide the policy and contact information for your primary insurer.

Any other information

Is there any other information about your child's health or medical history that should be conveyed to the Group Leader prior to the tour? If so, please list here.

Signature _____ Date _____



COLLEGE OF THE
ALBEMARLE

Communications Office Release Form

Date: _____

Participant Name (please print): _____

Thank you for agreeing to be a part of College of The Albemarle's public relations and marketing efforts. We are pleased to have you help us share the news about the educational opportunities available at COA. Signing this release form gives College of The Albemarle consent and written permission to use your name, picture, video image, and/or quote in printed or electronic media.

I (the participant or parent/guardian thereof) hereby grant College of The Albemarle (COA), right and permission to use my/the student's likeness, information and/or quotation in whole or part, including alterations, modifications, derivations and composites thereof, as part of the Marketing and/or Communications effort.

I warrant that I (the student or guardian thereof) am at least 18 years of age and have every right to grant the permissions outlined above. Further, I represent that I have read this document before signing and understand its provisions.

Participant Signature: _____

If the participant is under 18 years of age:

Parent/Guardian Name: (please print): _____

Parent/Guardian Signature: _____



Waiver and Release of Liability Form

Important– Please Read Carefully

This document affects your legal rights. It must be signed by you, the “Participant”, whether you are an adult or minor, if you are renting or otherwise using equipment or participating in activities offered by College of The Albemarle, and individuals and/or organizations acting on their behalf as the “Provider”. It must be signed by your parent or guardian if you are a minor participant under eighteen (18) years of age. Only a custodial parent or legally appointed guardian may sign for a minor participant. The custodial parent or legal guardian agrees to these terms individually and on behalf of the minor.

Reference in this Agreement to “I” or “we” include all who sign below unless otherwise clearly indicated. References to “parent” or “guardian” means custodial parent or legally appointed guardian. The undersigned Participant represents that he/she has no physical, cognitive or emotional condition that would be a risk as that term is defined in this document.

Individuals with known physical, emotional or cognitive disability or impairment and individuals who have been diagnosed and/ or treated for any such impairment must file with the Provider a written statement from a diagnosing or treating physician that such disability or impairment does not preclude the individual from use of equipment or participation in the activity or activities for which the individual seeks enrollment. Without limiting the generality thereof, a physical, cognitive or emotional disability or impairment which will preclude the individual from enrollment in an offered program or the use of equipment is one that would be a risk to the individual, students, instructors, or other participants in a proposed activity. Notwithstanding the foregoing, the Provider, its designated agents or employees, reserves the right to exclude any participant deemed unable to participate in the proposed activity for physical, cognitive or emotional reasons.

In consideration of being allowed to participate in any way in the programs, activities and related events (including the use of equipment), I,

_____, the undersigned Participant, custodial parent or legal guardian of a minor Participant, understand, acknowledge, appreciate and agree as follows: Outdoor recreational activities of the type conducted by the Provider have inherent risks, dangers and hazards with respect to both the activity and the equipment used in such activity. The risk of injury from the activities involved in this program is significant, including the potential for permanent injury, paralysis and death, and while particular skills, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist.

My participating in such activities and/or use of equipment may cause bodily injury resulting in death or permanent physical disability or impairment, illness, temporary or permanent. The risks and dangers associated with participation in Provider’s programs include but are not limited to interaction with wildlife, exposure to waterborne pathogens, the forces of nature, equipment failure, errors in judgment by instructors, guides, members of the Provider’s staff and other participants, including the improper assessment of the capabilities and conditions pertaining to the activities; equipment may be misused or may fail because of manufacturing defects or otherwise; the unpredictable force of nature, including exposure to the sun, cold, wind, hail, lightning, flash floods and other such phenomena. Activities may take place in remote places, significantly delaying emergency medical care and evaluation.

I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of Provider immediately. Participant, and the parent or guardian of a minor Participant acknowledge and understand the description of activities and risks set forth herein is not complete and that all activities, whether or not described, may be dangerous and may include risks which are inherent and cannot be reasonably avoided without changing the nature of the activity. Participation in the activities can cause bites, stings, allergic reactions, overexertion, heat stroke, hypothermia, illness due to contaminated water, burns, cuts, bruises, sprains, broken bones and other injuries and illnesses.

I understand and acknowledge that there are risks inherent in transportation to and from the activity site(s). These risks may include but are not limited to: driver error, vehicle system/component failure, accidents resulting from inclement weather conditions such as rain, snow, ice and fog and actions caused by third parties. I hereby assume all responsibility for losses, damages, injuries and death as a result of transportation to and from the activity site(s).

I understand and acknowledge that there are risks inherent in the consumption of food while traveling abroad. These risks may include but are not limited to: allergic reaction, illness, parasites, and disease. I hereby assume all responsibility for losses, damages, injuries and death as a result of the consumption of food while at the activity site(s).

I, (the Participant or the parent or guardian of a minor Participant) understand the nature of the services and activities offered by the Provider and their risks. I acknowledge and expressly assume all risks of the activities whether or not described herein, known or unknown, inherent or otherwise. I take full responsibility for any injury or loss, including death, which I, or a minor child for whom I sign, may suffer, arising in whole or in part out of such activities. I hereby release, agree to indemnify and hold harmless, College of The Albemarle, its officers, officials, agents and/ or employees, other participants, sponsoring agencies, sponsors, advertisers and, if applicable, owners and lessors of premises, public or private, used for the activity, all collectively referred to as the "Releasees", with respect to any and all injury, disability, death or loss or damage to person or property associated with my presence or participation, whether arising from the negligence of the Releasees or otherwise, to the fullest extent permitted by law. The venue of any dispute between the parties arising out of or in any way related to this Agreement shall be Pasquotank County, North Carolina.

I hereby grant to College of The Albemarle, without limitation, the unrestricted right and authority to copyright, publish or use in public displays, all photos in any medium in which I appear while a participant in an event, course, or activity through College of The Albemarle.

Participant understands and acknowledges that this Waiver and Release of Liability is intended to encompass all programs and activities of College of The Albemarle in which Participant enrolls after the date hereof. I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by

Participant Signature _____ Age _____ Date _____

Print Name _____ Phone Number _____

Street Address _____

City _____ State _____ Zip _____

FOR PARENTS/GUARDIANS OF MINOR PARTICIPANTS (UNDER AGE 18 AT THE TIME OF REGISTRATION)

This is to certify that I, as parent/guardian with legal responsibility for this Participant, do consent and agree to his/her release as provided above of all Releasees and, for myself, my child and our heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the Releasees from any and all liabilities incident to my minor child's involvement or participation in these programs as provided above.

Parent's Signature _____

Print Name _____

Date Signed _____



College of The Albemarle Study Abroad Participant Conduct Guidelines

Travel and study abroad are wonderful and exciting opportunities to learn about other peoples and cultures. While participating in a College of The Albemarle Study Abroad program, students should remember that they are representatives of their own country as well as our institution. In order to make the most of the study abroad experience, students must abide by the College of The Albemarle Student Code of Conduct (pages 6-16 in your student handbook), the Study Abroad Conduct Guidelines (listed below), as well as all rules and regulations set by our host institution/tour provider.

Any student who engages in conduct unbecoming of College of The Albemarle will be considered in violation and disciplinary action may be taken up to and including dismissal from the program and repatriation to the United States at the student's (or parent/guardians') own additional expense.

ALCOHOL, TOBACCO, AND DRUGS

College of The Albemarle will enforce a ZERO tolerance policy for drugs and illegal substances.

The legal age for the use of alcohol or tobacco in many foreign countries is 18. Be aware that alcohol abuse will not be tolerated. Violation of local laws and/or program guidelines may result in disciplinary action. Participants who consume alcohol must be either over 21 years old or have signed permission on file with the program director.

The following shall be followed by the Participant and each will be strictly enforced:

- Participants will abide by the laws of the country and/or territory visited.
- Participants will not miss scheduled events.
- Participants will be respectful of others sharing the same housing, and avoid congregating in loud groups for social purposes.
- Participants will not engage in inappropriate behavior towards others.
- Participants will not engage in behavior that is destructive of property.
- Participants will not engage in behavior that causes embarrassment to the other members of the group and the in-country hosts.
- Participants will not facilitate or encourage the abuse of alcohol, or ignore a fellow participant who is abusing alcohol.

BE RESPONSIBLE.

ROOM VISITATION

The study abroad program at College of The Albemarle is co-educational. Therefore, certain parameters must be put in place on room visitation to preserve the focus on an educational experience. Participants should be in their own rooms at a reasonable hour each night, especially in light of the travel schedule. The tour director has the authority to make the decision of a reasonable hour. Moreover, participants of the opposite sex may not be in the housing except when escorted by a COA designated chaperone. This is for the safety and protection of all participants.

SAFETY

- Remember we are in a foreign country, safety must come first. Your roommates will be your group members. Do not explore on your own; be sure to stay with someone. There is safety in numbers.
- Do not go out at night on your own.
- Stay with the group except when specifically allowed to separate.
- Be aware that your defenses are lowered and you become more vulnerable if intoxicated.
- Know your limits and do not overindulge. You cannot be safe when you lose your faculties. (You do not want to waste time and money or your experience due to a hangover.)
- Know the location of the US Embassy
- Learn your surroundings.

ILLEGAL ACTIVITY

Engagement in illegal behavior of any type, such as theft, is strictly prohibited. It will result in immediate dismissal from the program and possible legal ramifications with local authorities. Remember, we are guests and should behave accordingly.

PROGRAM LEADERS

This Study Abroad trip will be led by faculty and/or staff representatives, including a director, from the College of The Albemarle. There will also be a local guide in country. In all matters of safety, discipline, and other issues affecting the well-being of individuals and the group on this school-sponsored event, the decision of the trip director will be final.

ATTENDANCE AND PARTICIPATION

Participation is mandatory for all scheduled activities unless otherwise noted. Students are expected to attend all scheduled programs, activities, excursions, and classes. Students are also expected to be punctual and considerate of others. In case of illness, students should notify the trip director.

ATTITUDE AND COLLEGIAL BEHAVIOUR

Students are expected to participate enthusiastically and to be respectful and considerate of their fellow participants and directors, as well as program staff.

INDEMNITY AND RELEASE

By signing below, I agree to indemnify, release from any liability, and save harmless the College of the Albemarle, its agents and employees from and against all actions, liability, claims, suits, damages, costs or expenses of any kind which may be brought or made against the College of the Albemarle or which the College of the Albemarle must pay and incur by reason of or in any manner resulting from injury, loss or damage to my child or charge or the College of the Albemarle, its agents and employees, while on this trip or that may be incurred when my child or charge returns from the trip but that can reasonably be shown to have been caused by my child or charge's participation in the trip.

I, _____, have read and agree to follow these guidelines during my Study Abroad program with College of The Albemarle.

Signature

Date

ALCOHOL CONSUMPTION PERMISSION

As an underage participant of this trip, College of The Albemarle requires parental/guardian authority for the consumption of alcohol in accordance with local laws and trip policy. By signing and notarizing this document, the participant acknowledges that they will abide by this document if alcohol is consumed and the parent/guardian gives permission that alcohol may be consumed according to the guidelines set forth above. The trip director, or their designate, will have the ultimate authority to enforce this policy.

I, _____, have read and agree to follow this policy during my Study Abroad program with College of The Albemarle.

Signature

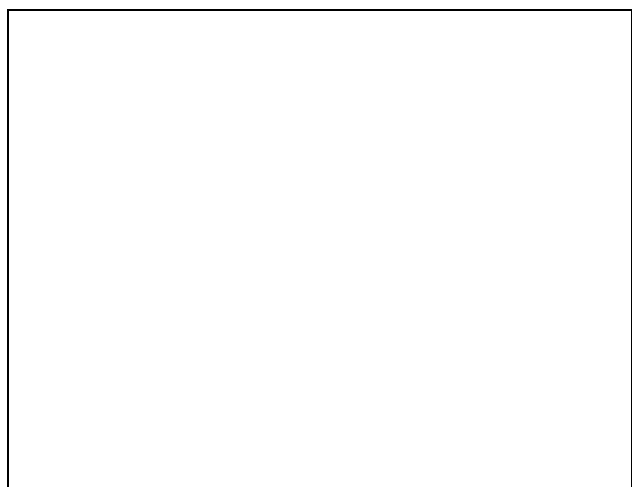
Date

I, _____, have read and give permission for my child or charge, _____, to consume alcohol following this policy during their Study Abroad program with College of The Albemarle.

State of _____, County of _____

I, a Notary Public of _____ County, State of _____, certify that on this date before me personally appeared _____ personally known to me or who produced satisfactory evidence of identification and voluntarily signed the foregoing or attached instrument for the purposes therein stated and in the capacity indicated.

WITNESS my hand and official stamp or seal this the _____ day of _____, 2021.



Notary Public
Type or Print Name:

My Commission
Expires: _____

Notary seal or stamp must appear within this box.

SUGGESTED PACKING LIST

Essentials:

- Passport
- Tickets (electronic – bring original itinerary)
- Credit Card
- ATM/Debit Card
- Photocopies of all Documents, Prescriptions, etc.
- Prescription Medicines (in original packaging if needed)
- Health Insurance information
- **Near essentials to consider:**
- Travel Insurance
- Money Belt or Pouch
- Local Currency
- **Other things to consider:**
- Extra Contact Lenses, Solution, Glasses
- Sewing Kit
- Swiss–Army Knife (pack in checked baggage)
- Full Toiletry Bag: Soap, Shampoo, Toothpaste, Toothbrush, Shaving kit, Sanitary supplies, etc.
- Small First–aid Kit
- Water bottle (preferably metal)
- Raincoat
- Swimsuit
- Shorts
- Long pants
- Comfortable clothes
- Insect spray
- Closed toed shoes
- Ziploc bags
- Light jacket
- Beach towel
- Hat
- Backpack
- Water shoes/footwear
- Journal
- Pen (several)
- Sunglasses
- Electronic chargers

MEDICAL/HEALTH ITEM TO CONSIDER PACKING

- Aspirin, acetaminophen, or ibuprofen for pain or fever

- Antihistamine (such as Zyrtec or Benadryl) for allergies, to ease the itch of insect bites or stings, and to prevent motion sickness
- Chewable tablets for diarrhea or as an antacid.
- Triple antibiotic ointment for cuts and scratches
- Bandages, Band-Aids, moleskin for blisters
- Tweezers
- Disposable or digital thermometers
- Cold and flu tablets and throat lozenges
- Mole Skin for blisters
- Contact lens solution/cleaning system and an extra pair of glasses
- Hand sanitizer/disinfecting hand wipes
- Insect repellent-CDC recommends repellants with 20-35% DEET which lasts up to 12 hours (lower percentage means more frequent application).
- Sunscreen and lip balm with SPF, aloe gel for sunburns
- Feminine hygiene products (they are sometimes difficult to find abroad)

Students

Money for luggage fees (This is usually \$30.00 per checked bag per trip)

Notify bank if using credit/bank cards out of country

US dollars can be used in country (low denominations - under \$20.00)

Pack as light as you can - suitcase weight/souvenirs

Be sure to budget funds for entire trip (travel day food is not included)

Use WIFI at hotels or get international plan for phones

Leave electronics to minimum

Bring medicine in original packaging and personal items with you

3 oz rule for carry on.

Pack items in carry-on in clear Ziploc bag

Don't bring jewelry

Emergency Contact Information Sheet
For Study Abroad Program

Participant Name _____

Student I.D. # (if applicable) _____

Tour Destination/Dates: _____

1. Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Relation to Participant: _____

2. Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Relation to Participant: _____

RESOURCES

Beaufort County Community College Study Abroad Program, Washington, North Carolina

Davidson Community College Study Abroad Program, Lexington, North Carolina

Forsyth Technical Community College Study Abroad Program, Winston-Salem, North Carolina

Garrett College, McHenry, Maryland

Center for International Programs, Kalamazoo College, Kalamazoo, Michigan