GLOBAL EDUCATION HANDBOOK

Global Center
School of Leadership & Education Sciences
University of San Diego
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globalcenter@sandiego.edu
http://www.sandiego.edu/soles/globalcenter/
Dear Prospective Global Center Program Participant,

We are so pleased that you want to enrich your graduate education experience with a global program. We pride ourselves on providing exciting opportunities for students to further develop their skills as teachers, counselors and leaders by experiencing new cultures and new ideas. We know that not only will your global experience enhance your life and your studies; it will also make you more marketable as you launch your career after your time with us here at USD.

In this handbook you will find information about the types of programs we offer at the SOLES Global Center and their application procedures; information on enrollment and financial matters; information on behavior and codes of conduct; health information; and general orientation and travel information. This handbook is very important to all students who travel abroad. Not only does it give you information for the process of getting accepted into a SOLES Global Center program, it also provides you with tools necessary for your time abroad.

Anyone who is applying for a program must read this handbook thoroughly, and sign that you have done so as part of your application. If you have any questions or concerns, please do not hesitate to contact us by phone at (619) 260-5901, or by e-mail globalcenter@sandiego.edu.

We look forward to helping you plan your global adventure!
MISSION OF THE SOLES GLOBAL CENTER

The faculty and staff of SOLES believe that enhancing human dignity and the quality of life is at the foundation of education. Our mission supports this vision at the local, national and international levels by encouraging our students to become life-long learners engaged in scholarly inquiry, research and professional development in the field of education and education-related professions. We seek to enrich our program and course offerings to help students become ethical, civic-minded and committed leaders in ways that will make a contribution to our global community. The SOLES Global Center does this by providing global education adventures for SOLES students.

DESCRIPTIONS OF GLOBAL EDUCATION OPTIONS

Global Exchange - this is an individual experience in which a student spends one semester or year of study in an overseas institution. The student will take courses for the purpose of transferring the credits back to USD in order to fulfill degree requirements.

Global Internship - this is an individual experience in which a student spends 4-16 weeks in another country in a practical experience as approved by the student’s internship supervisor.

Global Student Teaching - this is an individual experience in which a student spends 4-16 weeks in another country in a practical experience as approved by the student’s internship supervisor.

Global Study - this is an experience in which a group of ten students (minimum) engage in a short-term study course (four weeks or less) led by a USD instructor. It may, or may not, be in cooperation with another higher education institute and has a tuition reduction of $1,800 for three units ($600 per unit).

More specific information about all of these programs can be found at our website: www.sandiego.edu/soles/globalcenter.

CRITERIA FOR STUDENT PARTICIPATION

Participation in global education is not a right, but an opportunity for which students must have institutional approval. There are established criteria for participation in all SOLES Global Center programs. Students must:

1) Be in good academic standing.
2) Meet any additional program eligibility requirements.
3) Complete and submit the required application and paperwork for a specific program by the deadline date. (The balance of the charges is billed to the student by Student Accounts. Non-students and students auditing a Global Study course pay fees directly to the SOLES Global Center).

4) Pay corresponding fees by the deadline date.

5) Have settled their financial accounts before leaving.

PROGRAM APPLICATION PROCEEDURES

Global Exchange

Students interested in participating in a Global Exchange program can do so at either of our two sister institutions, Mondragon University (MU) in Spain or Queensland University of Technology (QUT) in Australia, or they can design their own program.

If participating in a set program with MU or QUT students must:
   1) Consult Academic Calendar and Course Offerings for desired university.
   2) Complete the SOLES Global Center Global Exchange Application Form.
   3) Meet with advisor to complete the Global Exchange Academic Advising Form.
      Once your advisor has agreed to a plan of study, that plan must remain unchanged.
   4) Complete the first page of the Global Recommendation Form and give it to your recommender to complete and return.
   5) Complete and sign the Participant Medical Clearance Form.
   6) Complete and sign the Agreement and Release Form
   7) Submit total application with Global Application Fee of $50.
   8) Once accepted to the program the $300 Global Fee will be charged to your USD Student Account ($150 is non-refundable).
   9) Complete the Mandatory Pre-Departure Health, Safety and Security Module online.

If participating in a program of the student’s own making, students must:
   1) Research program of interest and courses offered
   2) Complete the SOLES Global Center Global Exchange Application Form
   3) Meet with the SOLES Global Center Coordinator to talk about feasibility
   4) Meet with advisor to complete the Global Exchange Academic Advising Form-
      once your advisor has agreed to a plan of study, that plan must remain unchanged.
   5) Complete the first page of the Global Recommendation Form and give it to your recommender to complete and return.
   6) Complete and sign the Participant Medical Clearance Form.
   7) Complete and sign the Agreement and Release Form.
   8) Submit total application with Global Application Fee of $50.
   9) Once accepted to the program the $300 Global Fee will be charged to your USD Student Account ($150 is non-refundable).
   10) Complete the Mandatory Pre-Departure Health, Safety and Security Module online.
Global Internship

Students can participate in internships abroad either through our partnership with Camp Adventure Youth Services, The International School of Port of Spain (ISPS), or through a program of their designing.

To participate in Camp Adventure contact Walt Heinecke, Camp Adventure Program Coordinator at (619) 437-1898 or heinecke@sandiego.edu.

If interested in participating in the International School of Port of Spain (ISPS) program, students must:

1) Meet with the SOLES Global Center Coordinator
2) Complete the SOLES Global Center Global Internship Application Form
3) Complete the first page of the Global Recommendation Form and give it to your recommender to complete and return.
4) Complete and sign the Participant Medical Clearance Form
5) Complete and sign the Agreement and Release Form
6) Write a 300 word Personal Statement regarding your interest in and suitability for Global Internship. Be sure to include both your ability to adapt to another country and culture and details about your teaching strengths.
7) Submit total application with Global Application Fee of $50.
8) Once accepted to the program the $300 Global Fee will be charged to your USD Student Account ($150 is non-refundable).
9) Complete the Mandatory Pre-Departure Health, Safety and Security Module online.

If designing an internship of the student’s own making, students must:

1) Research program or organization of interest.
2) Make contact with the program or organization to establish contract or written agreement.
3) Meet with the SOLES Global Center Coordinator to talk about feasibility.
4) Meet with advisor to complete the Global Exchange Academic Advising Form—once your advisor has agreed to a plan of study, that plan must remain unchanged.
5) Complete the first page of the Global Recommendation Form and give it to your recommender to complete and return.
6) Complete and sign the Participant Medical Clearance Form.
7) Complete and sign the Agreement and Release Form.
8) Submit total application with Global Application Fee of $50.
9) Once accepted to the program the $300 Global Fee will be charged to your USD Student Account ($150 is non-refundable).
10) Apply for the program of your choosing.
11) Complete the Mandatory Pre-Departure Health, Safety and Security Module online.
Global Student Teaching

Students interested in completing their student teaching abroad, can easily do so through our two partner programs: the University of Minnesota-Morris and the International School of Port of Spain (Trinidad/Tobago).

If interested in participating in the University of Minnesota-Morris (UMM) program, students must:

1) Meet with Peggy Hetherington, Director of Field Experiences to explore options of this program. She can be contacted at (619) 260-8804 or peggyh@sandiego.edu.
2) Interview with the Global Student Teaching Committee
3) Complete the USD-Learning and Teaching Student Teaching Application Form
5) Photocopy and attach ALL components of the UMM application to the SOLES Global Center application.
6) Complete and sign the SOLES Global Center Participant Medical Clearance Form.
7) Complete and sign the SOLES Global Center Agreement and Release Form.
8) Obtain the Director of Field Experiences signature.
9) Provide the SOLES Global Center with a copy of your travel insurance coverage provided by UMM.
10) Enclose the $50 application fee for the SOLES Global Center
11) Return application checklist with all signatures and all application materials.
12) Once accepted to the program the $300 Global Fee will be charged to your USD Student Account ($150 is non-refundable).
13) Complete the Mandatory Pre-Departure Health, Safety and Security Module online.

If interested in participating in the International School of Port of Spain (ISPS) program, students must:

1) Meet with Peggy Hetherington, Director of Field Experiences to explore options of this program. She can be contacted at (619) 260-8804 or peggyh@sandiego.edu.
2) Interview with the Global Student Teaching Committee
3) Complete the USD-Learning and Teaching Student Teaching Application Form
4) Complete the SOLES Global Center Global Student Teaching Application Form
5) Complete the first page of the Global Recommendation Form and give it to your recommender to complete and return.
6) Complete and sign the Participant Medical Clearance Form.
7) Complete and sign the Agreement and Release Form.
8) Write a 300 word Personal Statement regarding your interest in and suitability for Global Student Teaching. Be sure to include both your ability to adapt to another country and culture and details about your teaching strengths.

9) Submit total application with Global Application Fee of $50.

10) Once accepted to the program the $300 Global Fee will be charged to your USD Student Account ($150 is non-refundable).

11) Complete the Mandatory Pre-Departure Health, Safety and Security Module online.

Interviews for Global Student Teaching will be conducted by the Director of Field experiences, the SOLES Global Center Coordinator, and several faculty members. Interviews will be scheduled after the student makes initial contact with the Director of Field Experiences.

**Global Study**

Global Study opportunities are frequent and constantly changing. Trips are planned due to faculty interests and location of global conferences. As the location and length of these trips are varied, the information below is an overview of the process of a Global Study application, each program may have additional specifics, please check with the SOLES Global Center or the faculty member to ensure that your application is complete.

If participating in a Global Study program students must:

1) Complete the Global Study Application
2) Complete the Housing Form
3) Complete and sign the Participant Medical Clearance Form
4) Complete and sign the Agreement and Release Form
5) Complete the Request for Course Registration Form. The SOLES Global Center registers students for all Global Study programs; you will not need to register yourself.
6) Enclose the Application Fee of $50.
7) Once accepted to the program the $300 Global Fee will be charged to your USD Student Account ($150 is non-refundable).
8) If taking the course for non-credit, enclose the $500 Administration Fee (non-refundable). This is in lieu of tuition. Students taking the course for credit will be billed through Student Accounts. Students auditing the course will be charged half of the full tuition, or $750.
9) If travel is being handled by a travel agency, students may also be required to submit a deposit fee and travel agency form for the travel portion of the trip.
10) Complete the Mandatory Pre-Departure Health, Safety and Security Module online.

Global Study courses are filled on a first-come, first-served, basis. There is no guarantee that spots in the Global Study course will still be available by the final application deadline. We suggest that students submit their complete application packages as soon as possible after they are made available. **Please note that Global Study courses using a travel service provider may have separate deadlines for travel registration and course registration (with the SOLES Global Center).** Spaces through the travel service provider may be filled before course registration even begins. You must abide by the deadlines as
posted for both organizations.

Students may audit a Global Study course at the discretion of the Global Study course instructor/faculty leader. If a student is granted permission, he/she must follow the Auditing procedures as outlined in the USD 2010-2011 Graduate Bulletin. Non-students may also apply for a Global Study program on a space-available basis with the permission of the Global Study course instructor. If a student is granted permission, he/she must complete the entire Global Study application and submit the Administration/Instructional Fee of $500, which will be charged in addition to the stated Global Study Fee.

**ENROLLMENT INFORMATION**

Application Deadlines

**Please note:**
Not all Global Education Opportunities are offered every semester. For example, International Student Teaching Placements and Global Exchanges are only available in the Fall and Spring semesters. Most Global Study opportunities occur in Intersession or Summer Session. Check with the SOLES Global Center for program availability and application deadlines.

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<thead>
<tr>
<th>Global Education Opportunity</th>
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</tr>
</thead>
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<td>Global Exchange, Global Internship &amp; Global Student Teaching</td>
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<td>March 1</td>
</tr>
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<td></td>
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</tr>
<tr>
<td>Global Study</td>
<td>All Semesters</td>
<td>As announced per each course.</td>
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</tbody>
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Students submitting application materials after all of the program spots have been filled will be put on a Wait List, prioritized by the date in which the complete application packages were received. If spots in the program become available, students will be contacted in order of priority on the Wait List. If a student is not moved from the Wait List into the program, the submitted checks will not be cashed but will be returned to the students.
FINANCIAL MATTERS

Costs

Application Fee The Application Fee for all programs is $50. This fee is directly payable to the SOLES Global Center by check upon submission of the application materials.

Global Fee The Global Fee for all programs is $300 ($150 of which is non-refundable). This fee is billed to students through Student Accounts and covers processing fees and insurance.

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In most cases, this tuition cost is billed to the student by USD Student Accounts.

Travel Fee Some Global Education opportunities offer a comprehensive fee (which includes air travel, hotels, meals, etc.). Students are responsible for reviewing individual Global Education program descriptions to know exactly what is and what is not included in the Travel Fee. This fee is due on assigned deadlines.

Administration/Instructional Fee for Non-Student Participation Participants attending a Global Study program on a non-credit basis will be charged an Administration/Instructional Fee of $500.

Miscellaneous Costs These are extra costs not associated with the university; for example, flight and hotel (if not included in a program fee), spending money, meals, passport costs, ground transportation, etc.

Cancellation Fees All cancellations must be submitted in writing to the SOLES Global Center.

The Application Fee is non-refundable. The Global Fee is $150 non-refundable.

Students are responsible for adhering to selected travel agents’ cancellation policy(ies).
Financial Aid

Global Education is a more expensive option for gaining practical experience. Although tuition is more affordable, the travel costs and extra seminar or conference costs do add up. Rest assured; it is worth it! However, careful planning is recommended.

Financial Aid is not available specifically for Intersession or Summer terms. However, students who have been accepted and approved for participation may qualify for additional loans. If you would like to be considered for additional loans, you must follow the instructions below, and your student account must be current.

Complete the following steps:

1) Complete a Free Application for Federal Student Aid (FAFSA) or Renewal Application and submit it to the Office of Financial Aid Services. Students must request the Guide to Applying for Financial Aid at USD from the USD Office of Financial Aid Services for deadlines and detailed information. The FAFSA is available online at www.fafsa.ed.gov.

2) Schedule an appointment with your financial aid counselor in the Office of Financial Aid Services. You should have a definite Global Education program in mind because loan eligibility is based on the cost of the program.

Settlement of Account You must submit full payment or a deferral of payment from Financial Aid to Student Accounts before your global education opportunity begins. Otherwise, you will be withdrawn from the program.
HEALTH, MEDICAL AND SAFETY CONCERNS

Staying healthy is extremely important while participating in a global education program. Your ability to fully participate in programs will be effected by ill health. As a student you can maintain good health by making the right decisions before, during and after your experience. The following section will address some of the things that are important to think about while participating in a global education program. Be sure you also complete the Mandatory Pre-Departure Health, Safety and Security Module in order to receive your health card and participate in the program.

Check-ups and Known Conditions In order to best stay healthy be sure that you have regular checkups, are aware of any known conditions you may have and how these may affect your travel. It is wise to be honest with yourself regarding any health related issues that may become a difficulty while abroad as to best avoid or prepare for any problems you may experience while participating in a global experience.

Prescriptions and Health Records Be sure to be up to date on current prescriptions and take enough of these prescriptions to last for your entire experience if this is feasible. There is no guarantee the medicine you are prescribed is available in the country where you are studying, and no guarantee that similar medications in that country are safe to use. When traveling with prescription medication, be sure to keep that medicine in original pill bottles, this will make customs and immigration much easier for you. Whenever possible, bring the actual prescription with you, as this may also help with customs and immigration if need be. It may also be important to bring your health records with you if you have an on-going medical or dental problem. Please discuss this with your physician or dentist before you go.

Recommended & Required Immunizations Students are advised to determine whether any immunizations are required of their host country early-on in the process of preparing for a global education experience. Typically, it is developing countries that are most likely to require proof of immunization, although this is not always the case. Information on illnesses and immunizations such as malaria, yellow fever and cholera may be easily obtained by visiting the Center for Disease Control's web site at: http://www.cdc.gov/travel/travel.html. It is also advisable to research whether or not the country to which you are traveling requires an AIDS test for entry.

As state above, some countries require proof of vaccinations. The best way to provide this information is through an "International Certificate of Vaccinations" form. These forms can be picked up at the local Department of Health office. It will need to be completed by those that are immunizing you.

It is advisable for students to consult their personal physicians or nurses about immunizations that may be helpful to you regardless of the country to which you are traveling. Some such immunizations are:

Tetanus: All students are advised to ensure that their tetanus immunization is current (within past 10 years) before going out of the country.
Hepatitis A & B: These shots are recommended to all travelers. These take place over a course of 6 months, so plan ahead.

Your personal physician or nurse should also be able to answer any further questions that you may have regarding your health while traveling abroad.

It is also very likely that students may suffer from traveler’s diarrhea while abroad. This may occur because of the adjustment to the food and water in the location where you are staying. Your doctor may be able to give you advice to the best anti-diarrhea medicine available to you. It is best to bring some of this medication with you to ensure that you are prepared for this possibility. If you are suffering from traveler’s diarrhea while abroad, be sure to drink a lot of fluids and eat starchy foods.

Substance Abuse It is very important to use self-control while abroad. It is important to understand your limits and how alcohol is used and viewed in the country in which you are staying. If you are sensing that you have a problem with alcohol while abroad, or you have already been attending Alcoholic Anonymous meetings, you may benefit from attending an Alcoholics Anonymous World Services meeting in the country where you are residing. You can find these meetings by calling 212-870-3400.

The rules on controlled substance drug use in many countries can be very different from our own. Many countries have very severe punishments for those who use and abuse drugs. Drugs in foreign countries can often be impure, and can lead to more severe health risks. Rules on using alcohol and drugs can be found in the following section of this handbook.

Sexually Transmitted Diseases Just like in the United States, there are many contagious sexual diseases in the countries in which you are traveling. As always it is wise to be safe in engaging in sexual activity while abroad. If HIV/AIDS is prevalent in the country where you are staying it is important not to share hypodermic needles. If for some reason you need blood or an injection while you are abroad it is advisable to consult your medical team at home as to the most prudent means of safe procedure. There’s a mix of sex and health (hypodermic needles) in this paragraph.

Emotional and Mental Health Traveling and studying abroad can be very stressful. Often students experience culture shock, or feelings of apprehension and uneasiness, when entering their country of study and/or when returning home. Culture shock will be discussed more in the orientation you receive before you go, but for additional information and exercises to help you with culture shock please go to:
http://www.sandiego.edu/soles/centers/global_center/resources/student_resources/online_cultural_training.php

Please address any concerns you have with your global education advisor or with a professional counselor.

Nutrition The way you eat and the foods that you eat will likely differ while you are abroad.
Please remember to be sensitive to the diet of the country in which you are studying, and do some research on acceptable dining and nutrition procedures before you go. It is also very important to understand that fresh food may be dangerous. Be sure to peel your food or boil you food. Try to know where your food is coming from and trust the source.

You will also want to research the safety of the drinking water in the country where you will be staying. The rule of thumb is to always drink and use bottled water while abroad unless you know that the local water is safe. Also, be sure to look out for ice cubes in soft drinks or other beverages while dining out. If you are unsure about the safety of tap water, but do not have access to bottled water, you may boil the water for ten minutes and then safely use that water to drink or for other uses.

Insurance Coverage All students participating in Global Education are required to purchase travel insurance. The cost is generally included with the Global Fee. Upon submitting a completed application, students will be registered for insurance through the SOLES Global Center.

Safety Ensuring your safety is of the utmost importance while you are abroad. As you are not as familiar with the country, culture, and city where you may be studying as you are at home, it is important to talk to your hosts about issues of safety. Some questions that are good to ask your host institution are (courtesy of StudyAbroad.com):

- What can you do to enhance your safety in the neighborhood in which you'll be living? -If you're staying in a dormitory, what kind of security is provided? -If you're living with a host family, have they been thoroughly investigated by the program? Have they hosted U.S. or other international students before? -If there are program-related excursions, what kind of safety provisions have been made for them? -Who is available on-site in case of an emergency?

It is also a good idea before you travel to any country to check the United States Department of State’s website for any travel warnings or cautions for the country to which you are traveling. This information can be found at: travel.state.gov/travel_warnings.html. In order to remain safe while abroad it is best to use common sense. Be sure to know the local equivalent of dialing 911 in the United States, stay in well lit areas, always let someone know where you will be and travel in pairs. It is best to leave a copy of your itinerary with family or friends at home. Be sure to avoid confrontations, demonstrations or political activities and motor scooters or other dangerous moving vehicles, as these are the most frequent cause of injury of death while abroad. Be sure to safeguard your money and valuables, dress in a cultural competent manner and always remember that you should exhibit behavior best suiting a representative of USD.

While you are in your country of study, remember that the laws and cultural rules of that country may be very different from ours. It is important that you know these laws and customs and that you obey them. One of the worst ways to end a global education trip is to be sent home because of breaking the countries laws, or institution’s rules.

As a student within a sponsored SOLES course, you are held to the same standards of conduct as noted in the Graduate Bulletin.
STUDENT CODE OF RIGHTS AND RESPONSIBILITIES FOR THE SOLES GLOBAL CENTER GLOBAL EDUCATION PROGRAMS

PREAMBLE

The SOLES Global Center seeks to make clear the rights and responsibilities of individuals who participate in its Global Education Programs. This Code has been established in order to ensure community order and to facilitate students’ unencumbered pursuit of education both inside and outside of the classroom. The rules, policies and procedures outlined in this Code provide a framework for all who participate in the program. On behalf of SOLES, the Global Center, the program administration, faculty and staff reserve the right to employ procedures outlined in this Code to respond to behavioral difficulties or violations of civil or criminal statutes both on and off the official program campus for the duration of the program and regardless of the actions of civil and criminal authorities. This Code may be amended as need arises.

I. RULES OF CONDUCT

Enumerated below are the specific prohibitions, policies and procedures of the Student Code which are the foundation for individual/group conduct for the duration of the program abroad. As they are the fundamental basis of individual/group conduct, each student is responsible for understanding and following them while participating in the program.

The following conduct is prohibited on the program premises or at program events, wherever they may occur. The same conduct, though occurring off program premises and not at program events, may nonetheless be subject to sanctions if it adversely affects USD, SOLES, the Global Center, the program, its educational mission or its community. Violation of these rules and regulations will subject an individual or group to disciplinary action.

1. Violations of local law, including, but not limited to: theft; unauthorized possession or storage of a weapon; and use, possession or distribution of any controlled substances.

2. Academic dishonesty including, but not limited to, plagiarism, misappropriation of resource materials, fabrication or any violation defined as serious by an instructor.

3. Knowingly furnishing false information to the program; forgery, alteration or use of institutional documents or instruments of identification with intent to defraud; appropriation of institutional resources for personal advantage.

4. Intentional disruption of teaching, research, administration, disciplinary proceedings or any other institutional activity.
5. Abuse of any person. Failure to comply with direction of the program or affiliated officials acting in performance of their duties.

6. Damage to host institution or non-host institution property used for a program event.

7. Public display of intoxication or being under the influence of marijuana or any controlled substance while on program affiliated property or at any program-sponsored event.

8. Any inconsiderate behavior, disorderly conduct, sexual harassment, sexual assault, abusiveness, lewd, indecent or obscene behavior while on program affiliated property or at any program-sponsored event, toward any member of the program community, including, fellow students, faculty members, guests or fellow residents of the building in which a program student is housed.

II. ALCOHOL POLICY

All students of the University of San Diego’s SOLES Global Center Global Education Programs and their guests and visitors are subject to local law and the Program’s Alcohol Policy regarding possession and/or consumption of alcohol.

1. No possession or consumption of alcohol is permitted on buses provided by the program.

2. Establishment of a private bar, storage of excessive quantities of alcohol and/or use of a tap or keg is prohibited in all housing.

III. DISCIPLINARY PROCESS

Please refer to the SOLES Policies page for SOLES its department’s handbooks:

http://www.sandiego.edu/soles/students/policies.php

Provisions for Community Safety

The SOLES Global Center Committee Co-Chairs or his/her replacement may impose temporary removal of an individual deemed to be a potential threat to the program community for a designated period of time pending formal hearing.

Students are expected to conduct themselves in a responsible and mature manner at all times while on a global education opportunity. The student is representing the University of San Diego to the world. This includes being sensitive to members of the group and to the group as a whole (in Global Study), as well as to the cultural norms and behavior of
the host country.

Students are expected to abide by the host institution’s student rights & responsibilities and academic standards (Global Exchange), attend all classes and scheduled outings both at USD and at host location (Global Study), follow the directions of the faculty leader/course instructor(s) who must account for a group of people and coordinate difficult logistics (Global Study), attend all meetings and work “shifts” as required by the on-site supervisor (Global Internship) and follow the directions of the on-site supervisor(s) (Global Internship).

ORIENTATION INFORMATION

All Global Education programs require at least one pre-departure orientation. All registered Global Education students will be notified of the class and orientation schedule, dates and locations. Review of the information in this handbook and more information relevant to the particular Global Education adventure will be given out at that time.

TRAVEL INFORMATION

Web Resources In case you want to know more about your destination(s), check out the following web sites:

Travel advisories or warnings: http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html


Passport Information All participants in Global Education programs must be in possession of a valid passport by November 15 for the Intersession and Spring semesters, and May 1 for Summer and Fall semesters. Passports must be valid for at least 6 months after the day of U.S. departure. Please remember that passports can take up to two months to arrive after you apply for them, so remember to apply early.

Passport applications may be obtained from any Class I Post Office, Clerk of a Federal Court, Clerk of a State Court or agent of a United States Passport Office. You can also download passport applications from http://travel.state.gov or www.travelinsiders.com

For a first-time passport, you will need: 1) proof of U.S. citizenship (e.g. birth certificate), 2) current identification (e.g. driver’s license), 3) two photographs, 4) fee, and 5) social security number. Please see the specific instructions and/or requirements on either of the two websites listed above.

When you are traveling it is best to have at least two photocopies of your passport with you. Carry one with you at all time and leave the other copy with your luggage. It may also be wise to leave a copy of your passport, as well as your itinerary with an emergency contact.
Visa Information  Many of the countries to which you may be traveling will require either a student or tourist visa. Visa information can be obtained from your travel agent, the consulate or embassy of the country you are visiting, or by the United States Department of State. It is important to plan ahead for your visa, as visa may take several weeks to obtain. You may also need to provide pictures of yourself for these applications.

If you are an international student studying in the United States it is important that you contact the consulate of your home country as well as the country to which you are traveling to insure that your current visa will permit your traveling to other countries.

You may also want to contact the Office of International Students and Scholars Services, located in Serra Hall, Room 315, at (619) 260-4170 http://www.sandiego.edu/oiss/ Or the International Center Serra Hall, Room 315, at (619) 260-4598 http://www.sandiego.edu/international/

MONEY TIPS

Money issues can be very tricky while abroad. Most countries accept credit cards and bank cards at major hotels, restaurants and tourist attractions. It is always wise before you travel to change some money into the local currency so that you have money as soon as you arrive to pay for any incidentals or arrival fees. We suggest that you always keep a minimum of $100 with you while you are traveling.

While you are in your country of study you can get additional money through banks, exchange bureaus, or ATMs. Please remember that ATMs usually give money in the local currency, so you will need to be conscious of the exchange rate to know how much money you are requesting from the ATM.

Traveler checks are also a popular way to carry money while abroad. Most hotels and banks will change your checks into the local currency for you, and some stores and restaurants may also accept your checks as payment. The benefit of traveler checks is that they are very easily replaced should they be lost or stolen.

It is very important to make photocopies of all of the credit and bank cards that you are taking with you abroad. If these cards are lost or stolen you will have not only the card number, but also a phone number which you would need to call to cancel those cards. It is important to keep this information both with you and with your luggage.

It is important to keep your money, passport and other belongings safe while you are traveling abroad. Be sure to use a money belt or other device to keep your money and valuables close to your person. When you are exchanging money or using your credit card, be sure you are doing so with a reputable group. When you are using the ATM be sure to check your surroundings and resist assistance from people you do not know.
PACKING

It is important to pack lightly in sturdy luggage while traveling abroad. You may have to carry your luggage for long distances, and it will most likely get tossed around on airplanes, buses or in taxis. Be sure to check airline requirements and restrictions before packing. Once packed, be sure to label your luggage clearly. In deciding what to bring on your global education experience research the culture in which you will be staying and bring attire that is appropriate to that culture. Also, be sure to pack for all types of weather that may be experienced while you are there. Please remember that power wattages may be different in the country to which you are traveling. Please pack electronics that are sensitive to wattage changes, or pack a converter and adapter.

EMERGENCY POLICY

The University of San Diego School of Leadership and Education Sciences (SOLES) Global Center, in an effort to take all reasonable precautions to ensure the safest possible environment in which students will have the freedom to study, has implemented the following four-part Safety and Security Policy for all study abroad programs affiliated with the SOLES:

I. Communication

A. All USD students abroad will have twenty-four hour access to telephone communication as well as daily access to internet and email services while abroad.
B. During the regular program office hours (8:30am-5:00pm PST), USD students should use the phone number or email address of the Programs Coordinator, (619.260.5901 / globalcenter@sandiego.edu), for communication purposes.
C. In case of an extreme emergency, when direct communication is impossible, students and their families may relay messages, obtain emergency information, and contact USD administration as well as administrators abroad by calling the 24-hour USD public safety emergency hotline at 619.260.7777.
D. The USD Public Safety Office has a complete list of emergency contacts both in San Diego and abroad for all programs which is updated every semester.

II. Precautions and Procedures

In order for an affiliation with USD to take place, the following list of precautions and procedures must be true of the host institution:

A. A check out list is provided for students in all residence halls in the event of an emergency to be assured of the location of all USD students.
B. All USD students must be housed in program-sponsored housing and will not be permitted to arrange independent housing while participating in the affiliated program, without the approval of the host institution, the SOLES Global Center Coordinator, and the Dean of SOLES.
C. A prepared and organized method of communication abroad is demonstrated.
D. A list of phone numbers, fax numbers, and all other available contact
information for local and on-site authorities abroad will be provided for USD staff in San Diego and USD students abroad.

E. All USD students must be given local emergency contact information, preferably the cell phone number, of an on-site administrator. These numbers may only be used in the case of an emergency.

F. All students and programs will be required to register with the United States Embassy and will be assisted in this process by both USD and our affiliates. To best assist students in this process, the SOLES Global Center will need the following information:
   i. Name as it appears on passport
   ii. Passport number
   iii. Date of birth
   iv. Place of birth (City, State)

G. A low profile is maintained by eliminating the use of flags, banners or other indicators of a connection with a U.S. institution. Transportation used for group transportation bear no American markings of any kind.

III. US State Department

The SOLES Global Center will be registered with an automatic notification system maintained by the US State Department.

USD will comply with the declarations of the US State Department regarding students abroad. If a “warning” is issued for travel to any city where a USD affiliate is located, students will not be allowed to study at that location under the auspices of the SOLES Dean’s Office and the SOLES Global Center (Please note: a “caution” declaration is common and should not cause serious alarm. Students and parents should, however, pay close attention to all declarations related to the “caution”). In case of a “warning,” all applicable refunds will be granted or students may choose to study at a different location (providing space and availability). Students and families may monitor the US State Department announcements by visiting the website at: www.travel.state.gov and following the instructions provided.

IV. Emergency Assistance, Repatriation and/or Evacuation

In the event a student requires emergency assistance including repatriation or evacuation, the USD Director of Risk Management, Barbara Schatzer (619.260.7677) will work directly with the SOLES Global Center Coordinator and the Committee Chair, the student and his/her family, and the insurance carrier to facilitate the necessary arrangements.
References