



CENTRAL  
PIEDMONT  
COMMUNITY  
COLLEGE

# CPCC Study Abroad

## FACULTY/STAFF HANDBOOK

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# 1 ROLES AND RESPONSIBILITIES

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Thank you for agreeing to accompany students as a Study Abroad Leader for CPCC.

There are certain responsibilities involved in this position that must be clear and agreeable to you.

## **A. CPCC Study Abroad Leader Roles and responsibilities Agreement:**

1. Actively recruit students for the trip (with a goal of recruiting at least half the needed number of students), market the trip, and assist with application follow-up.
2. Participate in the mandatory informational, pre-departure orientation meeting with participants.
3. Obtain travel insurance and sign waiver forms and collect the same from the participants. (Student emergency contact information and health/allergy information is at hand while traveling). Be familiar with the student insurance policy coverage.
4. Ensure initial orientation “on site” is provided either by the local contact/third party provider or by you as the leader or by both.

Orientation should include:

- How to get around (should include public transportation info).
  - How to get money, stamps, accommodations etc.
  - What to expect in living with a host family (when appropriate to the program).
  - How to “blend in” with the local culture.
  - Excursion opportunities/itinerary.
  - How to contact you, the leader, and the third party provider who has arranged your program.
  - Emergency phone numbers such as for Fire or Police.
  - Nearest Consulate contact information.
  - Daily meeting time and place to touch base or for emergencies. (A time and place where they can always find you on a regular basis)
5. In case of an emergency, determine course of action in accord with Global Learning Office and third party contacts. (Refer to the emergency contact sheet provided at the pre-departure meeting and section 3 of this handbook, Emergencies and Emergency Protocols).
  6. Check with all students about their host family (or other) accommodations.
    - Female student should not be housed with single male unless arranged and agreed upon by participants.
    - The lodging/room should be clean.
    - Family Participation with the student if with host family
    - Meals are satisfactory and, when “home stay/ half-board,” usually taken together with host family.

7. Remain in the vicinity and available to students even on weekends unless accompanying students on a planned excursion.
8. When leader leaves any students behind because of an excursion or other reason, someone else should be designated "in charge" and contact information given to students in case of an emergency situation.
9. Verify regularly that all students are participating or attending classes and when appropriate, receives a record of attendance for students at the end of the course.
10. Troubleshoot any problems that may arise for students, doing whatever possible to resolve or arbitrate amicably.
11. Provide syllabus and submit final grades to CPCC (both curriculum and CCE option).
12. Educate students about the CPCC code of conduct. Any student endangering the well-being of other student(s) or self is warned and sent home at their own expense if warning unheeded. This would include alcohol or drug abuse.
13. Obtain cell phone which will be usable in country with an international plan and access to internet. Downloading an internet messaging app (i.e. whatsapp) is highly recommended prior to leaving the US. Leader will be available 24 hours a day.
14. Maintain non-emergency communication with CPCC (e.g. notification about group arrival in country and back in the US, inform the Global Learning Office of changes in itinerary and excursions).
15. Continuously assess risks and be vigilant of travel warnings on the US State Department website and the Center for Disease Control website.
16. Collect and update participant whereabouts, especially travel on weekends and off-site.

## **B. Roles and Responsibilities of the Global Learning Office**

1. Assess risk in areas with the State Department website
2. Collect and file:
  - Health & Insurance information (participants must have CPCC approved insurance that includes repatriation of remains)
  - Emergency contact information (parents/guardians/spouses)
  - Passport/visa information (copy of passport main page)
  - Signed/notarized waiver forms

- Health information for participant
  - Housing and itinerary information
3. Provide to resident advisor/Instructor
    - Health and safety information and EAP training
    - Participant insurance information
    - Specific medical needs identified
    - Participant passport numbers and emergency contact information
    - Participant addresses abroad
    - Emergency contact sheet for all programs
  4. Host pre-departure orientation which will serve to:
    - Disseminate safety and emergency information/policies
    - Secure signed waiver form agreements
    - Discuss behavior policies
    - Provide local destination information
    - Distribute emergency cards (with emergency contact information and vital websites)
    - Distribute itinerary
    - Allow participants to meet one-another
  5. Submit required approval forms on time and procure approval signatures. Send International Travel Student Roster to Faculty Leader, Division Director, and Dean of Instruction 3 business weeks prior to departure date. Attach copy of the approved International Travel with Students form.
  6. In case of an emergency, determine course of action in accord with Faculty Leader, third party contacts and appropriate CPCC officials.

## 2 CODE OF ETHICS FACULTY GUIDELINES

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### Profession Code of Ethics

Faculty and staff should always abide by the CPCC Faculty and Staff handbook. The CPCC Professional Code of Ethics sets forth general standards that serve the faculty and staff leading study abroad trips. This document does not provide a set of rules that prescribe how members should act in all situations, but rather guidelines for the decision making process. Specific applications of the CPCC Professional Code of Ethics must take into account the context in which the decision is being considered.

- Uphold the professional reputation of CPCC and other CPCC colleagues.
- Comply with all laws and regulations that apply to the interaction with students, partner institutions, organizations, and other aspects of professional conduct.
- Respect all individuals without regard to race, color, sex, sexual orientation, marital status, creed, ethnic or national identity, handicap, socioeconomic status, and age.
- Uphold professional and culturally respectful behavior when interacting with students and with locals. Exhibit cultural diplomacy with all.
- Be constructive and professional in evaluating the work of colleagues, students, and trip providers.
- Treat fellow colleagues in a fair manner and foster a culture rich in diversity that is based on trust, mutual respect, teamwork, and integrity.
- Be flexible even in situations outside of comfort zones.
- Report professional misconduct to the Director of Global Learning.
- Give credit for ideas, words, or images originated by others.
- Safeguard privacy rights and confidential information.
- Resist situations in which influence can be used for personal gain. Do not solicit or accept favors for yourself or CPCC where a higher public interest would be violated.
- Avoid actual or apparent conflicts of interest.
- Maintain the highest standards of honesty and integrity in all professional endeavors.
- Refrain from decisions which will place individuals in the group at risk.

## 3 EMERGENCIES AND EMERGENCY PROTOCOLS

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### Purpose of the Protocols

The purpose of this document is to provide guidance to the faculty/staff participants of CPCC study abroad trips on how to handle a variety of emergency situations that may occur on these trips.

### How to use the Protocols

All faculty/staff members participating in CPCC study abroad trips are required to review the protocols as part of the planning and application process each year. This document should be read and understood before faculty/staff begin pre-departure orientation sessions with student participants each year.

### Definitions

#### What is an Emergency?

An emergency is a situation which poses genuine or immediate risk to the health, safety, security and well-being of study abroad participants, as well as to the execution of the trip as planned. It includes situations which involve either a single participant or all trip participants. For the purpose of developing this manual, two categories of emergencies, and corresponding protocols, are considered: A) non-emergency and B) emergency.

#### A. Non-Emergency:

- Minor accident/injury (small cuts, pulled muscle, sprained ankle)
- All burglaries or property theft to any participant
- Minor property damage
- Lost or stolen passport
- Lost or delayed luggage
- Discipline issues; including harassment
- Participant separated from the group due to missed transportation or other reasons
- Breach of student code of conduct, including excessive alcohol use

#### B. Emergency:

- Death of one or more trip participants
- Potentially life-threatening or debilitating injury, illness, or behavior, or other medical emergency
- Sex offenses, forcible or non-forcible
- Aggravated assault, including sexual assault, physical assault or other

- Participant(s) missing for extended period of time
- Natural or human disasters (including but not limited to arson, earthquake, flooding, etc.)
- Political/civil unrest
- Terrorist threat/attack
- Entire group flights delayed/stranded outside of the trip location for one or more days

### **Emergency or Not?**

- In the instance that any one or more of the situations listed above occur, the faculty or staff member must evaluate the level of seriousness particularly if they affect the health, safety, security, and well-being of trip participants, as well as the execution or continuation of a trip.
- Faculty/staff must determine the emergency category by asking a series of questions that help determine and answer: WHAT, WHY, WHEN, WHERE, HOW
- Once the level of seriousness is established, faculty/staff should act according to the communication protocols provided in this manual.
- If situation and/or circumstances demand, faculty/staff may consider departure from the standard and recommended steps as described below as long as such departure results in an improved or more efficient response to an emergency. Faculty/staff are asked to provide a written statement with a solid reason why such departure was implemented including any recommendations for future guidelines.

### **Non-Emergency Communication Protocols:**

#### **Minor medical accident/ injury (no or brief doctor visit)**

- Upon learning about the accident/injury, trip lead assesses the participant's health condition if he or she is at the same location. If he/she is not at the same location, ask as many questions as is feasible to gather sufficient information on the participant's health condition. Help arrange to transport the participant to the nearest qualified medical facility for treatment if there is any doubt as to the medical condition. Call the health insurance company and file a case, especially if out-of-pocket medical expenses are required for treatment.
- Trip assistants take on the leadership of the group if the trip lead accompanies the affected participant. Whoever accompanies the patient keeps in contact with the group and provides updates to the faculty/staff member staying with the group.
- If the accident/injury occurs a few hours before the group is about to depart to another trip location or back to the US, a decision needs to be made about the urgency or necessity of medical treatment. Also, if treatment is taking place during the time when a departure to another location is scheduled for the entire group, determine a trip assistant who stays behind with the patient and make other appropriate arrangements for delayed joining of the group at another location. The in country coordinator should be involved in this

conversation.

- Faculty/staff must be present with the ill individual at all times; should the participant specifically request privacy while with the physician, the institutional representative will remain as close as is practical within the medical facility.
- If the medical condition appears to be serious or does not improve as anticipated; if the medical services or facilities are not sufficient; or if the participant indicates he/she does not have the funds to cover the cost of services, contact the health insurance provider for advice on the next step and consult with the other trip leaders as soon as is practical and feasible. Contact CPCC regarding the development and if advice is required.

### **All burglaries or theft of personal property to any group participant**

- When the information is received about theft or burglary that affects a student or faculty/staff member, help participant contact local emergency response agency such as police to report the burglary.
- Ask in-country coordinator to assist with interpretation/translation while contacting the local agency and when filing police report, or explaining what happened, etc.
- Check whether the participant was injured during the burglary act and decide about the medical treatment as necessary.
- Ask for a written theft report (to be translated later if it is written in a native language which is not English).
- Ask police for a copy of the loss/theft report for insurance claim.

### **Any local property damage caused by one or more trip participants**

- Contact the in-country partner immediately after such damage has been reported to one or more of the faculty/staff members, or discovered otherwise.
- When participant(s) have been identified, remind them that they are responsible for their own actions and they are expected to cover the damage cost from their own funds.
- Debrief as a CPCC faculty/staff group as soon as is feasible to address the behavior that led to the property damage. This is a behavior that warrants disciplinary action and perpetrator(s) will be subject to the action following the guidelines of the Code of Conduct. Determine the level of disciplinary action and follow through with the action.
- If necessary, contact CPCC to confer on the best appropriate disciplinary action.

### **Lost or stolen passport**

**Remember:** The trip leader has hard copies of all participant passports. Each participant is also asked to make his/her own passport copy and bring it on tour.



- Trip leader will assist any student participant whose passport is lost or stolen.
- If the trip leader loses a passport, he/she will ask fellow colleagues to help lead the group while he/she works on passport replacement
- In any of the above scenarios, contact the local police immediately or as soon as the loss or theft has been discovered.
- Ask the in-country coordinator to assist with interpretation/translation while calling police and while filing a police report, or explaining what happened, etc.
- Request an official theft/loss report. Save a copy of the theft/loss report for insurance claim filing.
- Contact nearest US Embassy to schedule an emergency appointment and ask for an expedient issuance of a temporary travel document. Affected participant is responsible to pay all fees associated with the passport replacement administrative process.
- Participant keeps the payment receipts and makes a copy of the new temporary travel document.
- Never leave a student behind in the country due to a lost passport! If the passport is lost/stolen at the end of the trip, seek assistance to adjust the flight travel schedules that will allow trip lead or assistant to stay with the student until the passport has been issued and both participants can return to the US.
- After returning to the US, instruct the affected student to apply for a new permanent passport book.

### **Lost, stolen, or delayed luggage**

**Note:** Consider various scenarios of where luggage may be lost or stolen, such as while using miscellaneous means of transportation (domestic or abroad, including flights, trains, buses, or taxis) or while at the lodging facilities used during the trip.

- If the luggage is lost during the flight, help participant to contact the airline desk at the port of entry or arrival airport, to report the missing luggage. Luggage receipt (that was issued at the participant's home destination airport) is required to file a report (should be attached to the back of a passport book or on one of the boarding passes or their stubs).
- If the luggage is lost or stolen while using other means of transportation, contact local police to file a report as soon as the loss/theft is discovered.
- If the luggage is only delayed, help participant to file a report at the arrival airport. It may take a while depending on how busy the airport is, so trip lead or assistant may consider staying behind with the student to assist with the delayed luggage reporting. The other faculty/staff can take care of his/her luggage and/or help arrange transport at a later time to bring both participants to the group housing.

### **Discipline issues (e.g. disobedience, alcohol/ drug abuse, tardiness, or any kind of harassment)**

- Upon becoming aware of a discipline issue including any type of harassment, follow the CPCC Code of Conduct to address the situation and participant's behavior.
- As a CPCC team, conference together on how to address the behavior or its consequences to make sure the proper protocol is being followed. Adhere to the guidelines in the Code of Conduct document, determine the level of disciplinary action, and follow through with the action.
- If needed, confer with the CPCC Director of Global Learning to consult on the best action steps especially if the faculty team is unable to arrive at the same conclusion or compromise.
- If student needs to be sent back to the US – contact CPCC Emergency Contact immediately.

### **Participant(s) separated from the group due to missed transportation**

- Each participant MUST be specifically instructed during the ARRIVAL ORIENTATION on how and who to contact should they get lost, and the name and location of the MEETING LOCATION/POINT when they travel outside of their home base, such as during field trips or cultural visits.
- Trip lead or assistant should immediately contact local in-country coordinator for assistance.
- A couple of scenarios may occur depending on whether the group is involved in ongoing transit or staying at a location for a number of days:
  1. Participant misses local transportation while staying at the same location for a number of days.
    - Attempt to contact the participant on their wireless device
    - Keep the rest of the group together
    - Contact the in-country coordinator for assistance
    - If unable to make wireless contact, go to the pre-designated meeting location
  2. Participant misses transportation during ongoing transit.
- As soon as the trip lead learns about participant missing the transportation to another location, establish communication with the participant (if he/she has a cell phone working in the host country).
  - If the transportation taking the group to another location is a hired bus, return to the location where group departed from to collect the participant.
  - If the group is using a local public transit system (such as train or bus), establish communication with the participant via cell phone (if feasible), or if it is too late or not possible to return to the departure location, invite the

assistance of local in-country coordinator to help participant join the group at the final destination. They can do so by communicating in native language with the ticket office agent either at the train or bus station. The participant is expected to pay for associated expenses.

3. If participant is missing for an extended amount of time due to the missed transportation, follow the instructions in the “emergency section”.

### **Reporting for Non-Emergency:**

- If any of the above situations occur during the trip, the trip leader should submit a written report to CPCC Director of Global Learning.
- Provide description of circumstances under which the non-emergency occurred. It will help CPCC communicate with colleges and in-country partner if changes to trip or logistics are required as a result

### **Suggested EMERGENCY/CRISIS Communication Steps**

**IMPORTANT:** Each emergency situation described in the following section **MUST** be immediately reported to CPCC and to the other faculty/staff present on trip. If incident reported is of a sensitive nature, name of the participant may be withdrawn to protect their privacy and if such wish is specifically conveyed by the affected participant. However, due to CPCC's responsibility in management and coordination of the trips, not reporting an emergency situation and/or incident is a violation of the trip Code of Ethics (for faculty) or Code of Conduct (for student).

#### **EMERGENCY IS AFFECTING AN INDIVIDUAL PARTICIPANT**

*Physical or sexual assault, or participant is subject to criminal charges or arrested*

- As soon as the trip or assistant lead become aware of a student being assaulted or arrested, take down every detail of the situation in order to be able to counsel on the next step with the other faculty (time, location, health status, cause, etc).

In case of an assault, if student is alone, separate from group, and/or for some reason was unable or has not called the police, do so immediately on his/her behalf. Take notes of student's location, type of assistance needed and reasons for immediate assistance. Access student's detailed contact information from the trip lead's packet as feasible. If student is not alone and/or accompanied by another student from the group but still separate from group, and depending on the seriousness of assault, make every effort to have the student transferred to the nearest medical facility, and be met there by one of the faculty.

- In case of incarceration, contact the nearest US Embassy or Consulate for assistance as

the US authorities are able to inquire about the case and seek legal assistance to the arrested participant. All charges associated with the legal counseling, interpretation, etc. are the responsibility of the affected participant. There is no insurance coverage for these instances.

- If situation requires one of the trip leads to travel to a hospital/emergency room, prison, or local police station, and depending on the time of day, immediately discuss splitting the lead role for the group. Contact in-country coordinator if he/she is not with the group to assist with translation/ interpretation when communicating with local medical and emergency response units.
- Contact CPCC if a large sum of money is requested by the doctor, or a medical facility treating participant to pay for immediate medical treatment, or for the legal counseling if participant is incarcerated. Seek advice from the US Consulate as well.
- Trip assistant should contact CPCC immediately to inform about participant's status and to determine whether contact with student's family is required.
- CPCC Director of Global Learning will manage communication channels and provides counsel on informing the student's family of the situation as well as potentially arranging a relative's travel to the country.

*Life-threatening illness or injury(ies), or death of one or more participants*

- As soon as trip facilitators become aware of the participant's life-threatening injury or death, immediately contact CPCC.
- In case of participant's death, immediately contact the US Diplomatic Offices in the country. The purchased insurance policy contains coverage and services for medical evacuation and repatriating of mortal remains. US Diplomatic Corps have a duty to contact the first of kin in case of a deceased US citizen, and have been trained to deliver the sad news to the families. Trip leads and assistants are not required, and **should not**, deliver the news to the family.
- Trip lead communicates with the group about the incident, causes, etc. in a factual manner to prevent any emotional distress and rumors. Establish counseling to students as needed. Request additional counseling support from CPCC.
- In case of either life-threatening injury or death, instruct students:
  - 1) To be open about their emotions and feelings.
  - 2) To come forward if they have any information on the causes of the incident should those be not available.
  - 3) To seek any of the faculty on the trip with any questions, concerns, uncertainties, or desires for additional grief counseling.
- Instruct students that in order to help properly handle the crisis, they are strongly advised **not to:**

- 1) Contact anyone from the affected or deceased participant's family if they know them – at least not before the family or closest of kin have been contacted by the authorities (the US Diplomatic service abroad or CPCC personnel or police) about what happened.
- 2) To respect the affected or deceased participant's family by refraining from sending text messages or posting comments on social media until the proper notification has been afforded to the family and closest of kin.
- 3) Respond to any media inquiries should they be contacted by the media representatives. Defer such inquires to the person appointed with such role in the destination country or at the home campus. This CPCC public relations or spokesperson's name should be shared with the group.

**To prevent emergencies on trip:**

- Conduct thorough pre-departure and arrival orientation about cross-cultural, logistical, and other problematic issues as they pertain to health, safety, security, and well-being of trip participants.
- Require attendance at orientation to be mandatory if not conditional to academic grading.
- Make students share responsibility for their own health, well-being, security, and safety.
- Ask participants to observe and respect local cultural norms, how they reflect in behavior and consequently how they may affect the group and/or the trip.
- Emphasize common-sense approach: buddy system; Limited consumption of alcohol and no drugs; Rules for outings in the dark and/or for meeting local peers; Self-reflection; etc.
- Mention, emphasize, and explain most critical items from CPCC's policies that regard group's health, well-being, security, and safety.
- Highlight the importance of communication within the group, particularly in the situations discussed here.
- Plan the orientation in a manner that gives participants enough time to process the information, offer feedback, ask questions, and get clarifications prior to departure. All participants must know and be clear on trip expectations in regard to their health, well-being, safety, and security before they depart.

## 4 FACULTY AND STAFF STUDY ABROAD RESPONSIBILITIES

1. Determine the type of program you would like to lead. Meet with the Global Learning Office to discuss program options. Considerations include: location, length of program, number of participants, curriculum course, additional faculty support, cost, third party provider, etc.
2. Submit a Faculty Lead Study Abroad Proposal. Proposals are due the academic year prior to travel. Proposal deadline is January 15 <sup>th</sup> for Spring Break Programs and March 15 <sup>th</sup> for Summer Programs.
3. Global Learning Office will review proposals and notify faculty leaders of approved programs by April 1 <sup>st</sup> (February 1 <sup>st</sup> for Spring Break Programs)
4. Within 30 days of your program being accepted, all faculty leaders must submit to the Office of Global Learning 1) A copy of his/her passport 2) Request for International Travel with Students form* 3) Request for Authorization to Travel form* (must use up-to date forms on the CPCC intranet site) *Forms must be completed except for Vice President and President signatures. Global Learning Office will submit forms together to the VP office.
5. Create specific program requirements, qualifications and expectations to be shared with student applicants. This will be used by the GLO to promote your program and help determine the best student fit.
6. Assist in creating and editing marketing/promotional material related to your program (i.e. website, fliers, and classroom presentations).
7. Organize, prepare materials, and staff a program table for Study Abroad Open House (September). All faculty leaders are expected to attend Global Learning Office events throughout the year.
8. Actively recruit students for your Study Abroad Program (i.e. classroom presentations, events, information tables, email invitations, collaboration with GLO).
9. Work with your division liaison and GLO to ensure the COD is entered for curriculum and CCE offerings. All participants must register for a CPCC course either for curriculum credit or non-credit. You are also responsible for your course syllabus, record of attendance for students and submitting final grades.
10. Once students apply to your program, WITHIN 30 DAYS of application: you must review their information (sent to you from GLO), meet with them in person or ask the GLO for assistance meeting with them, review program requirements with students.
11. Within 30 days of the student application, GLO will do background checks on students (conduct, grades, financial, etc.) and make leader aware of any issues.
12. Officially accept student into your program within 45 days of application via form letter (letter template provided by GLO). You must copy GLO on your student acceptance email.
13. Assist students with third party enrollment (if applicable), payment deadlines, course registration, pre-departure prep, passport application, etc.
14. Hold group participant meetings throughout the semester prior to your program to prepare students for travel (i.e. register with the US State Department, research country, ensure students have passports, etc.)
15. Review and complete the following forms prior to the Faculty Pre-departure Meeting (available on the GLO website) 1) Agreement to Terms and Conditions 2) Instructor Responsibilities and Agreement 3) Study Abroad Handbook Acknowledgement Form.
16. Attend Faculty Pre-Departure Meeting (March). Prepare and bring any program specific materials needed for student pre-departure meeting.
17. Attend Student Pre-Departure Meeting (April). Lead program specific break-out session.
18. GLO to provide notebook and/or zip drive of student information for trip. Review all Student Agreement to Terms and Conditions forms for medical needs and emergency contacts.

19. Estimate additional faculty lead expenses needed in advance, such as cash for taxis, cell phone, unexpected emergencies, etc. Work with GLO to acquire as needed.
20. While traveling out of country: check in periodically with the GLO office via text/email. Retain all receipts needed for reimbursement. Take photos and videos. Document any student weekend trips.
21. Upon return from the program: Inform GLO of safe return; submit all expenses in a timely manner, provide feedback on program.

## 5 STUDENT STUDY ABROAD RESPONSIBILITIES

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	1. <b>Research</b> all programs via <a href="http://www.cpcc.edu/study-abroad">www.cpcc.edu/study-abroad</a>
	2. <b>Decide</b> which program is best for you. Complete the Study Abroad Application online <a href="http://www.cpcc.edu/study-abroad">www.cpcc.edu/study-abroad</a> and email your essay to <a href="mailto:global.learning@cpcc.edu">global.learning@cpcc.edu</a>
	3. <b>Pay</b> the \$100 application deposit and insurance fee (cashier payment form included on website)
	4. <b>Submit</b> a copy of your passport to the Global Learning Office (GLO) <b>OR</b> apply for passport immediately if you do not already have one. GLO can assist you with applying for a passport.
	5. <b>Meet in person</b> with your program faculty leader or a staff member from GLO to review program requirements. GLO will complete a check on the student to make sure he/she has no conduct record, academic infractions or financial obligations to the college.
	6. <b>Within 30 days</b> of the application, students will receive an official acceptance email into the program.
	7. <b>Begin making program payments</b> – For all programs, \$500 is due within 30 days of acceptance. Program specific Payment Schedules are available on each program webpage. If needed, enroll with the third party provider (i.e. EF College Tours, Explorica).
	8. <b>Attend all study abroad meetings for your program and prepare for travel.</b> This includes registering with the US State Department, researching the destination country, and ensuring passport and visas are prepared and valid. Review Student Agreement to Terms and Conditions form.
	9. <b>Register for your course.</b> All participants must register for either the curriculum class or continuing education course tied to the study abroad program. Registration takes place the term prior to travel.
	10. <b>Attend the mandatory pre-departure meeting</b> for all programs.
	11. <b>While abroad:</b> 1) Attend all activities and courses 2) Notify your faculty leader of any issues/concerns impacting the program. 3) Take photos and videos 4) Adhere to the Student Code of Conduct
	12. <b>Upon your return:</b> 1) Submit your photos and videos to GLO. 2) Complete all assignments related to the course. 3) Complete the Study Abroad Evaluation

Important dates:

**November** – Application deadline for Spring Break Programs

**December** – Scholarship Deadline for the Global Learning Office

**January** – Application deadline for Summer Programs

**January** – Pre-departure Meeting for Spring Break Programs

**April** – Pre-departure Meeting for the Summer Programs



## 6 ACKNOWLEDGMENT/AGREEMENT FORM

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### Form

Please sign and date the below after reviewing and asking any questions. For further questions or clarification please contact Nadine Russell: Global Learning Office-OC 303, (704) 330-6167 or email at: [Nadine.Russell@cpcc.edu](mailto:Nadine.Russell@cpcc.edu).

I have read and understand the “CPCC Study Abroad Faculty/Staff Handbook” and agree to the responsibilities as outlined in this handbook.

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Print Name

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Study Abroad Instructor Signature

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Date