



## Overseas & Off-Campus Programs

# LEADER HANDBOOK

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# INTRODUCTION

Our departmental mission stems from the Lewis & Clark College (LC) objective of knowing the traditions of the liberal arts, testing boundaries through ongoing exploration, and handing on the tools and discoveries of this quest to successive generations. To this end, Overseas & Off-Campus Programs are provided as an extension of LC on-campus academic offerings.

LC Overseas & Off-Campus Programs place students in the global classroom where history, culture, and contemporary issues are studied firsthand. Direct interactions give students the opportunity to better understand host country institutions and values, which they can then compare and contrast with those of the U.S. Students become dynamic global citizens who recognize and appreciate the cultural influences underpinning some of the world's most pressing and persistent problems as well as their proposed solutions.

Lewis & Clark mounts these programs as both separately valid and mutually supportive enterprises. In all its endeavors it seeks to be a community of scholars who are alive to inquiry, open to diversity, and disciplined to work in an interdependent world.

By producing this manual, the Lewis & Clark College Overseas & Off-Campus Programs Office seeks to increase awareness, both on and off campus, of how our programs work to nurture and sustain an increasingly internationalized academic community that engages in active dialogue between cultures and concepts. This leader manual, while primarily an information source for prospective and current overseas and off campus program leaders, also contains information useful to students, alumni, foreign partner faculty and institutions and LC community members.

Information from each of these quarters appears throughout the manual and we hope that its inclusion will spawn discussions on best practices and new approaches for leaders of Overseas & Off-Campus Programs. In this way, we can maintain this manual as a dynamic document, constantly improving upon supporting information for our programs. One important area that requires effort on everyone's part is that of student support needs throughout the study abroad experience, including pre-trip orientation, educational travel and readjustment to life in the U.S. and at Lewis & Clark.

This digital manual contains an appendix containing links to websites with useful information for current and potential overseas and off-campus program leaders and participants. It also contains a section on ways in which technology can be used as a learning tool for students while studying abroad. Leaders are strongly encouraged (if applicable) to use technological learning resources while overseas to achieve our goal of community-wide learning across cultures.

# POTENTIAL PROGRAM LEADERS

## Why Lead?

LC Overseas & Off-Campus Programs place students in the global classroom where history, culture, and contemporary issues are studied firsthand. Direct interactions give students the opportunity to better understand host country institutions and values, which they can then compare and contrast those of the U.S. Students become dynamic global citizens who recognize and appreciate the cultural influences underpinning some of the world's most pressing and persistent problems as well as their proposed solutions.

## Lead what? Where?

Leaders most often lead one of our established programs. For a list of current programs, including information on program dates, general itineraries, partner institutions and academic courses, please visit our [programs webpage](#). To access the leader application form and preferred qualifications for each overseas program, [click here](#).

Faculty may also create their own programs by submitting a proposal that includes specific logistics, in-country contacts, and proposed itinerary. Proposal templates are on our website under [Resources for Faculty and Advisors](#).

## Understand the role of an LC overseas and off campus program leader

LC leaders of overseas programs are expected to handle a wide range of responsibilities that extend far beyond the on-campus duties of classroom instruction and academic mentoring. Leaders are expected to guide program participants' experiential learning processes in the host country, coaching students when needed, and leading by example. They also provide significant pastoral care and wear many 'hats' before, during, and after the program. Students will likely call on leaders for assistance with personal affairs and leaders will need to provide support in this realm. You should expect to take on tasks that are typically covered by Student Life departments on campus, such as trips to the doctor, or being available after hours, or discussing personal issues such as anxiety or homesickness.

Leaders are also expected to maintain positive working relationships with in-country coordinators and staff. Overseas & Off-Campus Programs require leaders to remain highly accessible at all times, to quickly and creatively address unforeseen difficulties and learning opportunities, and to represent Lewis & Clark College to host communities. Meticulous record keeping and good communication skills are absolutely necessary.

## Other things to consider when deciding whether to lead

### 1. Ask yourself

When deciding whether to lead a program, it is important to answer several preliminary questions addressing professional, personal and logistical considerations. The following questions should be thought through thoroughly as your answers will help to shape your program leader proposal:

- Have you led a program before? If so, which one and what will you change this time around?
- What does it mean, to you, to be the leader of the program? What do you see your role as?
- What will you be looking for as you interview students? How will you select students?

- How do you deal with illness and disciplinary issues?
- What do you contribute to the program?
- What are your goals for the whole program? What do you want the students to walk away with?
- What is your vision for the orientation process?

## 2. Talk to past leader(s)

Additionally, you should speak to past program leaders for their input. Ask them what “surprise” advantages and disadvantages their experience entailed, as well as any other questions that you feel may be of help to you as you decide whether, when and how to lead a program. Past program leaders are an invaluable resource who will be able to offer good advice regarding nearly every aspect of your program, from proposal to post-program re-entry. Please [click here](#) for a comprehensive list of past leader information.

# How to apply to lead

## 1. Apply

Interested leader candidates must submit proposals to the Overseas & Off-Campus Programs Committee (OOPC) in order to be considered. The call for applications to lead programs is typically made in the spring semester, with applications due in October of the following academic year. In general, applications will be invited 2-3 years in advance of the scheduled program. Please fill out a leader application form from our website and email it to the current OOPC chair and Director of Overseas Programs. Application instructions and deadlines are posted on our website under [Resources for Faculty and Advisors](#).

### NOTE:

Approval of your Department Chair and the Dean of the College are required with the understanding that you will be replaced for a predetermined number of courses. This step is mandatory prior to a proposal submission.

## 2. OOPC Review

After you have submitted your application to lead a program, it will be considered by the Overseas & Off-Campus Programs Committee (OOPC). You may be asked to attend an OOPC meeting to discuss your proposal and your preparedness to lead an overseas program.

# PROGRAM LEADERS - FIRST STEPS

## Understand the role of the Overseas & Off-Campus Programs Office

Oversight and administration of all programs is handled by the Overseas & Off-Campus Programs office. While leading a program, you are considered a member of the Overseas & Off-Campus Programs department. We work to inform and support you as fully as possible so that you may lead a successful program. Our office handles most administrative duties related to the program, including student applications, travel arrangements and agreements with and payment to in-country coordinators and staff.

## Promote your program and recruit potential student participants

Once you have been designated as the leader for a program, we encourage you to inform potential program participants about the program and the application process. You will be required to attend the fall all-programs information session to represent your program (typically mid-September before the application deadline). You are encouraged to also mention your upcoming program in classes or create a mailing list or forum for potential applicants. Facebook groups work well for this, as you can add occasional information and reminders that the students are more likely to see than a message in their email inbox.

On occasion, leaders with large student groups may need an assistant leader. Decisions about the assignment of an assistant leader are tailored to each specific program year. In some cases, the Department of Overseas and Off-Campus Programs determines that a program assistant is required. In other cases, decisions about assistants are made in consultation with program leaders who may [submit a request](#) after meeting with the Director of Overseas and Off-Campus programs.

If you would like to request an assistant leader for your program, please fill out the request form. For fall programs, submit by June 15th. For spring programs, submit by December 15th. Assistants will not be considered after these dates.

## Program Leader Orientation

All accepted program leaders will be required to attend an leader orientation session before you begin your orientation with students. This session is meant to give you the tools and knowledge to lead an effective orientation for your group. You will also be expected to meet with staff in the overseas office periodically during the semester prior to the start of the program.

## Understand the student application process

The Overseas & Off-Campus Programs office has made application information and materials available [here](#). The application process consists of the following steps:

1. Meet with advisor - Students need to meet with their academic advisors regarding how program participation will contribute to and otherwise affect their current programs of study. Faculty Advisor Approval form - available via the [application website](#).
2. Application for Admission form - available [here](#).
3. Academic reference form #1
4. Academic reference form #2
5. Essay form
6. Digital copy of a passport photo - submitted via email to the Overseas & Off-Campus Programs office
7. Transcript screenshot - submitted via email to the Overseas & Off-Campus Programs office



## Interview student applicants

Just like you, students have to evaluate the feasibility of their participation in an Overseas or Off Campus program by looking at different academic, personal and logistical issues. The interview process allows you to guide students through this process, thereby helping both you and the student understand whether or not the student should be accepted into the program and, if so, what issues may require attention before the program begins.

### Interview questions

Using the student's application as a starting point, ask each student several questions so that you both can envision their participation in the program as clearly as possible. Here are a few sample questions that can be modified based upon your knowledge regarding your program and the student interviewee:

- If you have traveled, was it alone, with family, with friends? What did you gain from that experience?
- What are your interests? How do you plan to pursue these activities during your time overseas?
- Do you think your personal values could ever be a problem in adjusting to another culture?
- How do you handle delays, changes, disappointments?
- How do you react to the unexpected and unforeseen?
- Describe a difficult situation in which you have found yourself and describe what you actively did to get yourself out of it.
- Describe a time in which you believed that you had made an unfavorable first impression with someone. How did you work to move beyond that first impression?
- What have you read about the host country?
- What are your expectations of this program? Personal and academic?
- How will you contribute to the group nature of the program?

### Fitting the program into a student's personal and academic goals... and budget

During your interview, make sure that students are aware of and thinking about opportunities to apply overseas study to their majors as well as possible grant or scholarship projects.

Scholarships and grant opportunities that may apply to LC study abroad include:

- [The Benjamin A. Gilman International Scholarship](#) (available to students currently receiving a Pell grant as part of their federal financial aid)
- [Boren Award for International Study](#)
- [Dinah Dodds Endowment](#)
- A complete list of Scholarships is available on our website under [Scholarship Opportunities](#)

Students should also be made aware of their ability to contribute to the following on-campus media:

[Lewis & Clark Around the World](#)

[Piolog student newspaper](#)

[Polyglot - an annual foreign language publication of poems, stories and pictures from abroad](#)

# PRE-PROGRAM ORIENTATION

## Orientation purpose

The goals of an overseas program orientation are multifaceted. Orientation is a time, first and foremost, for the group to **get to know each other** outside of the typical classroom setting. In addition to building a rapport between the program leader and the students, another primary objective of orientation should be allowing and encouraging participants to develop the skills to evaluate, analyze, and connect what they experience on their overseas program with their Lewis & Clark experience. The study abroad experience, beginning with pre-program orientation, should foster team building and leadership skills—that can be applied beyond the overseas program—and personal growth in each of the participants.

Orientation should also be a time to **establish expectations for the program**. What does each individual hope to gain from the program, both academically and personally? What are the group's expectations for the experience? During orientation, the group should work to understand their existing perceptions of the host country and be able to discuss anxieties, doubts, hopes, and expectations about the program and the country. Understanding what everyone hopes to achieve on the program will enable the success of each participant and will allow the program leader to facilitate, to the best of their ability, a program that meets the students' expectations, as well as their own. At the same time, it is also important that a leader be able to recognize when students' expectations are unreasonable. The leader should make clear what the students can and should expect from the host country and the program itself, and what resources and amenities they may or may not have access to.

Finally, orientation should **establish a foundation for the program** and provide an introduction to the experience the group is about to have. Because overseas programs are by definition experiential learning, orientation should address both academic and practical issues. Orientation sessions should convey adequate historical and cultural background about the program country so that the group feels prepared to confront the challenges and adventures that await them. However, some groups have found that some of the information they learned about the country during orientation could have been omitted since it was easy to figure out upon arrival in the country. They felt that this time could have been spent on other activities to build group dynamics and leadership skills. Each program is different, however, and the extent to which orientation deals with country-specific information is up to the leader and the students in the group.

## Format

Most programs hold an initial orientation meeting soon after all participants are accepted so that students get a chance to meet each other informally. Then the group leader typically arranges 4-8 mandatory orientation sessions throughout the semester prior to the program departure. Orientation usually occurs on a bi-weekly basis, with sessions usually held in the evening. It is a good idea to figure out a day and time when all participants are available early on in the semester so that you ensure full participation. Below are some elements of orientation that past program leaders and student participants alike have found especially helpful.

- Topical, interactive, collaborative group research projects. These can range from academic to cultural to practical topics, including geographical/ historical/ cultural overview of the region, logistics of traveling in the country, money, food, and entertainment. Many leaders ask student participants to take the initiative in choosing and developing the topics to be presented, filling in if essential areas are overlooked.
- Guest presentations by past program participants. Students have reported that hearing about Lewis & Clark study abroad programs from peers who have actually experienced them was the most helpful aspect of their pre-program orientation. The most effective way to identify potential student presenters is to reach out to past program leaders. Program leaders can also ask the Overseas Office to select possible speakers. It is a good idea to meet with the students you have selected prior to their presentation to the group so that you can provide a framework for your program, if necessary. You should also emphasize that

they should speak only from their own point of view, talking about their experience with the program, as opposed to telling the students exactly what to expect from their own program.

- Required readings and written work to create a sense of academic accountability. This can be accomplished before orientation (i.e. summer or winter break reading) and/or over the course of the semester.
- Off-campus activities, such as movie nights, dinners, and other get-togethers to allow the group to get more comfortable with each other. The Overseas and Off-Campus Office provides a small budget for these activities. Each program has access to \$10-15 per student for the orientation program. These funds will be issued through reimbursement. Please bring receipts to the Overseas Office to be processed within 30 days of the expense.

## Topics and Themes

There are three basic concepts that should be addressed during orientation:

- Expectations
- Logistics
- Historical/Cultural Information

As previously mentioned, it is critical that everyone on the program is clear about their own expectations for their experience. In addition to establishing a baseline of what the group already knows or thinks about the country, it is important to emphasize the fact that students may have to let go of some of their prior expectations. One of the main reasons that students study abroad is to experience another culture. One cannot expect a foreign country to be exactly like the United States, and orientation should remind them of that. Students also need to be aware of what is possible on the program (independent research, traveling, etc.) and what will be accessible (communication, transportation, etc.) to them. Making these expectations clear is your job as program leader. You may have to do some investigating to make sure the information you give your students is accurate, particularly if you are also experiencing your program country for the first time.

In your individual program orientation, you will want to discuss and share information such as health and safety, transportation, and communication resources that are available in your program country. Orientation should also prepare the group academically and build momentum for the research projects, internships, or other academic work the students will be undertaking on the program. You should also prepare students to encounter varied teaching styles and academic systems.

Finally, your orientation sessions will consist of discovering and teaching about the historical and cultural context in which you will be studying as a group for the next semester. The student presentations and the assigned readings mentioned earlier help to achieve this goal. You all want to get the most out of your experience in-country, and learning as much as you can before you depart will allow you to truly enjoy your semester abroad and engage with your host-country's culture.

## Examples

[Click here](#) for examples of orientation syllabi on our website.

## Google Classroom for your Program

During the application cycle for your program, you and the applicants/students will be added to a Google Classroom site. This site will be used for all communication between our office and the students, and we expect you to utilize the platform for communication with your group as well. Google Classroom allows you to post PDFs, links, create assignments with a deadline attached, and more! It functions similarly to Moodle in that it is a "home page" for your course - in this case, the course is orientation!

We are happy to go through the functionality with you if you are not familiar with the platform. Storing all documents, announcements, and materials on one site helps all parties involved stay on the same page during the application/interview process, orientation, and on the program.

## Introduce your location & academic program

### General information

General information about your program location can include basic information on things such as geographic overview, money issues, modes of transport, weather, history and more.

### Program academic focus areas

Participants should be made aware of the nature of academic engagement expected from them and assignments due during the program. They should also be given an idea of daily and weekly expected time commitments to the program, including whether or not there is an opportunity for participants to undertake independent travel during the program.

### Cultural differences from the U.S.

Participants should be made aware of major cultural differences between their culture and that of the U.S. It is a good idea to contact the [International Students and Scholars office](#) and find out if a student from your program location is willing to come and speak to your group. Past program participants and leaders are also great guest speakers on this topic and more. By the end of the program orientation process, students should be aware of any common U.S. behaviors or clothing styles that may be culturally inappropriate in the host country.

## Team building exercises

Pre-departure orientation meetings are often just as much about giving participants a forum in which they can get to know one another as they are about gaining knowledge about the program location. Your student participant group members will have to rely upon one another to help cope with culture shock, process intercultural learning, and complete academic assignments.

Therefore, students should be asked to work on something in small groups at least once during each pre-departure orientation meeting. Team building exercises are a great way to get otherwise shy or antisocial students to interact with one another. The non-profit organization 'The Hands on Network' offers some tips and suggested exercises for conducting team building exercises with college students [here](#).

## Pre-Departure Handbook

A pre-departure handbook is available [on our website](#). The handbook covers goal setting, identity, transitions, and self-care while abroad. Please read through it, and encourage your students to use it as a resource as well.

## Health information and issues

### General health & safety information

The Overseas & Off-Campus Programs office will coordinate a session, for certain programs, with the [Student Health Center](#) to provide a presentation for all group participants. This meeting includes a brief presentation on health and safety issues and general precautions for the specific country and/or region. It is suggested that you have this meeting in the middle of the semester, as the Travel Medicine Clinic suggests that travelers begin getting vaccinations 4-6 months prior to travel.

### Vaccinations

The [Centers for Disease Control and Prevention](#) offers travel health information for all countries. Here, you can find out about common diseases and ailments as well as recommended vaccinations. Most vaccinations are available through the [Travel Medicine Clinic](#) that operates on campus at the Student Health Center in Templeton.

## Prescription medications

Students taking prescription medications should make appointments with their doctors well in advance of program travel to discuss whether a temporary increase in a prescription is necessary. Students are advised to bring enough prescription medication to last for the duration of the program, since not all medications can be easily found in all countries. It is also necessary to remind students to keep all prescription medications in their original containers and carry them on board with them when flying. For more information on air travel and prescription medicines, please see the U.S. Transportation Security Administration's [page on travelers with disabilities and medical conditions](#). The Overseas & Off-Campus Programs office will communicate precautions with students who have disclosed prescription medications on their confirmation form. Please notify our office if you learn about any updates in their medical information during orientation.

## Health insurance

Students on overseas programs are automatically enrolled in the [PacificSource Student Health Insurance plan](#). Just like any other semester, they will need to opt-out if they have their own insurance provider that they prefer to use. All students are required to have primary health insurance coverage. Undergraduate students traveling abroad on overseas programs sponsored by Lewis & Clark are automatically enrolled in a supplemental travel insurance policy underwritten by Nationwide Mutual Insurance Company, or comparable coverage. Students are covered for only the duration of the program from the day of US departure to the last day of the program. Health plan information for students participating on overseas programs can be found [here](#).

Program leaders are insured through their chosen primary Lewis & Clark health insurance provider. Information about plans can be found [here](#). Program leaders are also enrolled in the iNext Travel Health Insurance plan, should they need additional travel health insurance.

Students and leaders on domestic programs are **not** enrolled in travel health insurance.

## Passports and Visas

The Overseas and Off Campus office will let you know about the necessary travel documentation for your program location and will let you know how you and your participants should proceed to obtain documentation. The U.S. State department offers a listing of entry requirements for all countries, as well as the locations of all embassy and consular offices [here](#).

Everyone traveling on the program is also highly encouraged to go online and enroll in the [U.S. State Department's Smart Traveler Enrollment Program \(STEP\)](#). STEP includes an automatic sign up for receiving travel warnings and updates pertaining to your travel location(s) and helps the State Department to assist you in case of emergency. This is a mandatory step for program leaders, as you will be the first point of contact for students should any type of emergency occur in-country.

## Planning travel and informing the Overseas office

Students are required to purchase their own flights to and from the program location. Our office and in-country staff will decide on a group arrival time and date, and students will be required to select an itinerary that matches the group itinerary as closely as possible. Students who arrive within a few hours of the group itinerary will be picked up from the airport and taken to their residence hall/hotel/host family. Students who do not match their arrival time to the group itinerary will be responsible for finding their own transportation from the airport to the rest of the group.

Faculty leaders are given two options for booking their flights:

- You can book your own flight to and from the program location and be reimbursed for the cost of the round trip ticket. If you decide to book your own flight, please send us your tentative itinerary (as well as the cost of the tickets) **before** you make any reservations. Once we review the itinerary, we will let you know if it's okay to purchase the flights, and then you can send us the receipts for reimbursement.
- You can book your flight through the Overseas Office. To book a flight with our office, you can contact Kaitlin Sommerfeld ([ksommerfeld@clark.edu](mailto:ksommerfeld@clark.edu)). We will send you the finalized itinerary once payment is finalized. Leaders may

arrive within 5 days of the program start date, and must move out of provided accommodation within 5 days of the program end date. Please provide the following information in your email:

- Preferred arrival and departure dates and cities
- Your legal name as it appears on your passport
- Date of birth

More information and deadlines on booking travel will be sent out the semester before departure. Leaders who do not book their flights by the deadline may be required to cover the additional cost, as the cost difference of purchasing flights can rise substantially.

## Communications information regarding phones, computers, etc

Research or talk to past leaders or in-country colleagues to find out common ways in which people access telephones and computers in the host country, including the availability and average price of mobile phones, pay phones, internet connections and internet cafes. Advise students regarding bringing their own phones and computers; some program locations are very amenable to this while others are not. Contact the Overseas Office or the in-country coordinator for more specific information regarding your program.

## Social media and online knowledge sharing guidelines & resources

### Social Media (i.e. Facebook, Twitter, etc) & blogging guidelines

Online knowledge sharing can prove an invaluable resource for communicating what you and students learn while learning off campus with the greater Lewis & Clark community and, indeed, with the world. However, a few guidelines should be followed to ensure that students are aware that what they post can at times be both widely distributed and irrevocable. You may want to have students sign an agreement along the lines of the following:

- Avoid confusion by making an explicit statement that yours is not an official Lewis & Clark College website and the views and information presented are your own and do not represent Lewis & Clark College or the Overseas & Off-Campus Programs department.
- While participants in all Lewis & Clark College Overseas & Off-Campus Programs have full freedoms concerning academic and artistic creations and publications, they are also expected to maintain a standard of conduct that is in keeping both with the Overseas & Off-Campus Programs goal of cultivating intercultural understanding and with the [Lewis & Clark Student Code of Conduct](#).
- Posting of inappropriate or offensive material on the Internet in relation to a Lewis & Clark College Overseas or Off Campus program is not permitted. Maintain an awareness of cultural norms regarding what kinds of content and information are appropriate to share on the Internet in your host country; do not divulge personal or sensitive information without first obtaining explicit consent.

### LC LiveWhale Blog

The [Lewis & Clark LiveWhale Blog](#) is a site used by faculty and students on LC Overseas Programs. It is intended to provide a platform for Lewis & Clark overseas participants to share reflections, photos, or research related to their program. The website allows students an opportunity to curate their experience abroad in the form of sharable content, and provides an opportunity for other members of the LC community to engage with other LC students abroad. During your program orientation, the Overseas Office will reach out with more details on how to access the platform.

### Information Technology & Library Resources

[Information Technology](#) can assist in testing, preparing and arranging long-term loans for educational technology you'd like to use during the program. We can also help ensure any equipment you plan to take with you will work as expected. Miranda Carney-Morris is your primary IT contact. She can be reached at [mccm@lclark.edu](mailto:mccm@lclark.edu). IT can also:

- Consult on planning online assignments and integrating data collection/sharing apps
- Workshops, labs, and other assistance for students before and after the program to support multimedia and online projects
- Long term loan of tablets
- System checks, updates, and proactive repairs on institutional laptops
- Discuss backup options and possible cloud options to proactively head off storage issues
- Verify VPN connectivity and ability to use LC resources from off-campus

[Watzek Library](#) is committed to supporting the research needs of our students and faculty who participate in L&C study abroad programs. They recognize both the challenges and rewards of conducting research while overseas, and offer their support in the following ways:

- Providing content: Online journals, [research databases](#), and [ebooks](#) are directly available using an L&C username and password. Visit the library's webpage for [Overseas Support](#).
- Providing help: Research librarians are available to help find the information you or your students need - even while overseas. Email and Skype reference help is available.
- Building collections: Librarians will help curate and acquire materials (books, ebooks, films, etc) for your orientation.

Other resources are innumerable. We encourage you to research to see if you can find specific applications or online resources that may be particularly well-suited to your program location or subject(s) of study. Please contact us for any new ideas you have regarding incorporating technology into your program.

Currently suggested resources include:

- [Podbean](#): a free podcasting site for sharing recorded audio materials
- [Glogster](#): a free online poster making tool that can incorporate a wide range of media files
- [Pinterest](#): a free online pin board for creatively sharing online resources
- [Prezi](#): a free online presentation tool, similar to Powerpoint or Keynote, that allows for animated zooming, custom frame shapes, easy inclusion of several file types and more
- [Instagram](#): a free-to-join online photo sharing community. Necessary to add content to slider galleries of photos on the [Lewis & Clark around the world](#) site.
- [Google docs](#) and [Google plus](#): While Google docs keeps track of assignments and other documents, Google plus offers ways to selectively share photos, videos, conversations and more and includes online video conferencing similar to [Skype](#). Google ID is required to join.

## Photograph taking etiquette

Many of the guidelines listed above also apply to the taking and publication of photographs. You may find it useful to have a discussion with your participants about the acts of photographing and being photographed in order to ensure that students are using personal and cultural sensitivity when photographing, and avoiding the objectification of people and cultures.

You may find the following resources useful in your conversation:

- [Photojournalism: An ethical approach by Paul Martin Lester](#)
- [Book: Images that injure: Pictorial stereotypes in the media by Paul Martin Lester \(link to Google books page; chapters 1-4 viewable here without purchase\)](#)

## Re-emphasize opportunities to apply overseas study to majors, grant projects, etc

You may want to invite a staff member from Lewis & Clark's [Career Center](#) to come and speak to your students about the ways in which their participation in your program can be applied to future studies, careers, and community involvement.

## Registering for classes the semester following the program

If a student is returning to campus in the semester following the program, they are responsible for obtaining advisor approval and registering for courses at the allotted registration time. It is helpful if you obtain registration information ahead of time to ensure that students do not miss their registration time period. If your program will be on an excursion during registration or will not have access to the internet at your registration time, please contact the Office of the Registrar in advance.

## Families

You will want to encourage students to reach out to their loved ones back home once they arrive to let them know that they are safe and settling in. Students can choose to share the program itinerary with parents/guardians depending on their personal preference. You should not give your contact information out to parents unless otherwise advised. Parents will be able to contact the Overseas Office if they have any questions or concerns about the program.

If students are expecting a visit from friends or family while on the program, we encourage them to plan this visit after the official program end date. We've found that having family visit while students are in school is disruptive, and doesn't make for the best family vacation. Assuming there are no visa restrictions on travel dates, we always encourage students to plan any personal travel before or after the program.

## Provide a packing List

Use your own travel knowledge along with suggestions from the Overseas & Off-Campus Programs office, past program leaders and in-country colleagues to create a packing list for participants. This list will usually include:

- First aid and health and personal hygiene products that are commonly needed and not reliably available in the host country
- Outing supplies where applicable, including proper walking shoes, hand sanitizer, flashlight, towels, sleep sheet and bags for carrying out waste
- Books and supplies necessary for academic work
- Weather and culture-appropriate clothing and umbrellas and sunscreen if necessary
- Recommended means of bringing spending money - cash (usually at least a small amount is recommended), ATM cards, traveler's checks - find out what works best in your host country
- Recommended personal items or items to give as gifts in the host country
- Recommended electronics items and necessary power adapters (some adapters are much cheaper in-country)
- You should also mention any excess baggage fees charged by the airline used for program travel.



A more [extensive packing list](#) is available on our website. Be sure to work with staff in your program country to customize the list for your students.

# PRE-DEPARTURE TASKS

## Early arrival

The Overseas & Off-Campus Programs office arranges for leaders to arrive on site approximately 5 days before the program start date so they may familiarize themselves with the host country, host institution(s) and in-country staff.

## Daybook & In-Country Resources

The Overseas Office creates a Google Drive folder for each program, containing documents and student information that will be useful while on your program. Try to put together any other documents relevant to the program in both electronic and print forms so that you may have access to them at all times should they be needed. This includes but is not limited to:

- Leader & Student passport copies
- Information regarding iNext insurance
- Student health information
- Faculty Leader Toolbox
- Program travel itineraries
- Student travel log
- Student program application information
- Leader and Student program evaluation information
- Accounting spreadsheet and other financial documents including a program budget

## Last minute details

Near the end of the semester preceding your program, the Overseas & Off-Campus Programs office will email a document outlining last-minute details for all participants. This document includes logistics that students should attend to before departure.

## Coordinate student arrival

Make sure that you have access to all student itinerary information including connections - the Overseas Office will upload student itineraries to your Google Drive folder. Work with in-country staff to meet the students when they arrive at the airport.

# PROGRAM FACILITATION

## Facilitate and encourage intercultural interaction

One of the foremost responsibilities of a program leader is to encourage and guide participants' intercultural learning experiences. Make sure that you set a good example from the moment you arrive in the host country. Maintain positive relationships with in-country staff and do not speak disparagingly of them in front of students. Spend time interacting and working with local communities and provide opportunities for students to do the same.

Communicate your own past and present learning experiences with the students. Let them see what you find interesting and why. Join students in trying to recognize connections between (sometimes seemingly disparate) people, events or themes either within the host country or between the host country and the U.S. Discuss your experiential learning discoveries along with those of the students often and incorporate them into outings, lectures and assignments as often as possible to help focus an experience that participants may otherwise find overwhelming.

## In-country orientation meetings

An in-country orientation meeting should be held as soon as possible after arrival in the host country. The meeting should cover a tentative program calendar for the first week; introductions to in-country assistants and staff; local directions and amenities; reiteration of health and safety advice, local self travel rules and contact methods and information.

### Local self travel rules

Local travel rules include curfews and buddy systems where appropriate. They may also include a designated radius beyond which students may not travel on given days/times or prohibited areas for travel.

### Contact methods and information

Remind students of where they can find local telephone and internet services and how to use them. Provide students with a full list of contacts for all program participants, staff and assistants as well as emergency contacts such as the nearest hospital or the U.S. embassy. We encourage students and program leaders to buy local pay-as-you-go cell phones so you will have that as a means of contacting each other in the case of an emergency.

### Follow up group meetings

You should hold group meetings with participants regularly throughout the program to remind participants of rules, health and safety issues and assignment guidelines and due dates, make announcements and discuss issues affecting the group. Use your own discretion to determine the frequency of these meetings depending on the program and time elapsed. For example, weekly meetings are highly recommended at the beginning of the program, but as students become more acclimated, frequent meetings may not be necessary.

## In-country staff

In-country staff are your colleagues in facilitating programs and every effort should be made for leaders and in-country staff to cooperate fully. In-country staff and leaders are expected to discuss with one another any issues they may be having with program organization and logistics, task sharing and student participation and behavior.

## Health

The leader is expected to regularly remind students of precautions that they should be taking regarding their health. Leaders should monitor students' health closely and immediately address severe or persisting injuries or illnesses by taking the student to the nearest medical provider or hospital.

It is common for students to fall ill during Overseas & Off-Campus Programs. Most illnesses are minor respiratory or digestive problems that are alleviated by over the counter cold or anti-diarrheal medicines. However, more serious issues do sometimes arise and it is the leader's job to immediately accompany any student experiencing persistent or serious illness or injury to a local health provider or hospital. In-country staff or assistants will inform you of the best places to go for medical care and will accompany you when possible.

All students will be enrolled in a supplemental travel health insurance plan, should their primary health care provider not have adequate international coverage. Remind students to keep receipts from all care and medications to file a claim with their insurance provider once they've returned home. Contact the Overseas & Off-Campus Programs office for assistance with iNext coverage and claims.

Program leaders will be covered under the iNext policy for the duration of the program. Please visit our health insurance information on your website [here](#).

## Mental Health

The challenges of overseas and off campus study can be especially difficult for students with mental health issues. Students are asked to disclose any mental health issues when they apply for participation in a program in their confirmation packet, but sometimes students do not disclose a condition and a leader finds out either by student disclosure on the program or student behavioral indications. As soon as you become aware of behavior that may be indicative of a participant's mental illness, document your observations or conversations and contact the Overseas & Off-Campus Programs office for assistance. Please refer to the Faculty Leader Toolbox in your Drive.

## Home stays

Many of our programs provide participants with home stays in which students can experience day-to-day family life in the host culture. Home stays provide students with wonderful learning experiences and life-long friends and extended family members. Most program participants rate their host family experiences very highly. Nevertheless, problems do occasionally arise. Encourage students with less serious difficulties and offer them ways in which they can view challenging aspects of a home stay more positively. Check in with students regularly to ensure that they are not experiencing any major issues such as inadequate number of meals, largely absent host families or feelings of being in an inhospitable or threatening atmosphere. Address any serious issues by speaking to in-country staff and the Overseas & Off-Campus Programs office.

## Free Time

### Ground rules

Establish a set of ground rules for use of free time. We encourage you to require that students do not travel anywhere alone (i.e. not without at least one other participant) and that they carry one mobile phone with them at all times if possible. You should also establish other self travel rules, including checking in every couple of days with the leader.

### Reflection

Students will need time to reflect upon what they have learned, discuss it with their peers and try to put it into a larger context experientially as well as academically. Keep this in mind when creating program schedules and think about creating assignments that focus on this type of reflection as well as academic analysis. Online applications and tools can be creatively put to use in creating assignments synthesizing experiential and academic learning.

### Independent Travel

Some programs include opportunities for students to conduct independent travel in their host location. Students should travel in groups and carry at least one mobile phone with each group. You must receive and keep track of all student itineraries for independent travel in the event that a travel complication or emergency arises. Typically, students will use their stipend to cover costs during this portion.

For students who decide to do other free travel during the program, please set check in expectations with the student before they depart. You will also need to collect information for the Student Travel Log (in your daybook). This includes getting their mode of transportation, departure time/date, return time/date, as well as information on who they will be traveling with.

## Group dynamics/Conflict resolution

Student groups will eventually develop at least one dynamic in which subgroups are formed. Try to encourage interaction amongst all program participants by placing them in different study/assignment/accommodation groups as often as possible.

Since overseas programs can be emotionally and physically challenging, students and leaders may get on one another's nerves at different points of the program. Remind students to try to maintain perspective and place given situations in context. This means that students should not allow minor frustrations to create tensions or build into larger problems. They should also, to the best of their ability, allow one another adequate space when needed. Try to create and maintain a positive atmosphere of mutual respect and concern.

When conflict does arise, encourage students to resolve their issue(s) as quickly as possible. Conflict resolution takes work, but it also brings greater understanding and cohesiveness to your group. Consider introducing and practicing Non-Violent Communication methods during orientation. [Here is a helpful resource.](#)

## Budget and record keeping

We know record-keeping is the least rewarding part of your overseas program experience. However, we greatly appreciate your assistance in accurately tracking expenses. This important task ensures we can give our students the best experience possible by giving us visibility into program budget needs. Your program budget is maintained via the accounting spreadsheet in your daybook. Our office will walk you through the procedures for filling out the daybook in your pre-departure meeting.

All leaders will be issued a Lewis & Clark purchasing card "p-card" for use to facilitate their overseas program. This p-card should be utilized as the payment method for all program related expenses either by direct payment to vendors or to facilitate an ATM/bank cash withdrawal if cash is needed. Use of the p-card as a direct payment to vendors (rather than cash) is preferred and should be used in all cases reasonably practical. Use of the p-card is restricted to program expenses. All personal meals or other personal expenses should be handled via your own personal credit card (including cost of living adjustment). You will need to track your p-card and program cash transactions through use of a detailed daybook.

## Addressing issues of student misconduct

When a student applies for program participation, s/he signs a Release and Agreement contract, which states that, "in addition to Participant's usual responsibility to the College to comply with its rules and regulations, Participant must assume added responsibility to the group and to comply with the laws and customs of the country in question. The College reserves the right to terminate participation of a Participant in the program, either before or after going abroad, for any of the following causes: a) failure to prepare conscientiously for the program, including irregular attendance at orientation sessions, inadequate study of assigned materials, and unsuccessful completion of program prerequisites; b) being placed on academic warning or probation; c) failure to perform at a satisfactory academic level during the program; d) possession or use of narcotics or hallucinogenic drugs; e) intemperate or illegal use of alcoholic drinks or public intoxication, or f) participation in black market activities."

"The College is not able to assist students who break the law in a foreign country and is not responsible for legal fees or other costs while attempting to secure the release of Participant from foreign custody. Lewis & Clark students are subject to the law of their host country and community. Neither the Overseas & Off-Campus Programs Office nor the US Government has the ability to protect Participant from punishment with respect to drugs or other criminal offenses."

When an act of student misconduct occurs, students are subject to disciplinary measures as described in part VI the [Student Code of Conduct](#), which can be found in the LC Pathfinder Student Handbook. You are required to consult with the Overseas & Off-Campus Programs office and the Dean of Students prior to taking official disciplinary measures

## Grading

Work with in-country staff to determine overall student grades in the two weeks following completion of the program. Grades and grading procedure should correspond to [Lewis & Clark College's undergraduate grading systems](#). Faculty leaders are the instructor of record for their overseas program. Grades should be submitted to the [Registrar's Office](#) no later than two weeks following the end of the program.

## Leader and program evaluations

All student evaluations are completed online via a custom Google form. Program leaders are expected to allocate some time at the end of the program for students to fill out the form. Our office will provide a link to the evaluation form via your Classroom. Additionally, you'll be asked to fill out a report summarizing the program. A blank template for the form can be found in your Drive. Please submit the report to the Overseas Office before you meet to debrief the program with staff in person.

# POST-PROGRAM/RE-ENTRY

Program participants usually return home during a break from on-campus classes and are thus disconnected from others who shared their overseas or off campus learning experience. Readjustment can be difficult and participants may experience what has been referred to as “reverse culture shock”: a state in which one encounters difficulty reacclimatizing to their home culture. Additionally, participants can feel overwhelmed when asked by family or friends to tidily sum up their experience at a time when they themselves are still processing all that they have experienced and learned.

## Have a social gathering before you leave

Have a social gathering before you leave your host country and discuss possible re-entry issues. Also discuss major themes and lessons learned and how participants can think about drawing upon these to improve life for themselves and others. Let them know about their responsibility to share their increased knowledge and awareness with family, friends and the LC campus community.

## Have a social gathering when students return to campus

Once students have returned to campus, they will enjoy an opportunity to reconnect with fellow program participants, reminisce about the program and share stories about life back at home. This gathering should have no agenda, but rather simply be available as a light-hearted forum in which students can be reminded that they are not alone in their efforts to reacclimatize to U.S. and on campus life.

## Encourage the connection of the program with on-campus opportunities

Former LC overseas and off campus program participants regularly give back to the campus community and apply their learning to specific projects and scholarships. Encourage your program's participants to do the same. Opportunities for sharing present themselves constantly both in and out of everyday classroom interaction. Many official on-campus opportunities are listed in this handbook's section on interviewing student applicants, but a few other opportunities include:

- [J. William Fulbright grants](#): “The largest U.S. international exchange program offering opportunities for students, scholars, and professionals to undertake international graduate study, advanced research, university teaching, and teaching in elementary and secondary schools worldwide.”
- [Davis Projects for Peace](#): Annual \$10,000 grant available for students submitting winning proposals for self-designed grassroots projects around the world

## Returning from Abroad programming

Have your group participate in the Returning from Abroad [College Outdoors Trip](#). This opportunity to share stories, discuss challenges, and reconnect with Oregon will be offered every fall and spring for returnees. Students will be accompanied by College Outdoors student trip leaders and a member of the Overseas Programs staff. If you are interested in getting involved or facilitating a trip, please let us know!

Plug the “Returning from Abroad” session facilitated by Valerie White (campus Ombudsperson), Melissa Osmond (Associate Director for Health Promotion), Isabelle DeMarte (Associate Professor of French), and Bridget Flaherty (Associate Director of International Students and Scholars) on offered the first Thursday of classes each semester. Students will be given space to reflect on how they have changed, and will continue to do so, because of their experience.

Encourage your students to get involved with [Student Leadership and Service \(SLS\)](#) and engage with the greater Portland community. SLS offers ways to [connect with local nonprofits and schools](#), [explore new leadership skills](#), and to [do something awesome during spring break](#).

## Stay in touch

Keep in touch with past participants and encourage them to keep in touch with one another. When something happens that reminds you of something on the program, share it with your former participants. Let people know ways in which your leadership of the program is shaping and contributing to your professional goals.

# APPENDIX: ONLINE RESOURCES

## LEWIS & CLARK RESOURCES

### **Lewis & Clark Overseas & Off-Campus Programs**

[http://college.lclark.edu/programs/overseas\\_and\\_off\\_campus](http://college.lclark.edu/programs/overseas_and_off_campus)

### **Lewis & Clark Overseas & Off-Campus Programs: Application information, forms and instructions**

[http://college.lclark.edu/programs/overseas\\_and\\_off\\_campus/apply/](http://college.lclark.edu/programs/overseas_and_off_campus/apply/)

### **Lewis & Clark Overseas & Off-Campus Programs: Current offerings**

<http://legacy.lclark.edu/~overseas/2011%20Website/All%20Programs.html>

### **Lewis & Clark Career Center**

[http://college.lclark.edu/student\\_life/career\\_and\\_community/](http://college.lclark.edu/student_life/career_and_community/)

### **Lewis & Clark Health Promotion and Wellness Office**

[http://college.lclark.edu/offices/health\\_promotion\\_and\\_wellness/](http://college.lclark.edu/offices/health_promotion_and_wellness/)

### **Lewis & Clark Human Resources: Overseas And Off Campus program leader medical insurance**

[http://www.lclark.edu/offices/human\\_resources/employee\\_resources/benefits/health\\_benefits/medical\\_plans/](http://www.lclark.edu/offices/human_resources/employee_resources/benefits/health_benefits/medical_plans/)

### **Lewis & Clark International Students and Scholars Office**

<http://www.lclark.edu/offices/international/>

### **Lewis & Clark Faculty Handbook, Sections 1-5**

<http://www.lclark.edu/live/files/10303-faculty-handbook-section-1--5>

### **Lewis & Clark College Registrar's Office**

<http://college.lclark.edu/offices/registrar/>

### **Lewis & Clark Student Code of Conduct**

[http://college.lclark.edu/student\\_life/-our-departments-/student-rights-responsibilities/student-code-of-conduct/](http://college.lclark.edu/student_life/-our-departments-/student-rights-responsibilities/student-code-of-conduct/)

### **Lewis & Clark Undergraduate Grading Systems**

<http://docs.lclark.edu/undergraduate/policiesprocedures/grading/>

### **Environmental Studies Department: Situating the global environment (SGE)**

<https://sge.lclark.edu>

### **KLC Radio: Lewis & Clark College's student-run radio station**

[http://college.lclark.edu/student\\_life/klc\\_radio/join\\_klc/](http://college.lclark.edu/student_life/klc_radio/join_klc/)

### **Meridian: Lewis & Clark College's annual publication on International Affairs issues**

[http://college.lclark.edu/departments/international\\_affairs/meridian/](http://college.lclark.edu/departments/international_affairs/meridian/)

### **Lewis & Clark Student Health Services' travel health clinic**

[http://www.lclark.edu/offices/student\\_health\\_services/overseas\\_health/](http://www.lclark.edu/offices/student_health_services/overseas_health/)

### **The Pioneer Log: Lewis & Clark College's student-run newspaper**

<http://www.piolog.com/>



**Polyglot - Lewis & Clark College's annual foreign language publication of poems, stories and pictures from abroad**

[http://college.lclark.edu/departments/foreign\\_languages/polyglot/](http://college.lclark.edu/departments/foreign_languages/polyglot/)

**The Source: A web portal for Lewis & Clark faculty & staff**

<http://www.lclark.edu/source/>

**Watzek library digital initiatives**

<http://library.lclark.edu/index.html>

## **OTHER RESOURCES**

**Pacific Source student health insurance information**

[http://www.lclark.edu/offices/student\\_health\\_services/insurance/](http://www.lclark.edu/offices/student_health_services/insurance/)

**Overseas program health insurance information**

[http://college.lclark.edu/programs/overseas\\_and\\_off-campus/-resources/-resources-for-parents/health-insurance-information/](http://college.lclark.edu/programs/overseas_and_off-campus/-resources/-resources-for-parents/health-insurance-information/)

**Benjamin A. Gilman international scholarship**

<http://www.iie.org/en/Programs/Gilman-Scholarship-Program>

**Boren awards for international study**

[https://www.borenawards.org/boren\\_scholarship/basics.html](https://www.borenawards.org/boren_scholarship/basics.html)

**Centers for Disease Control and Prevention: Traveler's health**

<http://wwwnc.cdc.gov/travel/destinations/list.htm>

**Davis projects for peace**

<http://www.davisprojectsforpeace.org/>

**Instagram: a free-to-join online photo sharing community that offers custom settings for who may view. Necessary to add content to the [Lewis & Clark around the world](#) site.**

<https://www.instagram.com/>

**Glogster: a free online poster making tool that can incorporate a wide range of media files**

<http://www.glogster.com/>

**Google docs: online platform for file sharing and collaborative writing/editing**

<https://docs.google.com/>

**Google plus: online platform for selective sharing of photos, videos, conversations and more; includes online video conferencing**

<https://plus.google.com>

**Hands On Network: Team building exercises for college students**

[http://www.handsonnetwork.org/files/resources/BP\\_TeambuildingExercises\\_2010\\_HON.pdf](http://www.handsonnetwork.org/files/resources/BP_TeambuildingExercises_2010_HON.pdf)

**Images that injure: Pictorial stereotypes in the media by Paul Martin Lester (link to Google books page; chapters 1-4 viewable here without purchase)**

[http://books.google.com/books?id=PxcsMH5X8YEC&printsec=frontcover&source=gbs\\_ge\\_summary\\_r&cad=0%23v=onepage&q&f=false](http://books.google.com/books?id=PxcsMH5X8YEC&printsec=frontcover&source=gbs_ge_summary_r&cad=0%23v=onepage&q&f=false)

**J. William Fulbright grants**

<http://us.fulbrightonline.org>

**Pinterest: a free online pin board for creatively sharing online resources**

<http://pinterest.com/>

**Podbean: a free podcasting site for sharing recorded audio materials**

<http://www.podbean.com/>

**Prezi: a free online presentation tool, similar to Powerpoint or Keynote, that allows for animated zooming, custom frame shapes, easy inclusion of several file types and more**

<http://prezi.com/index/>

**Skype: online telephone and video conferencing service; can make calls to landline & mobile phones as well as to computers**

<http://www.skype.com/>

**U.S. State Department Smart Traveler Enrollment Plan (STEP)**

<https://step.state.gov/step/>

**U.S. State Department visa requirement listings by country & consular office & embassy locations**

<https://travel.state.gov/content/passports/en/country.html>

**U.S. Transportation and Security Administration's page for travelers with disabilities and medical conditions**

<http://www.tsa.gov/traveler-information/travelers-disabilities-and-medical-conditions>