



PennState
Brandywine

*Brandywine Global
Programs*

FACULTY HANDBOOK



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Part I. Introduction

What is a Brandywine Global travel course?

A Brandywine Global travel course (in this handbook referred to simply as a "travel course") is a distance education/embedded course. Approximately 1/3 of the coursework is to be completed prior to departure; 1/3 during the embedded short term travel immersion experience; and 1/3 after travel. The pre-travel and post-travel components are fully deliverable through distance education technologies such as email and Canvas. Thus, every Brandywine Global course can be delivered to any Penn State student anywhere in the university system. This is the unique contribution of the Brandywine Campus to the Global Penn State. Students at non-Brandywine campuses should work with the tour agent to coordinate the particulars of their transportation arrangements to and from their campus or home location.

What are the goals of study abroad?

In scholarship on courses that include a travel component, two main areas of student development have been identified: *global citizenship* and *academic development* (Ogden 2010). As today's learning experiences become increasingly global in nature, academic study cannot be fully successful unless we provide students with ways to develop skills as global citizens. In this respect, a study abroad experience provides a unique opportunity to not only impart to students "knowledge about other cultures" but also help these students enter into a community of globally-minded citizens.

Who benefits most from study abroad?

A perception exists that only well-prepared students "are ready" for study abroad. However, students who travel for the first time, and who may be less advanced in their academic careers, sometimes experience the *greatest* benefit from study abroad also known as "the first-time effect"¹ Though not necessary, a degree of proficiency in the language of the host country is beneficial to student travelers. Second language proficiency acts as a catalyst for meaningful community engagement when abroad and has been shown to trigger global citizenship development.² Other factors, such as students' gender, race, and socioeconomic status also shape the kinds of experiences students have while traveling abroad. For these reasons, the design of a successful travel course is tailored closely to the needs of student travelers, with the goal of maximizing their current level of academic and personal development.

¹ McKeown, J. S. (2009). *The First Time Effect: The Impact of Study Abroad on College Student Intellectual Development*. Albany, NY: SUNY Press.

² Martin, D. (2011). *How Does Foreign Language Proficiency Affect a Study Abroad Experience?* Poster presented at the Annual Convention of the Eastern Psychological Association, Boston, MA, March 12.

Ogden, A.C. (2011). *Education abroad and the making of global citizens: Assessing learning outcomes of course-embedded, faculty-led international programming* (Doctoral dissertation). Retrieved from ProQuest Dissertations and Theses. (Accession Order No. AAT 3420254).

Role and Responsibilities of Faculty

- Work with the campus Global Programs Coordinator and committee and Celestial Voyagers to plan and develop the specific travel abroad program.
 - Design and develop your course syllabus in time to meet the deadline for the campus committee's application for approval from the University Office of Global Programs, and, if you are offering an Honors course, the Schreyer Honors College (see Part II).
- Participate in an Emergency Preparedness Session organized by the Office of Global Programs. Talk to the Brandywine Global Programs Committee about participating via videoconference.
- Take an active role in recruiting students and promoting your course and the trip
 - Talk to your classes about the trip and your course.
 - Talk to colleagues about visiting their classes to talk about your program
 - Talk to student groups and organizations
 - Connect with colleagues and other campuses about your program
 - Work with the campus Global Programs Committee to organize information and promotional sessions
 - It may be beneficial to organize an on-campus meeting specifically for your students at Brandywine Campus during common hour.
 - Post flyers on campus
 - Email flyers to interested students and colleagues throughout the university
 - Promote scholarships to students and encourage all to apply
- Serve as the academic and administrative representative of the course, including approving students who wish to register for your course; overseeing students' travel, arrival and accommodations; providing pre-departure and on-site orientations; and organizing academic activities while abroad.
- Attend and assist in delivering the pre-trip orientation meeting on campus; planning and organizing an orientation on site with the other instructors on the trip.
- Handle disciplinary and behavioral problems on the trip according to established procedures.
- Prepare for and respond to emergencies as outlined by University regulations regarding emergency procedures.
- Attend to the health and well-being of program participants, including identifying in-country health services, learning how to summon local emergency services, assisting students with personal matters, and helping students adjust to a new culture.
- Administer a program evaluation; document events and activities as well as problems.

Compensation for Instruction

Academic Affairs is proposing a new initiative to engage more Brandywine faculty in considering the importance of our global program. Full-time and part-time faculty teaching a Brandywine Global travel course will receive compensation on a per student, per credit hour basis, to be capped at \$3000. For more specific information, consult with the Brandywine Global Program Coordinator, Dr. Paul Greene. Contact Dr. Greene at pdg4@psu.edu or 610-892-1474. This arrangement removes the current financial burden on faculty who wish to teach a global course but cannot afford the additional expense of course preparation, instruction, and student evaluation, as well as the travel experience.

Travel Pricing for Faculty

All Celestial Voyagers tours prepared for Brandywine Global Programs are priced specifically with the aim of supporting instructors to travel free of charge. Pricing is based on the general model of a group of 30 paying passengers led by 3 instructors. Ideally, each instructor should generate 10 or more student travelers. As long as this 10:1 minimal ratio is maintained, the airfare and lodging of instructors can be covered by Celestial Voyagers, free of charge. Some programs attract many students, and some fewer, but the student price remains fixed.

Instructors who have fewer than 10 students may be required to pay 10% of the price per student below 10. Thus, if an instructor has only 5 or 6 participants, he or she may be required to pay 50% or 40%, respectively, of the price of the trip. If an instructor has 8 or 9 students, Celestial Voyagers, sometimes in consultation with the campus Global Programs Committee, will try to balance the many considerations involved in such a way as to avoid charging faculty for airfare and lodging, wherever possible. Important considerations include the final size of the group as a whole; currency fluctuation and exchange rates; possible increases in airport taxes; last-minute fuel surcharges; and possible penalties to suppliers.

On programs with large enrollments, and more than a 10:1 student-to-instructor ratio, Celestial Voyagers will donate additional funds to the Brandywine Global Programs Scholarship fund.

This model is based on the assumption that the instructors will stay in double-occupancy rooms. **If an instructor requests a single room, there will likely be an additional Single Supplement Charge.**

Insurance

All faculty and staff traveling with Brandywine Global Programs are required to be covered by the Penn State Education Abroad Health Insurance Plan (underwritten by United Healthcare). **This is an international policy in which all program participants are enrolled, regardless of any other insurance coverage you may have through your family, through the university, or through a third-party study abroad program provider. You will become enrolled in the Insurance plan as a Brandywine Global Programs student and faculty.**

Passports

You must have a passport in order to participate in any education abroad program, and it must be valid for at least 6 months beyond the end of your program of study. A U.S. passport is now necessary in order for a U.S. citizen to purchase an international airline ticket. You must have a valid passport in hand **before** you can finalize arrangements with Celestial Voyagers (though you should still contact them as soon as you know that you are interested, so they can make reservations for you).

Passports for U.S. citizens are available in Media, at the Delaware County Courthouse:
201 W. Front Street
Government Center 123
Media, PA 19063
<http://www.co.delaware.pa.us/ojs/passport.html>
tel.: (610) 891-4967

For expedited services there is a \$60 or more fee. For the very fastest service one can work directly through the Philadelphia Office of Passport Services (U.S. Custom House, 200 Chestnut Street, Room 103, Philadelphia, PA 19106) by making an appointment through the following telephone number: (877) 487-2778.

Protecting your passport. Always keep your passport in a safe place, and while traveling, keep it on your person (ideally, in a hidden pouch under your clothes) rather than in a piece of luggage.

Lost or stolen passports. Loss or theft of a U.S. passport should be reported **immediately** to the following agencies or offices: the Passport Services Office at the U.S. Department of State in Washington D.C. (24-hour phone: (202) 955-0430), the nearest U.S. consulate or embassy in your host country, local police authorities, **and** the Brandywine Global Programs Coordinator.

Passport replacement kit. Advise all students and fellow travelers to make copies of the picture and signature pages of their passport and keep them in a safe place, along with two extra passport photos. You may want to advise them to store these things along with a list of credit card numbers, bank account numbers, and telephone numbers for canceling lost or stolen credit cards. Having this “passport replacement kit” will speed up the process of getting a new passport if a passport is lost or stolen. Travelers should put a copy of the picture and signature page in each of their suitcases and carry-on bags. As an extra precaution, they should also leave photocopies of the picture and signature pages of their passports with one or more family members.

Part II. Preparing a Brandywine Global Travel Course

Timeline for Course Development

The review process for Education Abroad courses is lengthy, and therefore the timeline and deadlines for preparing travel courses are considerably in advance of the course delivery. All travel courses at Penn State must satisfy 3 levels of review: discipline, campus Global Programs Committee, and the University-level International Studies Review Committee. If a syllabus is not approved at the campus level by March 20 of the year preceding the academic year in which it is to be taught, it may be impossible to get approvals for the entire program before the ISRC adjourns for the summer, and it may not be possible to promote the course in the fall. Please follow the timeline carefully, and work closely with the Committee and Coordinator to see your syllabus through this process.

NOTE: The timeline for Honors courses is even longer, and begins earlier, because of requirements of the Honors review process. If you are interested in proposing an Honors course, please see below.

Timeline for Course Development

- **Feb. 1.** Non-Honors course proposals are due to the Global Programs Coordinator, for all courses to be taught the following academic year.
- **During Feb.** Upon receiving approval of the proposal from the Coordinator, the instructor develops a syllabus. Refer to the Travel Course Design Tools below.
- **March 1.** Syllabi are due to the Global Programs Coordinator.
- **March 1-20.** The Brandywine Global Course Review Team reviews syllabi and works with the instructor on revisions, if needed. All syllabi must be approved by the Course Review Team by March 20.
- **March 20.** All courses and programs are submitted by Brandywine Global Programs to the University-level International Studies Review Committee. This is a rigid deadline.
- **In May.** Anticipated ISRC approval. With this approval, the course can be listed on our website, and the syllabus uploaded there as .pdf so prospective students can download and review it. With ISRC approval, the campus and instructor have the University's permission to promote the course.
- **During June.** Promotion begins in earnest, especially for fall travel courses. Students review syllabi from our website. Fall program courses are open for registration; spring program courses become open when the campus spring schedule is finalized. Registration for a travel course remains open until one month prior to departure. The usual late add penalty is waived for students adding a travel course after the first few weeks of the semester. Note that the registration procedure for travel courses is different than for regular on-campus courses; see below.
- **1 month prior to departure.** Registration closes for all courses in the program.

Honors Courses

This is an overview. The campus Honors Coordinator can give a more complete description of Honors courses and Honors Options. University regulations allow for only tenure-track and tenured professors to teach Honors courses. Honors courses must undergo a lengthy review and approval process at campus and University levels. Therefore the course proposal and syllabus must be prepared considerably earlier than other travel courses.

There are two kinds of Honors course offerings: full Honors courses, and non-Honors courses which can be enhanced to become Honors Options for Honors students.

Honors Options

To make a regular course serve as an Honors option for a student, the full Honors review process is not necessary. Instead, the course is approved as a non-Honors course, following the non-Honors timeline outlined above. An individual Honors student then works directly with the instructor to develop a special assignment for the course that qualifies it as an Honors Option, just for that student. Honors Options, like Honors courses, can only be taught by tenure-track and tenured faculty.

Note that the proposed course enhancement must be approved through an Honors review **in the first 2 weeks of the semester in which the course is offered**. For most travel courses, a student can join the course up to one month prior to the departure of the travel component of the course. This is not the case for travel Honors Options courses. If a student joins a travel course after two weeks into the semester, Honors Option is not possible.

Honors Travel Course Timeline

- **Nov. 1.** Honors course proposals due to the Global Programs Coordinator, for all courses to be taught the following academic year.
- **During Nov.** Upon proposal approval, the instructor works with Global Programs Course Review Team, and also the campus Honors Coordinator to prepare a syllabus for submission. Refer to the Honors handbook ("What Is an Honors Course?") as well as this document. Review, revision, and approval of the Brandywine Global Programs Course Review Team must be completed by Dec. 1.
- **Dec. 1.** Honors travel syllabi are due to the campus Honors Coordinator and Global Programs Coordinator for all Honors courses to be taught the following academic year. This is a rigid deadline; syllabi must begin the Honors review process at this point.
- Thereafter the timeline is the same as for non-Honors courses (see above).

How Will Students Register for My Course?

Registration for travel courses is controlled, to prevent students from signing up for a course without realizing that travel is required. The registration procedure unfolds as follows. When a student is interested, she or he contacts the instructor. The instructor clarifies to the student the travel nature of the course and that working with the tour agent to arrange for the trip is required. All course procedures and requirements should be clarified. Then, the instructor gives the student permission to register by either signing a standard Drop/Add form specifying the course name,

number and program, or by sending an email to the student stating that the named student has permission to join the specified course. The student also needs to get permission from her or his adviser. The student forwards this email to the Brandywine Global Programs Registration Contact (see Appendix A), who makes the registration. So the process initiates a direct student-instructor relationship, which serves as a beginning of the subsequent distance education instruction.

If adding the course to a Brandywine student's schedule puts her or him over 18 credits for the semester, then approval of the Brandywine Campus Director of Academic Affairs is also required. In addition, a student with a grade point average of 3.0 or higher may register for up to 6 credits on a single Brandywine Global Program, with approval of the Director of Academic Affairs. These procedures are instituted at the Brandywine Campus; students at other campuses who wish to take our courses are required to work through the specific registration procedures and requirements at their own campuses.

Travel Course Design

In addition to activities during the trip—site visits, museums, interviews, etc., each course syllabus must include approximately one third of the academic work to be submitted before the trip, and one third after the trip. Pre-travel and post-travel assignments should be designed to employ Distance Education Technologies, such as email and Canvas, so that students on any campus can take these courses. All deadlines should be clearly indicated in the syllabus:

- Pre-travel coursework should be completed prior to departure. An ideal deadline is the ticket distribution date (consult with the Tour Agent).
- Post-travel coursework should be due in approximately one month after return.

The Penn State Office of Global Programs can be found at <https://global.psu.edu/>

The following are useful guides:

- Spencer, Sarah E., ed. 2007. *The Guide to Successful Short-Term Programs Abroad*, 2nd ed. Washington, D.C.: NAFSA, Association of International Educators.
- Barbara Kappler Mikk, Andrew D. Cohen, and R. Michael Paige with Julie C. Chi, James P. Lassegard, Margaret Maegher, and Susan J. Weaver. 2009. *Maximizing Study Abroad: An Instructional Guide to Strategies for Language and Culture Learning and Use*. Minneapolis: University of Minnesota.

Brandywine Global Programs has purchased a copy of *Maximizing Study Abroad* and it is available through the Global Programs Coordinator. In addition, some of the components of this guide are available online as downloadable .pdf's, at <http://carla.umn.edu/maxsa/guides.html>

Sample course syllabi from previous Brandywine Global programs are also available from the campus Global Programs Coordinator.

Community Contribution Grade

Please include as part of your course requirements a Community Contribution grade worth 10% of the final course grade. This grade should be based on each student's constructive contributions to the intellectual experience of the entire group of student travelers. Plan to meet with your students four times over breakfast while abroad, and ask them to share their experiences, culture shocks, challenges, successes and suggestions. Where possible, look for ways in which your students can collaborate or interact constructively with students in other classes, to help to cultivate a sense of community among all travelers. Please clarify that this Community Contribution grade will be adversely affected by drunkenness, violation of Penn State's Code of Conduct or of local laws or customs, or missing any of the community breakfasts. The aim of this requirement is to inspire positive community energy and a sense of belonging to an exciting and shared intellectual experience.

Following is a standard text that can be used:

Community Contribution Grade:

Welcome to Penn State Brandywine Global Programs! You are invited to join and build our traveling community as we study abroad together. As part of your travel experience, you will be required not only to work with your instructor to complete the assignments specified in the syllabus, but also to contribute to your traveling community as we all work together to make the most of our shared intellectual experience.

Your Community Contribution Grade: In addition to completing papers, projects and workshops, 10% of your course grade will be a Community Contribution grade, reflecting your overall contributions to your travel abroad community. In general, your Community Contribution grade will reflect *what you do to make this trip an effective and exciting intellectual experience for your community of fellow travelers*. A key component of this grade will be four required community meetings over breakfast, in which you meet with your colleagues and instructor to share your experiences and insights. Here are some other factors that will impact your Community Contribution grade: Have you collaborated with one of your colleagues in locating and visiting a museum, performance event, historic sight, etc.? Have you discovered opportunities of sites to visit to meet your course requirements, and shared them with your colleagues (perhaps at a breakfast meeting)? Please note that activities that detract from the traveling community's intellectual experience carry penalties. For example, failing to follow instructions from the travel agent or the instructors in the program (including instructors of courses other than your own) could result in a 0 for your Community Contribution grade. Likewise, violation of Penn State University's Code of Conduct, excessive drunkenness, or violation of the country's laws or customs will be met with severe penalties. In addition to a 0 in Community Contribution, additional penalties may be assigned to you and your academic record by the university's Judicial Affairs office. For more information refer to the *Brandywine Global Programs Student Handbook*.

Graduating Seniors

There are special and very serious considerations and challenges for graduating seniors taking courses involving travel in May. Instructors on programs involving May travel should discuss these considerations with the Brandywine Global Programs Coordinator. It may not be possible to accommodate all students in this category in our programs involving May travel.

Other Considerations

When making a course proposal for Brandywine Global Programs, it is important to keep in mind that courses serve our students better—and tend to get better enrollments—when they meet requirements that students need for General Education or their major. In addition, when possible, it is often useful to identify more than one course number under which the course can be offered, to give students more flexibility. It is also helpful to create a one-credit version of the course, to be offered as an independent study for students who wish to travel but not take on the full 3-credit course load.

Part III. Effective Program Leadership: Advice and Best Practices

Working with Students

Preparing Students for the Experience

Faculty program directors must attend the pre-departure orientation meeting on campus prior to the beginning of the program, and it is suggested that they arrange informal orientation meetings once they arrive in the travel destination. Students should be required to attend both orientations. The main objective of these meetings is to review information that students have previously received about the program and host country. Both orientations allow students to bond with each other and with the faculty and other staff on the trip and are good opportunities to have students discuss and examine their expectations and motivations for participating in the program.

Students should be directed to the *Brandywine Global Programs Student Handbook* for information about preparing to travel, what to pack, how to access money, what to expect in terms of differing cultural attitudes, etc.

Address health-related concerns at the pre-departure orientation session and again during your on-site orientation. You should provide students with basic program emergency information, such as the nearest local hospital/clinic and the phone number for emergencies (equivalent to 911).

On-site Orientation and Availability

During the on-site orientation, you should review the program requirements and schedule and set ground rules. You should repeat this information even if you have reviewed it in the pre-departure orientation. Inform students of local laws, regulations, customs of the host country, community, etc. Remind them that they are serving as ambassadors of the University and of the United States; review behavioral expectations.

While abroad, you may want to meet with students during the trip to discuss non-academic issues such as language issues, housing, health concerns, personal difficulties, and other student concerns. It may work to announce that you will be available at a certain time and in a certain place each day if students wish to talk with you, for example each morning at breakfast or each

afternoon at 5:00 or 6:00 p.m. Also, please consider announcing your plans from one day to the next in terms of site visits, activities, etc. so that interested students can choose to join you.

The program director has primary responsibility for mediating conflicts among students. Be alert to group dynamics and address any concerns you may perceive. Make sure you follow up on your stated consequences. It is important to do what you said you would do if students violate agreed-upon rules.

Handling Complaints

In order to eliminate confusion, disorganization, and competing priorities, the faculty should serve as spokesperson for the entire group. Students should be reminded that handling complaints is one of the instructors' responsibilities and that they will communicate participants' needs and desires to the appropriate party. Faculty should document all student complaints and the response to them.

Personal Safety

Staying Healthy

The Centers for Disease Control (CDC) makes recommendations regarding vaccinations and health safety for destinations around the world. Visit <http://www.cdc.gov/travel/>. Please encourage your students to make sure they have taken all appropriate precautions.

Pickpockets and Muggers. In some settings, pickpocketing and mugging are more common than in Pennsylvania. Share with your students the following reminders:

- Be aware that pickpockets often have an accomplice, who may:
 - Jostle or distract you,
 - Ask you directions, or the time of day,
 - Point to something spilled onto your clothing,
 - Or distract you by creating a disturbance.
- A child, or even a woman carrying a baby can be a pickpocket. Beware of groups of vagrant children who create disturbances, perhaps to make it easier to pick your pocket.
- Project a sense of purpose when you move about. Even if you are lost, act as if you know where you are going. When possible, ask for directions only from police officers or other authorities.
- Wear the shoulder strap of your bag across your chest, and walk with the bag away from the curb, to avoid drive-by purse-snatchers or bag-snatchers.
- Be especially cautious in, or avoid areas, where you are likely to be a target.
 - These include crowded subways, train stations, tourist attractions, elevators, market places, festivals, and alleyways.
- Don't use short cuts, narrow alleys, or poorly-lit streets. Try not to travel alone at night. Use the buddy system.
- Keep a low profile. Avoid confrontations.
- Do not discuss travel plans or other personal matters with strangers.
- Avoid public demonstrations and all civil disturbances.
- Be polite when taking pictures. Before taking a picture, always ask permission, especially of government officials and police officers.

- Carry your bags/purses in front of you on subways, trains, metros, and buses.
 - If possible, lock you bags or purses when you are in crowded places.
- Avoid scam artists. Beware of strangers who approach you and offer bargains, or offer to be your guide.
- Make sure to carry your wallet in your front pocket (rather than back) to help prevent theft.
- Do not carry large sums of money in your pockets.
- Make sure to carry your money, passport, and other documents in a money belt or neck pouch, under your clothes at all times.
- Know how to use a pay telephone and have the proper change, token or card number on hand.
- Learn a few phrases in the local language so that you can call for help. Keep a list of emergency telephone numbers with you (i.e. police, fire, hotel, and the nearest U.S. Embassy or Consulate).
- If you are confronted, don't fight back. Give up your valuables, such as money or your passport. These items can be replaced, but your life cannot. Safety information can be obtained from the U.S. Department of State, at http://travel.state.gov/travel/tips/safety/safety_1747.html

Special safety tips for women

- Try to sit near other women on public transportation.
- Always try to walk confidently and give the impression that you know where you are going and what you are doing.
- Don't go down dark streets or abandoned alleys by yourself, especially at night. If you must go out by yourself at night, use the buddy system and let someone know where you are going and when you plan to be back. Dress conservatively.
- Be aware of your surroundings at all times. Trust your instincts if, for any reason, you feel unsafe.
- If you find yourself in an area where you don't see any other women, leave the area as soon as possible. If local women are not hanging around in a particular place, then that place is likely not safe for women.
- If necessary, do not be afraid to ask local women for help or advice in dealing with potentially unsafe situations.

Sexual harassment

Penn State's policy AD41 defines sexual harassment as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is a condition for employment, promotion, grades or academic status;
2. submission to or rejection of such conduct is used as the basis for employment or academic or other decisions affecting an individual;
3. such conduct has the purpose or effect of interfering unreasonably with the individual's work or academic performance or creates an offensive, hostile, or intimidating working or learning environment.

(<http://guru.psu.edu/policies/AD41.html>)

Sexual harassment is unacceptable to many Americans. However, you should be aware that the definition of what constitutes sexual harassment in your host country may be quite different from your own (or Penn State's own) definition. Many other cultures are permissive of behavior that would be considered harassment in the U.S. Students should be informed that, in the event that they feel sexually harassed by anyone, they should let the instructor and tour agent know about the harassment as soon as possible so that appropriate actions can be taken on-site.

**Penn State students who perpetrate sexual harassment while abroad may be subject to disciplinary action.*

Driving

The most frequent cause of injury on study abroad programs is vehicular and pedestrian accidents. Please encourage students to exercise extra caution when encountering traffic or crossing streets, as driving customs and rules vary from country to country. We recommend that students do not drive at any time while abroad.

Terrorism

Students and faculty on education abroad programs are unlikely to be specifically targeted by terrorists. However, due to on-going anti-American sentiments expressed by some radical groups throughout the world, the State Department recommends that Americans "remain vigilant with regard to their personal security" (<http://www.state.gov>, see Appendix D). Please take the following precautions during the trip and encourage your students to do the same:

- Read any current alerts and advice prepared for U.S. citizens traveling in your host <http://www.state.gov/travel/> country. You are responsible for following the State Department's advice. The website is This is always a good idea but particularly important if you plan to travel to countries where anti-American sentiments are strong.
- Don't go to prominently "American" locations (i.e., U.S.-themed clubs or bars, or other locations where a lot of Americans are known to congregate). Try to blend in with the locals as much as possible.
- Always be aware of your surroundings.
- Don't wear clothing or accessories that easily identify you as an American (e.g., U.S. flag designs on shirts or hats, collegiate or fraternity or sorority sweatshirts or hats).
- Avoid being overly loud in public places; your accent can easily identify you as an American.

Alcohol and Drugs

Alcohol Use

Some students who are under 21 years of age view their education abroad experience as an opportunity to drink "legally" for the first time. Sometimes they may see it as an opportunity to drink excessively. Discuss with students the differences between ways in which alcohol

consumption is viewed in your host country and in the U.S. It is advised that you remind students that excessive alcohol consumption will cloud their judgment and may make it difficult for them to react appropriately in a potentially unsafe situation. Students should also be reminded that public intoxication may lead to legal problems including arrest in the host country.

Drug Use

Students should be reminded that any and all involvement with drugs while abroad is forbidden. Potential consequences are detailed on the State Department's drug warning website, at http://travel.state.gov/travel/living/drugs/drugs_1237.html.

Student Conduct

University Code of Conduct

All Pennsylvania State University students are responsible for abiding by the University's Code of Conduct whenever they are participating in a university function, whether in the United States or abroad. This Code of Conduct applies to student behavior abroad as part of a University-sponsored tour. The Code can be found online at <https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/code-conduct>

Conduct violations

Violations of the Code of Conduct while involved in a Penn State Brandywine Global program should be reported to the Faculty Leader and the campus Director of Student Affairs and may be referred to the Office of Judicial Affairs. There are procedures and penalties for violations, including grade reduction, academic suspension, financial penalties, and even expulsion from the University. **Under certain conditions a student may be sent home early, at his or her expense.**

Conduct at host hotels and on buses

Students should be reminded that lodging on our tours is arranged at hotels, which serve not only students. Our tour agent has worked hard to build relations with hotel networks around the world for the purpose of arranging affordable tours for Penn State students. It is therefore very important that students treat the hotel room and context with respect. Students should avoid making excessive noise, especially in the evenings and nights, and be careful about destruction or damage to hotel property. Students will be held personally liable by the tour agent for any damages. In addition, Judicial Affairs penalties may apply. It is important also to treat buses with care and respect, for the same reasons, and with the same penalties.

Handling Minor Behavioral Problems

Minor behavioral problems are not serious enough to warrant immediate dismissal from a program but can have a negative effect on the program. In addition, behavior allowed to continue may affect the atmosphere and morale of the entire group. Minor problems may escalate into major problems.

Depending on the circumstances, you may wish to discuss the problem individually with the student or students or allow it to be openly discussed during a general debriefing session. Additionally, warnings can and should be issued.

If a student's behavior detracts from the learning experience of the student or of other students abroad, it can be penalized in the Community Contribution portion of the grade.

Whether the behavioral problems are minor or significant, instructors should make a written record of their observations and discussions with the student. Be sure to document any verbal and written warnings that you issue.

Procedure for Extreme Behavior Problems During Travel

Students who refuse to cooperate with the faculty or tour agent, or who are involved in illegal, disruptive or otherwise extreme behavior may be required to return to Pennsylvania on their own and at their own expense. In the event of extreme behavior, the faculty on the program will consult with the Brandywine Director of Student Affairs or Director of Academic Affairs, and they will together determine the appropriate course of action. In addition, University Judicial Affairs procedures may be enacted, which could result in grade penalties, suspension, expulsion, fees, or other penalties.

In Case of Emergency

Notify the campus Director of Academic Affairs and Coordinator of Global Programs of the situation immediately. The DAA or Coordinator will consult with the Faculty Leader and appropriate university personnel to decide what specific measures should be taken in responding to the crisis. If necessary, the DAA or Coordinator will contact the U.S. Embassy or other official government agencies and ask for advice and assistance. All telephone conversations should be documented.

Once the appropriate response strategy has been determined the Director will phone the Faculty Leader and the affected students. This contact will contain a detailed description of the course of action that they will be required to follow in response to the crisis. The Faculty Leader will see to it that all program participants are made aware of the course of action.

The Coordinator and/or Director of Academic Affairs will also ensure that University Risk Management is informed as necessary.

The Coordinator and/or DAA is also responsible for ensuring that the families of the students involved in an emergency are notified of the emergency and shall coordinate assistance to the families of the students on behalf of the university.

What embassies or consulates can and cannot do for travelers:

The nearest American embassy or consulate to your host city (or to wherever you are staying, if you are on holiday) **can** provide assistance to you if:

- A traveler loses her or his passport, or if it is stolen.
- A traveler becomes seriously ill and needs to have family contacted.
- A traveler needs assistance following civil unrest or natural disaster while abroad.

If necessary, the embassy or consulate can also provide a list of local attorneys and physicians.

However, please note that embassies or consulates cannot:

- give or lend money to you
- cash personal checks
- provide the services of a travel agency
- help you to search for missing luggage
- arrange for free medical services
- give free legal advice
- act as a courier or interpreter on your behalf
- provide bail money, or get you out of jail
- settle disputes with local authorities

Remember that embassies' primary occupation is to help fulfill the diplomatic mission of the United States government; their primary duty is not to work to support American travelers.

APPENDIX A: USEFUL CONTACTS

NOTE: When calling from abroad to the U.S. you will need to use the U.S. country code, which is 001.

PENN STATE BRANDYWINE GLOBAL PROGRAMS:

Global Programs Coordinator:

- **Dr. Paul Greene.** Email: pdg4@psu.edu Tel.: (610) 892-1474.

Global Programs Staff Assistant:

- **Ms. Lisa Yanonis.** Email: lay10@psu.edu Tel.: (610) 892-1413. 207A Tomczsko, Brandywine Campus.

Global Programs Registration Contact:

- **Ms. Nyia Carter.** Email: nlc5@psu.edu Tel.: (610) 892-1402. 105 Suite of Main Building, Brandywine Campus.

Brandywine Director of Student Affairs (DSA):

- **Ms. Ronika Money.** , Director of Student Affairs, Penn State Brandywine. Email: rmm29@psu.edu Tel. (610) 892-1328.

Brandywine Director of Academic Affairs (DAA):

- **Dr. Cynthia Lightfoot,** Director of Academic Affairs, Penn State Brandywine. Email: cgl3@psu.edu Tel.: (610) 892-1411.

Brandywine Disabilities Officer:

- **Ms. Anna Bachus,** Brandywine Campus Disability Officer. Email: ajb7541@psu.edu Tel.: (610) 892-1461.

CELESTIAL VOYAGERS TOUR AGENCY:

- **Celestial Voyagers, Inc.** Email: celestialvoyagers.com. Tel.: 1-212-203-1021. Fax: (718) 729-0306. Address: 27-28 Thomson Avenue, SW11, Long Island City, NY 11101.
- **Françoise Cornu,** CEO, Celestial Voyagers. Email: francoise@celestialvoyagers.com. Tel.: (516) 829-1525.

STUDENT TRAVEL INSURANCE:

- **United Healthcare.** Students and faculty are enrolled automatically through the roster submitted to University of Global programs.

APPENDIX B: UNIVERSITY POLICIES

Code of Conduct

Visit <http://brandywine.psu.edu/academic-integrity-information-students> . Violations of the Code of Conduct while involved in a Penn State Brandywine Global program will be reported to the campus Director of Student Affairs and may be referred to the Office of Judicial Affairs. There are procedures and penalties for violations. For more information contact the Brandywine Director of Student Affairs (see Appendix A).

Academic integrity

All students are expected to act with civility and personal integrity; respect other students' dignity, rights and property; and help create and maintain an environment in which all can succeed through the fruits of their own efforts. An environment of academic integrity is requisite to respect for self and others and a civil community.

Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another persons' work as one's own, using Internet sources without citation, fabricating field data or citations, "ghosting" (taking or having another student take an exam), stealing examinations, tampering with the academic work of another student, facilitating other students' acts of academic dishonesty, etc.

Academic dishonesty violates the fundamental ethical principles of the University community and compromises the worth of work completed by others. A student should avoid academic dishonesty when preparing work for any class. If charged with academic dishonesty, students will receive written or oral notice of the charge by the instructor. Students who contest the charge should first seek resolution through discussion with the faculty member or the campus Director of Academic Affairs. If the matter is not resolved, the student may request a hearing with the University College Committee on Academic Integrity at the campus.

Sanctions for breaches of academic integrity may range (depending on the severity of the offense) from F for the assignment to F for the course. In severe cases of academic dishonesty, including, but not limited to, stealing exams or "ghosting" an exam, students may receive a grade of XF, a formal University disciplinary sanction that indicates on the student's transcript that failure in the course was due to a serious act of academic dishonesty. The University's statement on Academic Integrity from which the above statement was drawn is available at: <http://brandywine.psu.edu/academic-integrity-resources>

APPENDIX C: USEFUL WEB RESOURCES

- The University Office of Global Programs' Explore the <https://global.psu.edu/>

Healthy, safety and security

- Health risks and concerns: Centers for Disease Control: <http://www.cdc.gov/travel/>
- U.S. Department of State International Travel Advisories and Consular Information Sheets (monitors threats such as crime, political tension, terrorism, etc.): <http://travel.state.gov/>
- Penn State University Office of Global Program World Watch Utility (monitors threats and risks such as crime, political tension, terrorism, and also includes useful information about travel destinations): <https://global.psu.edu/article/worldwatch>
- U.S. Passport Service: http://travel.state.gov/passport/passport_1738.html
- Embassy locator: <http://www.tripresource.com/embassy.htm>
- Embassy registration site: <https://travelregistration.state.gov/ibrs/>
- United Healthcare Global Insurance: <https://global.psu.edu/article/international-health-insurance-portal>

University Code of Conduct

<http://brandywine.psu.edu/student-policies>

Air travel

- Air travel regulations concerning liquids: <https://www.tsa.gov/travel/travel-tips>
- Items prohibited on air travel: <http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>
- U.S. Customs and Border Protection: <http://www.cbp.gov/>

Miscellaneous

- How to make international calls: <http://www.howtocallabroad.com/>, www.countrycallingcodes.com
- Electrical voltage in foreign countries: http://en.wikipedia.org/wiki/Mains_power_around_the_world
- The Weather Channel online (weather info worldwide) : <http://www.weather.com>
- The World Clock (local times worldwide): <http://www.timeanddate.com/worldclock/>
- International Newspapers on the web: <http://www.onlinenewspapers.com/>
- CNN online: <http://www.cnn.com>
- The Universal Currency Converter (money conversion) : <http://www.xe.com/ucc/>
- MasterCard ATM location worldwide: <http://www.mastercard.com/atmlocator/index.jsp>
- Visa ATM locator: [http://www.visa.com/atmlocator/index.jsp#\(page:home\)](http://www.visa.com/atmlocator/index.jsp#(page:home))

Travel and tourism information

- Lonely Planet (Travel Guides): <http://www.lonelyplanet.com>
- Fodor's (Travel Guides): <http://www.fodors.com>
- Let's Go (Travel Guides) : <http://www.letsgo.com>
- Travel On-line (Travel Guides): <http://www.travel.com>
- Tourism Offices Worldwide Directory: <http://www.worldtourismdirectory.com/>

- Student Universe: <http://www.studentuniverse.com>
- Travelite (Tips on Packing Light): <http://www.travelite.org>

International and Global Programs

- Penn State Brandywine Global Programs: www.bw.psu.edu/global. Includes information on scholarships.
- International Studies Minor: <http://brandywine.psu.edu/international-studies>
- Penn State University Office of Global Programs: <https://global.psu.edu/>