

The Off-Campus Study Program Orientation

All off-campus study programs must have an orientation prior to departure that covers the following points. Faculty should also plan for an additional orientation for students on arrival.

What to cover:

- **Practical Details**
 - GET TO KNOW YOUR STUDENTS!
 - Risk and Responsibility Forms
 - Set a timeline for turning in completed forms
 - Passport/Visa Information
 - Itinerary, with contact information
 - Packing Information
 - Financial Issues
- **Cultural Preparation and Competence**
 - American cultural traits
 - U.S. role in politics as it relates to the areas where you are going
 - What are some of the political/economic issues in the country and region?
 - What are the communication patterns, social structure, religious beliefs and cultural practices?
 - What are the general characteristics of male/female roles?
 - What follow-up, independent preparation can the students be doing
 - What books might they read?
- **Academic Preparation**
 - Academic expectations
 - What do the students want to achieve?
 - What can they expect from the instructor?
 - How can they contribute to the course?
 - What are their concerns?
 - How will they get along in a group situation?
- **Health/Safety**
 - Necessary immunizations
 - Medical insurance – especially when traveling overseas
 - What are the safety issues in the area where you will be study?
 - What are the health issues?
 - What are the group's issues concerning safety (women out alone\men accompanying women, etc.)
 - Drug and Alcohol awareness training (involve the Counseling and Psychological Services office)
- **Emergencies**
 - “Prevent, Prepare, Respond”
 - Have an emergency plan
 - Primary meeting place
 - Secondary meeting place
 - How and when to check in
 - Discuss potential crises
 - Assign a designated student to know the *Recommended Procedures for Emergency Notification* in case the leader is unavailable.
 - Create a communication tree for students – include student cell phone numbers
 - Get parent contact information
 - Share own contact information