

## Student Safety Protocol for January International Travel Courses

The purpose of this protocol is to improve safety for students who are involved in credit-bearing Gustavus travel courses (independent study and internships) and other travel activities that fall under the Division of Academic Affairs.

1. Intent to Travel. Students engaged in independent study or internships abroad are required to notify and work with the Office of International Education for all credit-bearing international travel. Notification must occur at least 2 months prior to departure in order to complete all required paperwork and documentation.
2. In-Country Providers. Students are required to use a provider approved by the College. Exceptions must be approved by the Interim Term Office (Associate Dean) and International Education Office. (A provider is defined as an organization that provides travel services and can assist in the event of an emergency and/or evacuation.)
3. Emergency Contact.
  - a. Students studying abroad must provide the Office of International Education with contact number(s) for on-site organizations that will know the daily itinerary and location of the student (i.e., institutions, hotels, travel agencies).
  - b. The student is required to submit a communication plan and is encouraged to carry a cell-phone. The Office of International Education can provide assistance selecting the best phone for the destination. Students are expected to check daily for incoming messages (phone, email or in-country provider).
  - c. **It is the responsibility of the student to report all serious events that affect the health and safety of themselves within 24 hours or as soon as reasonably possible.** These include, but are not limited to, natural disasters and outbreaks of violence/crime (theft, assault, rape, harassment, arrest, etc.). You will be provided with the Crisis Management Plan for full details.
  - d. Deviations from the daily itinerary that affect the college's ability to contact the student should be reported to the Office of International Education.
4. Pre-departure Meeting. Pre-departure meetings between the student and the Office of International Education are mandatory.
5. Failure to Comply. As a student planning to study abroad, I agree to abide by the policies defined here regarding safe travel. I understand that failure to do so may prevent me from participating in credit-bearing international travel activities at Gustavus subsequently.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Independent Study / Internship Title: \_\_\_\_\_

(A copy of this form will be sent to the student's parents.)