



**OFF-CAMPUS STUDIES  
DOMESTIC AND INTERNATIONAL**

**Student Information Handbook**

**Revised November 20, 2008**

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Welcome to the Front Range Community College's Off-Campus Studies Program!

FRCC has designed a wonderfully diverse, high quality program dedicated to learning and cultural awareness. We value and are dedicated to providing quality educational experiences in and out of the classroom. Our Off-Campus Studies Program is just one example of the excellent academic programs provided outside the traditional classroom.

The Off-Campus Studies Program has been created to allow you to increase your cultural awareness, improve your language skills, gain a new perspective on global issues, and meet new, life-long friends. We hope you will also use this experience to learn about yourself. In addition, in most cases, you will be able to earn college credit toward your degree.

The Off-Campus Studies Planning Committee created this handbook to answer the most common questions about the program. It is intended to provide all the information and paperwork you need to have a safe and successful off-campus studies experience. It is essential that all required paperwork be completed prior to departure. In the event of an emergency situation during your trip, this paperwork will be needed for communicating with your family and the appropriate liaison in the country you are visiting.

If you need additional information, please do not hesitate to contact the faculty director of your trip or the Study Abroad Coordinator via email at [Jennifer.Eisenlau@frontrange.edu](mailto:Jennifer.Eisenlau@frontrange.edu) or by phone at 303-678-3687.

Have a safe trip. Learn and represent FRCC well! I look forward to hearing about your educational adventure when you return.

Sincerely,

**Michael Kupcho, CPA**  
Interim Chief Administrative Officer and  
Vice President, Finance and Administration

## POLICIES

### POLICIES AND PROCEDURES

#### ALCOHOL

Students are expected to abide by the legal drinking age in the country or countries in which they are studying. Any student who uses alcohol in such a way that breaks local laws or negatively affects his/her participation in the program will be warned and subject to the consequences of the Student Code of Conduct, as stated in the FRCC Catalog. The student may be removed from the program and immediately returned to the United States at his/her own expense. Separation from the program will result in loss of academic credit. The cost of legal advice, fines, and return travel must be borne by the violator.

#### DRUGS

Even in places where the use of illegal drugs by local citizens is either ignored or treated very lightly, U.S. students apprehended indulging in or possessing drugs, could be dealt with in a very harsh manner. In such cases, neither the U.S. Consulate nor the representative of Front Range Community College (FRCC) has any authority to rescue the student from local police. Therefore, FRCC has a zero tolerance policy concerning drug use or possession of drugs for distribution or sale by students participating in an Off-Campus Studies program sponsored by the College.

The use, purchase, sale or possession of illegal drugs (hallucinogens, narcotics, stimulants, or depressants) is a critical issue. Any student who uses, buys, sells or possesses illegal drugs will be removed from the program and immediately returned to the United States at his/her own expense. **One violation will be cause for removal from the program.** Separation from the program will result in loss of academic credit. The cost of legal advice, fines, and return travel must be borne by the violator.

FRCC prohibits the unlawful possession, distribution, or use of illicit drugs and/or controlled substances on any property owned by the college or in any program or activity sponsored by the college in any location (see Violation of Rights and Freedoms in the FRCC Catalog).

#### OPERATION OF MOTOR VEHICLES

There are risks involved in operating any motor vehicle. It is strongly recommended that students do not operate a motor vehicle in another country. Traffic laws and regulations differ from those in the United States. In some countries, an international driver's license is required. If an accident occurs, students may find themselves responsible for all damages and costs. Students must therefore assume all responsibility for their own safety.

#### VISITORS

Program participants are reminded that visits by family members or friends must first be approved by the program or site director. All visitors must make their own arrangements for travel, housing and food. FRCC students on off-campus programs cannot offer housing accommodations, meals or participation in classes and/or field trips to non-participants without the approval of the program or site director. Any costs connected to these visits will be paid by the visitors.

## **STUDENT CODE OF CONDUCT**

### **I. RIGHTS, FREEDOMS AND RESPONSIBILITIES**

*In addition to rights extended to members of the Front Range Community College student body, individuals also have rights and freedoms under federal, state and local law.*

**Some of those college-related rights and freedoms include:**

#### **FREEDOM OF ACCESS to the college and to college facilities, services and programs, in accordance with:**

- The Civil Rights Act of 1964
- Title IX, Section 504 of the Rehabilitation Act
- Colorado statutes
- College policies and procedures
- Americans with Disabilities Act of 1990.

#### **FREEDOM IN THE CLASSROOM, which includes the right to:**

- Inquire about, discuss any views, provided such activity does not infringe on the rights of others.
- Expect professional conduct from faculty.
- Be informed of the academic standards expected in each course.
- Be evaluated solely on the basis of academic performance.
- Privacy in regard to personal and scholastic information (in accordance with the Privacy Act and college policy).
- Have access to faculty members during their posted office hours.
- Receive reasonable academic assistance from the institution.

#### **FREEDOM ON CAMPUS, which includes the right to:**

- Be free from harassment or discrimination based on race, national origin, handicap, age, gender, sexual orientation or any other grounds.
- Expect an environment free of drug and alcohol abuse.
- Discuss and express in an orderly way any view in support of any cause, without disrupting the campus operation or infringing on the rights of others.
- Dress in any way that personal taste dictates and that does not interfere with the educational process or with health and safety requirements.
- Expect that possessions not be opened or searched without consent or unless, (as required by the Fourth Amendment of the U.S. Constitution), a warrant has been obtained or under exigent circumstances.
- Be informed of institutional procedures and other expectations.
- Have access to services without unreasonable delays.
- Expect professional conduct from college employees.

#### **FREEDOM IN STUDENT AFFAIRS, which allows students the right to:**

- Have a student government.
- Organize and join campus clubs for educational, political, social, religious or cultural purposes-the function and structure of student clubs is determined by the FRCC club guidelines.

- Use meeting rooms and other campus facilities, as well as bulletin boards throughout the campus in compliance with college policies and procedures.
- Expect compliance with college contractual agreements.
- Assemble, select speakers and guests, discuss issues of choice, and have the same rights as other citizens to hear differing points of view and to draw conclusions.
- Invite a speaker; however, this does not mean endorsement of speaker's view by the college and its students.
- Distribute written materials on campus in a manner consistent with other rights and freedoms, after obtaining the prior approval required of any individual or organization (please contact Student Services).

**FREEDOM IN ACADEMIC AFFAIRS, which allows students the right to:**

- Serve as members of committees that study such issues as: course scheduling, the instructional calendar, library policy and development, grading systems, course and curriculum development, search committees, and standards and procedures for student discipline.
- Appeal academic decisions regarding completion of program, graduation requirements, academic dismissal from program, or final grades.

**FREEDOM TO GRIEVE, which allows students the right to:**

- Use grievance procedures and to seek redress when they believe that either their rights or their freedoms have been violated.

*Note: Students may not formally grieve a course grade, but may pursue grading clarification with the faculty member and Dean of Instruction.*

**II. VIOLATIONS OF RIGHTS AND FREEDOMS**

Conduct which violates student's rights and freedoms and is subject to disciplinary action includes, but is not limited to:

1. Plagiarizing, cheating, or helping someone else violate reasonable standards of academic behavior. Students who engage in such behavior may, at the discretion of an instructor, be dismissed from a class session or receive a reduced or failing grade.
2. Forging, altering, or misusing college documents.
3. Physical abuse of any person on college property or at events sponsored or supervised by the college, or conduct that threatens one's own or another person's health or safety including the use of skates, skateboards or roller blades, except in the areas which may be specifically designated for that use.
4. Theft or damage to property that belongs to the college, a member of the college community, or a visitor.
5. Unauthorized entry to or use of college facilities.
6. Violating college policies that govern campus processes or use of college facilities including grounds and parking lots.
7. Engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or use/ abuse of alcohol or illicit drugs on property owned or under the control of FRCC; or as a part of college activities whenever they may occur.
8. Possessing, consuming, or distributing any alcoholic beverage in violation of college rules and regulation, or appearing on campus while intoxicated.

9. Disorderly, lewd, indecent, or obscene conduct on college property or at college sponsored events.
10. Engaging in any disruptive behavior which negatively effects or impedes the teachers' ability to teach, the students' ability to learn (regardless of the mode of educational delivery or class setting) or disrupts the general operation of the college.
11. Violating college traffic rules or regulations (for a complete set of parking rules, please contact the Public Safety Office).
12. Using degrading or abusive language to any person or harassing any person with gesture or language, including cursing.
13. Possessing either on your person or in a vehicle on college property firearms, explosives or other dangerous weapons on college property; weapons include, but are not limited to BB guns, slingshots, martial arts devices, brass knuckles, hunting knives, switchblade knives, or any instrument designed to look like a weapon and used to cause fear in or to assault another person.
14. Leaving children unattended in campus buildings or on campus grounds; children are permitted in class only with the instructor's permission.
15. Influencing or attempting to influence/intimidate any employee or student of the college by offering bribes, threats or favors, including sexual favors.
16. Knowingly falsify and with malicious intent, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
17. Violating any municipal, county, state, or federal law, statute, or ordinance when such violations interfere with the college maintaining good order or with the college's educational goals.
18. Engaging in behavior which may constitute sexual harassment including but not limited to, continued contact after any request to have contact stopped, sexually suggestive looks, comments, deliberate touching, attempt to kiss or fondle, pressure for sex, dates, or meetings, requests for sex in exchange for grades or favors, other actions of sexual nature which interfere with school performance or create an intimidating, hostile or offensive learning environment.
19. Unauthorized or fraudulent use of college facilities, telephone system, mail system or use of either for an illegal act or any act prohibited by the Student Code of Conduct.
20. Unacceptable uses of any college-owned computing equipment and/or network. This includes, but is not limited to, knowingly spreading computer viruses; sending harassing, intimidating, and/or threatening messages; reposting personal communications without the author's consent; copying protected material in violation of copyright law; using the network for financial gain, commercial activity, or illegal activity; accessing the network using another individual's account; downloading, loading, or executing software without appropriate authorization; any other attempt to compromise network integrity.
21. Interfering with the judicial/grievance procedures or outcomes, including but not limited to, falsification, distortion or misrepresentation of information before a hearing officer or judicial board, or college personnel before, during or after a proceeding; failure to comply with the sanction(s) imposed by a hearing officer.
22. Knowingly pursuing malicious, frivolous or fraudulent charges against a student or staff member without cause.
23. Violations by student groups or organizations: A student group or organization and its officers may be held collectively or individually responsible when violation of this code by those associated with the group or organization have received the tacit or overt consent

or encouragement of the group or organization or the group's or organization's leaders, officers, or spokespersons. The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Dean of Student Services to take appropriate action designed to prevent or end violations of this code by the group or organization who can reasonably be said to be acting in the group's or organization's behalf. Failure to make reasonable efforts to comply with the directives of college representatives will be considered a violation of this code by the officers, leaders, or spokespersons for the group or organization and by the group or organization itself.

### **Sanctions**

Students who violate the Student Code of Conduct described above are subject to disciplinary action, in accordance with the statute, up to and including suspension or expulsion from the Off-Campus Studies experience and/or school, a requirement to complete an appropriate rehabilitation or reentry program, and/or referral to authorities for prosecution. Violation of the Student Code of Conduct resulting in expulsion from the program does not entitle the student to a refund. Students asked to leave the program will do so at their own expense.

Interpretation of both the disciplinary and grievance procedures is the responsibility of the Dean of Student Services.

### **DROP, WITHDRAWAL AND CANCELLATION POLICY**

Front Range Community College(FRCC) reserves the right to cancel a program before the student's departure, in which case any deposit or monies paid to FRCC will be refunded. If the Off-Campus Studies experience is a contract between the student and an external tour agency, it is the student's responsibility to work with the tour agency to acquire a refund. FRCC shall not be liable or responsible for any injury, loss, damage or delay resulting from any act or neglect of any person or company whose services are retained for the benefit of program participants, including but not limited to tour agencies, hotels, and transportation.

It is understood that FRCC cannot be held responsible for any "Act of God" or executive orders of the federal government or unforeseen incident that might occur from the time the student departs until the student returns from the program. Once travel commences, there will be no refunds issued on the unused portion of the Off-Campus Studies experience.

Deadlines for dropping with a refund will vary by program. Students should consult the Program Director for the appropriate deadline. Students who leave the program but do not formally drop or withdraw by the established deadline will be assigned a failing grade for the experience and incur a financial obligation.

FRCC will publish deadlines for drop/refund and withdraw for each Off-Campus Studies program that allows student equal opportunity to cancel program participation regardless of the reason. An appeal process is available to students who experience an emergency that is beyond their control and which affects their ability to participate. Requirements for appeal eligibility:

- A student must document an emergency circumstance, beyond the student's control, which affected her/his ability to complete the experience or drop/withdraw by the program's deadline.
- Appeals must be submitted in writing using the College's Appeal Packet.
- The decision of the Appeals Committee is final.

## HEALTH AND SAFETY RESOURCES

### U.S. DEPARTMENT OF STATE AND CENTER FOR DISEASE CONTROL WEB SITES

#### U.S. Department of State Travel Warnings and Consular Information Sheets

Lists travel warnings for Americans in light of political unrest or health issues in individual countries as well as announcements for particular regions.

[http://travel.state.gov/travel/cis\\_pa\\_tw/cis\\_pa\\_tw\\_1168.html](http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html)

#### U.S. Department of State Tips for Students

Provides information on medical insurance and what consular officers can and cannot do to help U.S. citizens abroad.

[http://travel.state.gov/travel/living/studying/studying\\_1238.html](http://travel.state.gov/travel/living/studying/studying_1238.html)

#### Centers for Disease Control and Prevention's National Center for Infectious Diseases: Travelers' Health

Includes vaccination recommendations and information on the latest outbreaks of diseases around the world, and provides health information on specific destinations.

<http://www.cdc.gov>

### CRISIS MANAGEMENT PLAN

Orientation information, both printed and oral, contains information for faculty and students about health and safety issues related to off-campus programs at FRCC. Adherence to this information, along with appropriate behavior, caution, and common sense, can prevent many crisis situations.

Decisions regarding program itineraries are made based on information from the US State Department, on-site coordinators, and FRCC administration. FRCC is prepared to make changes on short notice should a situation arise in-country that causes serious concern.

FRCC will not allow students to begin a program at a site, which is designated by the US State Department as existing under a travel warning.

#### 1. Conditions Requiring Crisis Management

The FRCC President's Office shall be contacted under the following circumstances:

- A. Serious illness, injury or death.
- B. Emotional or psychological stress that appears to require removal from the situation or professional attention.
- C. Being the victim of a crime - - theft, assault, rape, harassment, etc. or being accused of committing a crime.
- D. A situation in-country arises that causes serious concern, i.e. a political uprising or a natural disaster.

## **2. Course of Action**

- A. FRCC faculty, on-site coordinator (if there is one) or student (in case of incapacity of the faculty member or on-site coordinator) contacts the appropriate local authorities (i.e., police, US Embassy, medical personnel) to begin the local action necessary to handle the situation.
- B. FRCC faculty, on-site coordinator or student (in case of incapacity of the faculty member or on-site coordinator) contacts the appropriate person from the FRCC Emergency Contact Card. In most cases, that will be the Vice President (CAO-VP) Andy Dorsey. There may be situations when it is also appropriate to contact other persons, i.e. the Dean of Student Services.
- C. The CAO will act as the official spokesperson to parents/officials/on-site coordinators. The Director of College Communications will act as official media spokesperson.

## **3. Action at Home Campus**

The staff of the CAO will initiate appropriate procedures:

### **A. Ill or Injured Student:**

- 1. CAO will contact Assist America Emergency Assistance to get them involved in evaluating the situation. Telephone: 800-872-1414 (inside US) or 301-656-4152 (outside US – precede number by US access code).
- 2. CAO will contact parents of student and/or emergency contact as designated by student to apprise them of the situation.
- 3. CAO will contact the Dean of Student Services.
- 4. CAO will contact Director of Communications and Advancement.
- 5. Necessary action will be taken - provision for necessary medical care in-country, emergency evacuation, etc.

### **B. Ill or Injured Faculty Member:**

- 1. CAO will contact Assist America Emergency Assistance to get them involved in evaluating the situation. Telephone: 800-872-1414 (inside US) or 301-656-4152 (outside US – precede number by US access code).
- 2. CAO will contact emergency contact of the faculty member to apprise them of the situation.
- 3. CAO will contact the Dean of Instruction at the faculty member's home campus.
- 4. CAO will contact Director of Communications and Advancement.
- 5. Necessary action will be taken - - provision for necessary medical care in-country, emergency evacuation, etc.
- 6. FRCC will, if necessary, make funds available to cover emergency costs. Such expenses are the responsibility of the faculty member, but FRCC will advance funds as needed to assure a timely solution of the situation.
- 7. If necessary, FRCC will make staff available to ensure adequate group supervision and continuation of program.

**C. Death of Student or Faculty Member:**

1. CAO will contact Assist America Emergency Assistance to get them involved in evaluating the situation. Telephone: 800-872-1414 (inside US) or 301-656-4152 (outside US – precede number by US access code).
2. CAO will contact parents of student and/or emergency contact as designated by student, or emergency contact of faculty member.
3. CAO will contact the Dean of Student Services who will, in turn, contact the FRCC Legal Counsel.
4. CAO will contact Director of Communications and Advancement.

**D. Student or FRCC program director with emotional or psychological problems.**

1. CAO will contact parents of student and/or emergency contact as designated by student, or emergency contact of faculty member.
2. FRCC President's Office will contact the Dean of Student Services.

**E. Student or FRCC program director is the victim of a crime - theft, assault, rape, harassment, etc. or has been accused of committing a crime.**

1. CAO will contact the Dean of Student Services.
2. CAO will contact Director of Communications and Advancement.
3. If the incident is between two student members of the group, the Dean of Student Services has primary responsibility and College policy will apply.
4. If the incident is between a student member of the group and a FRCC faculty member, the Dean of the Instruction at the faculty member's home campus has primary responsibility and College policy will apply.
5. If the incident is between a member of the group and an outside party, action taken will depend on legal requirements of the host country and the wishes of the group member.
6. College Legal Counsel will be contacted through the Dean of Student Services or the Dean of Instruction at the faculty member's home campus, if necessary, for appropriate advice.
7. CAO will contact local on-site authorities if necessary, for appropriate action.
8. CAO will contact parents of student and/or emergency contact as designated by student.

**F. A situation in-country arises that causes serious concern, i.e., a political uprising or a natural disaster.**

1. CAO will contact local program coordinators for a preliminary assessment.
2. CAO will contact the US State Department (see telephone numbers listed below) to receive the latest public announcements or travel warnings.
3. CAO will take necessary action based on advice from US State Department and local program coordinators. That could be evacuation, move to Embassy compound, remaining on-site and maintaining low profile, or quarantine.
4. When the status of the group has been accurately determined, FRCC President's Office, in cooperation with the on-site coordinator or FRCC faculty and with senior college administrators, will disseminate the information to appropriate parties.
5. CAO will contact the President.

#### **4. Contacts**

##### **STATE DEPARTMENT TELEPHONE NUMBERS:**

Overseas Citizen Services (for American Citizens in Crisis): if you are in the U.S. or Canada: 1-888-407-4747; outside of the U.S. and Canada: 202-501-4444

If you are overseas and you lose your passport, report it missing to local law enforcement and contact the closest American embassy.

State Department Switchboard: 1-202-647-4000. This is the main number for Department of State - call only if you can't get through to Overseas Citizens Services or an embassy.

Consular Affairs: 1-888-407-4747 (oversees the embassies and consulates abroad – call if you have a complaint about an embassy or consulate).

##### **FRCC OFFICE EMERGENCY PHONE NUMBERS:**

###### **Kimberly Stefanski, Vice President's Office**

Office: 303-404-5481

Email: [Kimberly.Stefanski@frontrange.edu](mailto:Kimberly.Stefanski@frontrange.edu)

###### **Andy Dorsey, Chief Academic Officer, Westminster Campus**

Office: 303-404-5311

Email: [Andy.Dorsey@frontrange.edu](mailto:Andy.Dorsey@frontrange.edu)

###### **Director of College Publications**

Office: 303-404-5407

## GENERAL SAFETY

The excitement of travel and the newness of the environment can make it easy to become careless or distracted. The following suggestions offer no guarantee of safety and are mostly common sense. Always be aware of where you are and what is happening around you.

1. In preparing for your time abroad, talk with students from the places you intend to study. Their insights will prove very helpful.
2. Safety begins with packing. Dress conservatively. Short skirts and tank tops may encourage unwanted attention. Avoid the appearance of affluence.
3. Always travel light. This enables you to move quickly. You will be less tired and less likely to set your bags down. Never leave your baggage unattended; it contains everything you own. A thief knows this and will take advantage of even a few seconds of your inattention. This holds true no matter where you are--in a hotel, at the train station, in the train or bus, at a restaurant or resting in a park.
4. Protect your valuable documents. Carry them in a money belt or neck wallet under your clothing.
5. Do not agree to meet a person whom you do not know in a secluded place. Be aware that sometimes people from other cultures tend to mistake the friendliness of Americans for romantic interest.
6. Do not use illegal drugs. This has been said many times before. You are subject to the laws of the country in which you are traveling. Hundreds of American travelers end up in foreign jails each year as a result of carrying, using or *being suspected* of using drugs. There is little the American embassy can do on your behalf in these cases and the laws in many countries are more severe than at home. It just isn't worth the risk.
7. Think and act confidently and self assured. Be purposeful when you move about and do not look like a victim. Avoid flashy dress, jewelry, luggage, or conspicuous behavior which would draw attention to you.
8. Do not participate in demonstrations, especially in politically volatile countries. Pay attention to local media (newspapers, radio, TV, etc.) and learn about potential civil unrest. What appears peaceful can suddenly become a dangerous situation, and you could be caught in the middle.
9. Travel with a companion at night and stay in populated, high-traffic areas. Do not travel to areas of a city or country which the program host has labeled as "unsafe." Use common sense if confronted with a dangerous situation. At times, it may be best to attract attention by screaming or running. Yet, if confronted by superior or armed force, it may be best to not fight attackers, but give up valuables. Your personal safety is far more important than any property. In some countries it will be important to have a male companion in the group.
10. Try to avoid arriving in unknown towns at night. If you must arrive at night, reserve accommodations.

11. Plan where you are going in advance and be aware of your surroundings. This is not paranoia--it's good common sense. You know what feels comfortable and what doesn't. If your instincts tell you a situation is uncomfortable, trust them and move along. If you become lost, ask directions from individuals in authority (police, merchants, etc.).
12. Use banks and authorized money exchanges. Do not exchange on the black market or on the streets. Learn currency upon arrival in a country to keep from being a target as you use money.
13. Taking photos of police or military installations is usually prohibited - your camera can be confiscated. Watch for the sign of a camera with a line through it, which means "Don't take pictures."
14. Do not swim at an unfamiliar beach unless you are positive it is safe. Watch the waves and the other swimmers. There can dangerous undertows even at marked beaches. Beaches can also be contaminated, which only the locals might be aware of. If no one is in the water, think twice.
15. Stay healthy by eating well and getting sufficient rest. If you become ill, take care of yourself by getting the proper care. Don't be afraid to visit a doctor or hospital because you don't speak the local language. Usually, there is someone who speaks English.
16. Watch for anyone following you or loitering and observing your comings and goings. Keep a mental note of safe places, such as hotels, hospitals, police stations, etc.
17. Behave professionally and in a manner befitting your status in the local society. Insist upon being treated with respect.
18. Most assaults happen when people are distracted - looking for keys or talking on a cell phone. Don't look like a victim - be alert and prepared.

## RISK FACTORS AND STRATEGIES TO REDUCE RISK\*

\* *Taken from the Center for Global Education's Off-Campus Studies Safety Handbook (<http://www.lmu.edu/globaled/studentsabroad/index.html>).*

In this section, you will find information on how to avoid being a target of crime. There are helpful tips on how non-verbal communication—like gestures or manner of dress—can help keep you safer. You will also learn how to become more aware of your surroundings.

Based on anecdotal information, most of the incidents resulting in injury or death of students while participating in Off-Campus Studies involve:

- travel/traffic accidents
- use and abuse of drugs or alcohol
- sexual harassment and assault
- crime/petty theft
- mental health issues/stress
- diseases and illnesses that exist in the host country

Resources and information about each of these issues can be found below.

- **Precautions When Accepting Food and Drink:** Be cautious about accepting drinks from a stranger, alcoholic or non-alcoholic. Be cautious about accepting food from a stranger.
- **Risk Upon Arrival:** Travelers, especially those having just arrived abroad, are often targets of crime and at higher risk of harm, because they:
  1. Are unfamiliar with their surroundings
  2. Might not speak the local language well
  3. Are clearly recognizable as foreigners
  4. Have not yet learned the social norms or unwritten rules of conduct
  5. Are eager to get to know new people and the local culture
  6. Are naive to the intentions of people around them
  7. Are carrying all their valuables with them when they first step off the plane, train, or boat.
- **Keeping In Control:** In addition to the circumstances involved with being new in a foreign country, which are often beyond one's immediate control, there are many situations that students *can* control. Some controllable factors that place students at greatest risk include:
  1. Being out after midnight
  2. Being alone at night in an isolated area
  3. Being in a known high crime area
  4. Sleeping in an unlocked place
  5. Being out after a local curfew
  6. Being under the influence of alcohol or drugs.
- **Non-Verbal Communication:** Non-verbal communication (like body language and hand gestures) considered harmless in the U.S. may be offensive to people in other countries. The list of gestures considered rude in other countries can grow beyond the obvious.
- **Sexually-Transmitted Diseases:** Keep yourself free from sexually transmitted diseases by using protection (like condoms or abstinence). Also, remember that “no” may not

always be interpreted as “no” in other countries. Inform yourself about the types of diseases prevalent in the area in which you are traveling.

- **International Sources of Information:** Inform yourself as much as possible about your new environment, making use of as many different sources as possible - online, in the library, on television and radio news programs, and in the paper. Don't limit yourself to U.S. sources. Instead, contrast the U.S. information with that provided by other countries.
- **Understanding Locals:** Make it a point to try to understand what locals are communicating to you, how they feel about you and about U.S. citizens in general, how you are fitting with their values, and how well you understand them. Obviously a stronger grasp of the native language will help you with these things, but even knowing a few essential phrases can be immensely beneficial.
- **How to Dress:** It is often best to dress conservatively – by local standards, so you can't be identified on sight as a tourist or a U.S. citizen.
- **Jewelry and Other Valuables:** Be cautious with how you display valuables (does it look like you're flaunting wealth?). Leave your good jewelry at home, and keep money in a safe place like a money belt or hidden pouch under your clothes.
- **Becoming Aware of Your Surroundings:** You should be aware of your surroundings, remembering to:
  1. Pay attention to what people around you are saying
  2. Find out which areas of the city are less safe than others
  3. Know which hours of night are considered more dangerous
  4. Stay and walk only in well lit areas
  5. Avoid being alone in unfamiliar neighborhoods
  6. Know where to get help (police station, fire station, phones, stores, etc.)
  7. Do not touch suspicious items like letters or packages mailed to you from someone you don't know
  8. Know what is "normal" and "not normal" to see on a daily basis in the areas you frequent
  9. Do not respond to explosions or gunfire by going to a window; seek cover away from windows and exterior walls.
- **Effects of U.S. Foreign Policy:** The foreign policy of the U.S. does not always sit well with citizens of foreign countries. In some cases, Americans living abroad can be targets of the frustrations of these individuals. Consider the nature of the political climate and relations between the U.S. and the countries you plan to visit.
- **Crimes Against U.S. Citizens:** There are some steps you can take to avoid being targeted for politically motivated crime or anti-U.S. crime in general. Try to assimilate your style of dress and mannerisms as much as possible into the local norms. "Dressing like a U.S. citizen" (or any way conspicuously different from the native look) makes it easier to identify you as "the other" or an "outsider" and can make you a target.
- **Political Rallies:** Avoid political rallies, which can increase tensions and emotions or breed angry mobs for which a U.S. citizen may serve as a scapegoat.
- **Political Conversations:** Try not to engage in conversations about contentious political issues with host nationals and avoid retaliating against hostile or bigoted remarks about Americans.

## FORMS

### Front Range Community College Off-Campus Studies (International and Domestic) Student Waiver of Liability

Title of Program: \_\_\_\_\_

Dates of Program: \_\_\_\_\_

I understand that I, \_\_\_\_\_ am responsible for my own behavior as a mature adult, while on this program. As a group member, I understand that my attitude and conduct affect other people in the group. I understand that if my behavior is deemed unacceptable by the program leaders, I will be asked to leave the group, at expense to myself.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I have received and read the following attached documents: *The U.S. Department of State Consular Information Sheet* and the *Centers for Disease Control and Prevention's National Center for Infectious Diseases: Travelers' Health* information pertaining to the country/countries that I will be visiting. I understand that it is my responsibility to monitor the websites of these organizations (see Section III, Part A of this handbook).**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I have received and read the FRCC Off-Campus Studies Policies and Procedures regarding drug and alcohol use (p. 2 of this handbook).**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I have received and read the FRCC Off-Campus Studies Drop, Withdrawal and Cancellation Policy (see p. 7 of this handbook).**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FRONT RANGE COMMUNITY COLLEGE  
OFF-CAMPUS STUDIES  
PERSONAL INFORMATION AND  
EMERGENCY CONTACTS INFORMATION SHEET**

**NAME OF PROGRAM:** \_\_\_\_\_

**DATES OF PROGRAM:** \_\_\_\_\_

**Name** \_\_\_\_\_ **S# or SS#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Address** \_\_\_\_\_ **Email** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Home phone** (    ) \_\_\_\_\_ **Date of birth** \_\_\_\_\_

\_\_\_\_\_ **Please initial here after reading following statement.** FRCC has my permission to contact the following people and provide any information to them regarding an emergency situation in which I am involved during this program.

**Emergency Contact I:** Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact II:** Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## HEALTH AND MEDICAL INFORMATION

In order to provide a positive experience for students and faculty on this off-campus study program, the following information is requested. While there is no obligation on the part of the student to complete the information requested on this form, the truth of the matter is that if some complication should occur during the period of time off-campus and the instructor, field supervisor, assistant field supervisor, or program host is unaware of the background, timely and effective response may not be available. Completion of this form will not alter the approval you have already received to participate in the program, but may require certain accommodations to be made in the interest of your health and safety while participating in the program. The information submitted on this form will be held in strictest confidence by the instructor, field and assistant field supervisor, or program host.

1. Are you currently being treated for any physical, mental, or emotional conditions (i.e. diabetes, depression, eating or anxiety disorders) of which the instructor, field supervisor and assistant field supervisor, or program host should be aware?
2. Do any of the above conditions require medication and if so, what are they?
3. Do you have any dietary restrictions and if so, what are they? If you are a vegan or vegetarian, it will be helpful to know this information before your departure.
4. Do you have any disability (including learning disability) that should be known in advance of your departure?  
**NOTE:** If your disability requires accommodation, this can only be dealt with **PRIOR** to program departure, not on site. If you are going to request accommodation, disclosure of this information and, in some cases, documentation, is required prior to departure.
5. Are there any family issues that may arise during your time off-campus (chronic illnesses, past instances of problems, future plans or expectations)?
6. Is there any information that you believe the instructor, field supervisor or assistant field supervisor or program host should know in advance in order to assist your successful completion of this program?



## Photographic Model Release

I, \_\_\_\_\_, hereby give my permission to Front Range Community College to use any and all photographs taken of me by the College's employee(s) or agent(s), for the purpose of promoting the College in any way it deems appropriate.

The College may use these photographs at any time in printed publications (as illustrations and/or in advertisements); electronic media (including television and/or Internet materials); in displays; and in any other medium. I also give the College permission to use my name in connection with any use of the photographs.

I hereby release Front Range Community College, its employees and agents from any and all claims arising from the use of the photographs. All photographs taken today will remain the property of the College, and copyright will belong to the College.

I am at least 18 years of age. I have read this release and fully understand its contents. This release shall be binding upon me and my heirs, legal representatives and assigns.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Model's Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

**INTERNATIONAL STUDY CHECKLIST**

**Student Traveler**

<b>Items to be completed and provided to the Program Director prior to departure</b>	<b>Yes</b>	<b>No</b>
Attend Information Session and Orientation Sessions		
FRCC Registration Completed, Tuition and Fees Paid		
Waiver of Liability Completed		
Emergency Contacts Information Sheet Completed		
Review Health/Medical Insurance Information		
Copy of Passport Information including full name, date of birth, social security number and passport number		
Health and Medical Information Form (Optional)		
Photographic Release Form (Optional)		
Review U.S. Department of State and Center for Disease Control Reports		
All Monies In		
Vaccinations Done (if applicable)		

All of the above forms (unless noted above) and information need to be provided to your faculty program director by \_\_\_\_\_. This is of utmost importance and must be complied with or your registration for the trip will be cancelled.

# **MONEY MATTERS**

## **MONEY MANAGEMENT**

The overall cost of living abroad can sometimes be higher or lower than at home. Because you are in an unfamiliar environment, with local costs stated in a currency you may not be able to translate immediately into dollars, it is easy to be misled. It is satisfying to know you have enough money to do the things you want, but very frustrating to watch others take advantage of opportunities you cannot because you have spent your money unwisely.

## **BUDGETING**

It is very important to budget, plan and spend wisely while abroad. Even those on a tight budget can enjoy experiences abroad without going into debt. It just takes some planning. Following are some tips which may be of assistance as you plan your finances:

1. Make both a weekly and at times a daily budget and stick to them.
2. Learn the "value" of the currency (in relation to the US\$) wherever you are.
3. Be alert for special student rates and discounts, such as the CIEE Student ID card, for travel, lodging, entrance fees.
4. Plan your entertainment and recreation around the availability of free, inexpensive and discounted events on the campus or in the community where you are studying.

## **GENERAL INFORMATION AND TIPS**

1. It is advisable to bring a small amount of local currency with you, but exchange the bulk of your money at a local currency exchange or bank. You will obtain a better rate.
2. As a safety measure - keep one "untouchable" big bill (\$50 or so) in reserve, separate from your other money. Use only in case of emergency.
3. Depending upon the country, you may want to bring a small amount of US cash (\$1 and \$5). Some places will exchange cash easier than traveler's checks.
4. Count your change wherever you go.
5. Don't go overboard on what seems to be a bargain, but will be expensive to ship or which you will need to pay high duty to bring home.
6. It is almost impossible to cash personal checks abroad.

## **CREDIT CARDS**

**IMPORTANT:** Let your credit card company know you will be out of the country using your card.

1. Many major credit cards are accepted abroad, depending upon the country. You may want to take more than one. Apply as soon as possible to be sure you

have your card before departure. It is important to verify your credit limit before you go.

2. Credit card currency conversions are usually very accurate and your bill serves as a future reference if something is lost or broken. You may receive a more favorable rate of exchange, since the corporate rate that card companies receive is often lower than the rate for individuals.
3. Keep in mind that cash advances accrue interest from day one and often at a higher rate than for purchases. It is possible to send a large check to your credit card company before you go abroad to cover advances.
4. If your cards are lost or stolen and used by a thief, you generally cannot be held responsible for more than \$50 in fraudulent charges, and many credit card companies will replace your cards, sometimes overnight. It is important to **immediately** cancel your credit cards if they are lost or stolen.
5. In the case of any credit cards, make sure you keep your charge card receipts. A receipt can be used by someone else to falsify your card. Make sure you receive your card back in restaurants, not someone else's.
6. Businesses have been known to alter charge slips in an effort to defraud customers. Don't throw away your charge slips until the charges have been billed and paid. An extra digit on the charge slip can cause the bill to soar.

### **DEBIT CARDS (ATM's)**

***IMPORTANT: Let your bank know you will be out of the country using your card.***

The proliferation of automated teller machines around the world provides one of the best ways of transferring money, exchanging currency and making purchases. Many ATMs in the United States and abroad are connected to international banking system. This means that you can get cash in the local currency directly from your bank account in the United States. Usually you'll get a very favorable rate of exchange--the same one banks use when exchanging money among themselves.

To be able to use ATMs overseas, your PIN code should not be longer than four digits. Some foreign keypads have only numbers. If you have letters in your PIN, before you depart, substitute the number you would use to dial that letter on an American telephone. Foreign ATM's may allow draws only from your primary checking account. Instructions are usually available in English. Even if you hope to rely exclusively on ATM's, bring some travelers checks, since you won't always find an ATM on your bank's network, and bent or damaged cards are useless.

Be aware that debit cards are not without risks. Because the debit card is drawing on your account at home, if it is stolen, your account could be wiped out, thus leaving any outstanding checks to bounce. Many debit cards have a maximum liability of \$50, as long as reported within 48 hours. Be aware of the card rules.

You may find once you are abroad that you underestimated the amount of money you need for your time abroad. Decide prior to departure with your family how money will be sent to you if this occurs.

### **MONEY CAN BE SENT FROM HOME IN THE FOLLOWING MANNERS**

1. Purchase a bank check in U.S. dollars drawn on a major U.S. bank and send through the mail. You may want to have this sent to you by registered or certified mail. Be aware that this can be a slower process, as you will have to wait for the foreign bank to confirm that the check is valid.
2. Purchase a foreign draft in foreign currency drawn on a recognized bank in your city, or a major city close to your location and send through the mail via Fed Ex or DHL. It is important to know the name and address of the bank overseas to which the draft is being sent.
3. Wire the money through your American bank to a commercial bank abroad. It is best to speak with your hometown bank about this process before you depart. You will need to go to where the money is wired, identify yourself and pick it up. In theory, this is a fast way to transfer money. In practice, it can take several weeks, depending upon where you are receiving the money.

All of these methods are of varying degrees of effectiveness. Your local bank should be able to provide complete details on all methods. Each country has their own method of money transactions. See the student written sections for each program for the most up to date information.

### **WHAT TO DO IF YOU LOSE YOUR PURSE OR WALLET**

- ✓ Cancel your credit cards immediately (the key to this is having the toll free numbers and your credit card numbers handy so you know who to call).
- ✓ File a police report immediately in the jurisdiction where it was stolen. This proves to credit providers that you were diligent and is a first step toward an investigation (if there ever is one).
- ✓ Call the three (3) national credit reporting organizations immediately to place a fraud alert on your name and social security number. They are:
  - Equifax: 1-800-525-6285
  - Experian: 1-888-397-3742
  - Trans Union: 1-800-680-7289
- ✓ There is also a Social Security Administration fraud line at 1-800-269-0271. Identity fraud is currently becoming a problem. It is important to report any loss of a Social Security card.

## INSURANCE

### MEDICAL INSURANCE

Front Range Community College requires that all off-campus program participants purchase special medical insurance either through the tour company or the Lewer Agency.

When you purchase the LewerMark medical insurance program, you also have access to Assist America's comprehensive global emergency assistance services.

The Assist America program offers many emergency services including medical evacuation and repatriation. Coverage for medical evacuation and repatriation is important because this type of coverage is usually not included in your health coverage. If you are sick or injured and the local medical care is not appropriate for your injuries, you may require medical evacuation to get you to a hospital. Medical repatriation returns students home or back to campus after hospitalization. The Assist America program also provides transportation for a parent to be with you if you are hospitalized and traveling alone. Emergency medical evacuations and repatriation services can cost \$50,000, so be sure that you have appropriate medical insurance and a global assistance program before you leave.

A summary of the coverage is below.

LewerMark Health Insurance – approximately \$46 per month

Includes coverage for travel 30 days after the session dates. Provides \$100,000 coverage per accident or sickness. Coverage is 100% after a \$50 deductible for most services; outpatient prescriptions are covered at 50%. Pre-existing conditions are not covered.

Assist America Emergency Assistance – included with LewerMark Health Insurance at no additional cost. Provides medical evacuation and repatriation services from anywhere in the world outside the US. Provides immediate access to medical care 24 hours a day for medical emergencies, including other services like prescription assistance for filling prescriptions away from home. Pre-existing conditions are covered.

Your program leader will send a list of all program participants to the Lewer Agency along with all other necessary information so that you will be covered during the trip.

For more information about the Lewer Agency, go to [www.lewer.com](http://www.lewer.com).

## DEALING WITH CULTURE SHOCK

by the student editors of

**GETTING THE MOST FROM OFF-CAMPUS STUDIES**, a Students Helping Students™ guide

There's no simple formula for dealing with culture shock. But we've gathered some tips that should make your transition a bit easier.

*"One of the hardest and most important things about going abroad is not to harp on the fact that your host country is different from America, but to explore and enjoy those cultural differences. Only when I was able to do that did I find myself truly engaging with the amazing opportunities the year gave me."*

**Political Science Major  
Off-Campus Studies in Great Britain  
Columbia University '03**

Culture shock comes directly from an initial lack of understanding of—and an inability to fit into—your new culture. No matter where you end up, your new home will inevitably be very different from your old one, and culture shock will hit you one way or another. And it can be stressful to realize that what you expected of your host country is not the same as the reality that greets you when you arrive.

The first thing you should do is expect to feel culture shock, even before you leave home. Expect to be surprised by the people you meet and the customs that fill their lives. Expect to hate some of them and be envious of many others. Most of all, expect to feel like for the first time in your life, everything around you is completely new, strange, and unfamiliar—and you aren't going back home in a week.

Do your research before you leave home. Educate yourself about the place you're visiting through whatever means possible. The more you understand your new home before you get there, the smoother your adjustment will be. If you're visiting a country where English is not the primary spoken language, practice and study the local language as much as you can before getting on the plane. The ability to freely communicate with the people around you will help you adjust all the more quickly.

As you try to adjust to your new place, allow yourself two things: The time and the permission to mess up. It's simply not possible to jump cold into a new culture and fit right in, no matter how much research you've done or how hard you try. Take the time to observe how people around you carry out their day-to-day lives and see how you might need or want to better fit in. You don't have to imitate everything you see around you, nor should you want to. That said, the more you adapt to the local way of life, the more you'll enjoy your experience. Nobody likes an arrogant American who doesn't seem to care about local customs or standards.

**KEEP YOUR SENSE OF HUMOR!** Always. You may very well find yourself to be the target of jokes or the fool in an awkward situation: Choking on an unchewed piece of squid sushi with half of it sticking out of your mouth? Don't take the laughter you hear from your new Japanese friends personally. Don't take much personally, in fact, if you can help it. Keep your mind open and be

ready to laugh at yourself. The less seriously you take yourself, the easier your transition will be.

Finally, be ready for anything. You never know when you'll find yourself running into a local tradition that the guidebooks and histories and orientations didn't tell you about. Be ready to go with whatever happens, but also keep your limits in mind. If local customs include walking on hot coals or eating raw rattlesnake and you're just not into that sort of thing, respectfully decline.

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## TRAVEL TIPS

1. Put your name and address on the outside and inside of each piece of luggage.
2. Make sure you receive a claim check for each piece of checked baggage and that it is for the correct city.
3. Read the fire safety instructions in hotels and know where the exits are located.
4. Do not take or wear expensive jewelry - it can be easily stolen, even when wearing it.
5. Investigate, prior to departure, how to replace traveler's checks or credit cards.
6. Bring with you only those credit cards and documents you will need.
7. Have some local currency with you upon entering a country, especially if you arrive late.
8. With increased airport security, check in at least 2 hours prior to departure for international flights.

## OFF-CAMPUS STUDIES PROGRAM EVALUATION

### OFF-CAMPUS STUDIES TOUR FEEDBACK FORM

**Student Name:** \_\_\_\_\_

**Faculty Name:** \_\_\_\_\_

**Tour Name and Dates:** \_\_\_\_\_

Please answer as completely as possible. Your feedback is valuable to FRCC's Off-Campus Studies Program. Thank you.

1. What was the most beneficial aspect of studying off-campus?
  
  
  
  
  
  
  
  
  
  
2. Would you participate in a FRCC Off-Campus Studies Program for credit again? For non-credit?
  
  
  
  
  
  
  
  
  
  
3. What could have added to your overall academic experience? Please circle your answers. Write additional comments on the back, if you wish:
  - More quizzes
  - More pre-tour lectures/discussions
  - Group discussions on the texts, prior to the trip
  - Group discussions while on tour
  - Different texts, assignments, syllabus
  - Other \_\_\_\_\_
  
  
  
  
  
  
  
  
  
  
4. What other countries would you like to visit as part of the FRCC Off-Campus Studies Program? Why?
  
  
  
  
  
  
  
  
  
  
5. What other FRCC classes would you like to take for credit, as part of the Off-Campus Studies Program?

**FRONT RANGE COMMUNITY COLLEGE**  
**Off-Campus Studies Immersion Program Evaluation Form**

**Student Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Title of Program:** \_\_\_\_\_

**Dates of Program:** \_\_\_\_\_

**Number of Prior Trips Abroad:** \_\_\_\_\_

**I may be contacted by future Off-Campus Studies participants:**  Yes  No

**The best way to contact me is by:**  Phone  Email

**Program Selection and Application Process**

1. Why did you choose this Off-Campus Studies program?
  
  
  
  
  
  
  
  
  
  
2. How did you hear about your Off-Campus Studies program?
  
  
  
  
  
  
  
  
  
  
3. Do you feel that Front Range Community College accurately described your program through their website, brochures, information sessions, etc.?

Why or why not?

4. Did you find the application process and payment policies clear and understandable?

Why or why not?

5. What would you change, if anything, in the application process for future Off-Campus Studies applicants?

### **Orientation Procedures**

1. What parts of the orientation program prepared you for your Off-Campus Studies program? Anything that you feel was missing from the pre-departure orientations?
2. Did you attend all pre-departure orientation meetings?       YES    NO
3. What FRCC class(es) did you take?
4. What was most helpful in preparing you for Off-Campus Studies?
5. Considering all the pre-departure components (Off-Campus Studies handbook, orientation sessions, communications with the leaders), would you change anything about the pre-departure process?

### **Off-Campus Studies Program**

1. If arrival services were provided (airport pick-up, etc.), how did they meet your expectations?
2. Did your program include an on-site orientation? What did your on-site orientation include?
3. Did your on-site orientation adequately prepare you for Off-Campus Studies at your host site?
4. What support did you receive from your program leaders while on your Off-Campus Studies program? Was it useful?

Why or why not?

### **Housing/Food**

1. What type of housing did you have while abroad? (Please mark one)  
 Host family     Apartment     Dormitory (single, double, triple, quad)
2. Did the housing reasonably meet your expectations? Why or why not?
3. How did the housing contribute to your overall Off-Campus Studies experience? If you lived with a host family, please describe in detail your overall experience.
4. Was food provided on your program? Was the food adequate during your Off-Campus Studies? Why or why not?

### **Academics**

Please list the class(es) you took abroad:

1. Which classes would you recommend to future Off-Campus Studies students?
2. How did your academic experience differ from your home institution (easier, same, more difficult)?
3. What was the average class size (small, medium, large)?
4. What were the classroom facilities like at your host site?

5. How were your classes assessed at your host site (projects, group work, tests, papers, etc.)?
6. How much time did you spend studying each week at your host site?
7. If you were involved in an internship, please describe your internship placement, duties involved, and overall experience. Please include a recommendation for future students. Please use a separate sheet to describe your experience.

#### **Excursions**

1. What program related excursions did you participate in during your Off-Campus Studies program?
2. How did the excursions compliment your overall Off-Campus Studies experience?

#### **Social/Cultural**

1. What sort of activities helped you integrate into your host school and host city?
2. What events did your host university/institution plan?
3. What cultural/political/athletic/social activities did you pursue outside of class?

4. Which would you recommend to future participants?
  
5. What activities did you engage in to meet students from the host culture?

**Health & Safety**

1. How would you characterize the level of safety in your city?
  
2. Did you feel adequately informed by Front Range Community College and the host institution about health and safety issues at your host site?
  
3. What concerns did you have about your safety and well being during your Off-Campus Studies (consider areas in your host city, medical facilities of school, crime, etc.)?
  
4. Were health services available at your host institution? If yes, please describe the services available.
  
5. Are there any safety or health concerns at your host site that Front Range Community College should be aware of?

### **Overall Experience**

1. What were the strengths of your Off-Campus Studies program?
2. What were the weaknesses of your Off-Campus Studies program?
3. What changes would you make to your Off-Campus Studies program?

### **Personal Information**

1. How was your transition into the host culture (easy, moderate, somewhat difficult, difficult)? Why?
2. What helped your transition into your host culture?
3. Did you have any difficulties upon your return to Front Range Community College or your home institution?

### **Goals**

1. What personal and academic goals did you fulfill during your Off-Campus Studies program?
2. Have you made any changes to your academic/personal goals after studying off-campus?

### **Skills & Competencies**

What skills do you feel you gained or enhanced during your Off-Campus Studies? Check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Ability to adapt to new situations | <input type="checkbox"/> Ability to work in groups                  |
| <input type="checkbox"/> Improved communication skills      | <input type="checkbox"/> Assertiveness                              |
| <input type="checkbox"/> Foreign language skills            | <input type="checkbox"/> Independence                               |
| <input type="checkbox"/> Interpersonal skills               | <input type="checkbox"/> Language skills                            |
| <input type="checkbox"/> Leadership skills                  | <input type="checkbox"/> Negotiation skills                         |
| <input type="checkbox"/> Openness                           | <input type="checkbox"/> Self-awareness                             |
| <input type="checkbox"/> Self-reliance                      | <input type="checkbox"/> Self-confidence                            |
| <input type="checkbox"/> Sensitivity to different cultures  | <input type="checkbox"/> Receptivity to different ways of living    |
| <input type="checkbox"/> Understanding of global issues     | <input type="checkbox"/> Interest in world events and social issues |

### **Budget**

Please list approximately how much you spent in the following categories:

Books/Academic Supplies	\$_____	Entertainment	\$_____
Food	\$_____	Gifts	\$_____
Local Transportation	\$_____	Personal Travel	\$_____
Cell Phone and Other Utilities	\$_____	Other	\$_____

1. How much would you recommend future participants to budget for study/living/fun at your host site?
2. How did you access or use money (ATM, Travelers' Checks, Credit Cards, Cash, etc.)?

### **Travel**

1. How often did you travel while abroad? Where?
2. What local places would you recommend for future participants?

### **Packing**

1. What items would you recommend future participants take to your host site?
2. Did you take your laptop? Why or why not?

### **Overall Comments**

1. List two highlights from your Off-Campus Studies experience.
2. Would you do anything differently based on what you learned while off-campus?
3. What would you share with future Off-Campus Studies participants about your experience(s)?

### **Additional Comments**

Please use a separate sheet.