

Faculty Director's Handbook

Southern Illinois University
Center for International Education – 2023



SOUTHERN ILLINOIS UNIVERSITY
**STUDY ABROAD
PROGRAMS**

Mission Statement: Center for International Education

The Center of International Education is responsible for promoting and coordinating international initiatives at Southern Illinois University Carbondale. We celebrate the global community, encouraging awareness, interaction, and integration of world cultures. We are devoted to student success, nurturing academic, professional, social, and personal growth.

The Center for International Education strives to:

- Recruit, admit, enroll, and retain students from every nation.
- Educate international students regarding immigration policies and University procedures and facilitate their campus assimilation.
- Inform students of the myriad of study abroad opportunities worldwide.
- Encourage faculty, staff, and student exchange through the development of global academic partnerships.
- Coordinate campus initiatives that support the academic mission of the University by providing leadership that enhances our international dimension.

In doing so, the Center for International Education transforms lives and brings the world to Southern Illinois.

Equity, Diversity, and Inclusion

The Center for International Education welcomes students of diverse backgrounds, perspectives, and needs. We strive to understand every unique learning goal, motivation, and situation to allow our local community the chance for cultural engagement. Our behavior should be a model of patience and respect for others. Our office aims to remove inequities through connections through global encounters.

Thank you to several universities and partners who have served as a model to this guide.

Welcome From the Director

First, I would like to thank you, the faculty, on behalf of the university community for leading a global seminar faculty-led program. These global seminar programs enrich our students' opportunities and significantly enhance the academic offerings of Southern Illinois University at Carbondale.

This handbook intends to help faculty navigate requirements for leading a program and, more generally, the state and university requirements for travel, health and safety, and financial accounting

for program funds. I designed this guide to provide you with general assistance as you propose, develop, and lead a SIU faculty-led global seminar. In it, you will find information outlining the responsibilities of both the faculty director and study abroad programs (SA), travel guidelines, guidance on the student conduct code, procedures to follow in the event of an emergency, and other important topics.

-Tom Saville
Carbondale, IL
September 22, 2023

Contact Information

Woody Hall
425 Clocktower Dr
Carbondale, IL 62901
USA
(+01) 618-453-7670
studyabr@siu.edu

- [Center for Global Education](#)
- [Study Abroad Programs](#)

[SIU Campus Police](#) (+01) 618-453-3771 (24-hours a day)



Faculty Guidebook

Proposal Submission

Faculty members should submit a global seminar proposal each year, whether it is for a new program or a renewal. The following components are required:

- Global Seminar Proposal
- Global Seminar Planning Questionnaire
- Global Seminar Charge Worksheet

The components are linked in final document: see appendix

The seminar proposal focuses on the proposed course's academic components including educational objectives, itinerary, implementation of educational objectives and evaluation. The global seminar planning questionnaire explores details such as information on the faculty leader(s), health and safety, and logistics. The global seminar charge worksheet drafts the program charges and how the charges can vary by the participant number and the costs **not** included in the program charge such as tuition, passports, immunizations and, frequently, airfare. The program charge and the additional costs form the student budget foundation. The Financial Aid Office and students can access the budget form through our study abroad management software.

All global seminars must be financially self-supporting, which means all costs are covered by the students' program charge. The only partial exceptions to this self-supporting cost model are cases where a faculty member secured funding from a grant, other university sources, or by fund-raising to subsidize the costs. Programs must be designed to be financially viable for students from a variety of economic situations.

Proposal Review

The appropriate academic unit(s) and academic dean(s) review proposals for academic content. Seminar proposals are then reviewed by study abroad programs for financial and logistical feasibility, cultural immersion potential, and anticipated demand.

Instructor Support

The [Center for International Education](#) and the [Center for Teaching Excellence](#) have many resources to help instructors in (re-)designing courses for abroad. Likewise, the CIE can partner faculty with mentors who have completed study abroad courses in the past or wish to work with faculty from another department for considerations in language, cultural differences, and university policies. [Morris Library](#) librarians can point to digital resources that can be available online during the trip to minimize the number of materials the students need physically.

Course syllabi and design should reflect [Disability Support Service](#)'s guidelines. DSS provides support for instructors and students as SIU is committed to providing an inclusive and accessible learning environment. Federal law requires that students with disabilities can participate fully in the same activities as students without disabilities.

Program Models

Global seminars vary widely in terms of program itineraries, disciplinary focus, duration, inclusions, and scope. The program might be a course(s) taught almost entirely on location with just a small number of meetings or assignments prior to departure or upon return. The global seminar may also be designed using a hybrid model with some class meetings taking place on the SIU campus and some abroad.

Academic delivery types include: faculty member(s) teaching in a classroom space and/or on-site (museum, cultural locale, etc.), lectures by guest speakers and local experts, class(es) taught by non-SIU faculty (e.g. language institute, or host institution), service-learning components integrating community service with guided instruction and reflections by the faculty member or contracted local instructor, research components or projects, and language acquisition.

Course Selection

Some academic units do have courses specifically designed for study abroad, but many will use more flexible course models driven by special or variable topics. Any course can be created as a study abroad section, where appropriate, and approved by the academic unit.

Faculty Contracts

Faculty salary is based upon the university's guidelines for compensation. During the summer, faculty may be on contract for 50% to 100% of their salary. The salary amount is determined the same way as other summer teaching and depends on the individual salary rate and the number of enrolled students. During the fall/spring academic year, any program must generate 100% salary. Study abroad programs can help faculty to determine the minimum number of registered students required based upon their salary.

Marketing and Recruitment

Since programs are often specific to fields of study, program-specific marketing and student recruitment is one of the faculty director/department's primary areas. SA will create a page within the study abroad database for each global seminar. This "brochure" webpage features pictures, itinerary details, cost information, etc. The faculty director provides SA with this information. SA can produce flyers for general marketing purposes on request. Faculty Directors must give the SA advance notice if he/she requires assistance in developing a flyer.

Faculty directors and their respective departments agree to promote their program to students and peers as well as conduct classroom visits. SA can normally accompany faculty directors on classroom visits, when provided the dates and times of those visits in advance.

Faculty directors are also invited to participate in the campus-wide Study Abroad Fair each September and a smaller version at the International Festival in February.

SA promotes study abroad options, including global seminars, throughout the year in a wide variety of settings including open houses, campus orientations such as the Chancellor's Scholars orientation, multiple University Honors events, tables in housing, and a variety of resource fairs sponsored by campus offices and organizations.

Policy on accompanying family member/companion?

In the past, any accompanying family members were required to pay their own way unless they were qualified to serve as a Program Assistant as determined by the academic unit and Study Abroad Programs. Otherwise, they must have proof of insurance and the faculty leader must request approval from Study Abroad Programs. They must attend as full participants. Unpaid program assistants must sign a zero pay volunteer contract.

Student Agreements

Student applications are processed through our MyStudyAbroad software. Applicants must review and sign various forms in the application process. Faculty Leaders will have access to this information for students applying to their program. Items included:

- Self-Assessment Medical Form (post-acceptance)
- Medical Release of Information (post-acceptance)
- Assumption of Risk (sample attached)
- SIU Conduct Code and Conditions of Participation (sample attached)
- Emergency Contact Information
- Passport Information
- Cancellation /Withdrawal Policy

These are universal agreements and questionnaires. Faculty directors may also request items specific to their program. For example, a zoology program in a tropical country might want to alert students about possible hazards such as Malaria or dangerous animals. This alert should be accompanied by information on how to minimize such risks.

Medical Insurance

Global seminar participants are required to enroll in SIU's study abroad health insurance provided through Gallagher Insurance. The insurance cost must be included in the program charge. Study abroad programs will upload the required information and the insurance company will then provide insurance cards via email to all participants.

SIU Student Health Service

SIU's Health Service is a designated travel immunization center for downstate Illinois. Students and faculty may use their services, which includes consultation with a travel nurse. Faculty members are asked to review the relevant health information during the proposal stage through the [CDC](https://www.cdc.gov) website.

In many cases, the CDC will recommend that all travelers be up to date on their standard immunizations, but it is critical to verify this status. In other cases, the CDC will recommend vaccinations specific to a country or prophylactic medicine to take to prevent endemic diseases. Please note: some vaccinations require more than one shot which will need to be a timed sequence.

Safety

Faculty must review the State Department's [Travel Advisories](#) for the country(s) of proposed travel. Travel is permitted in places with a Level 1 Advisory (Exercise normal precautions) or a Level 2 (Exercise increased caution). It is not permitted in places with a Level 4 (Do not travel). Locations with a Level 3 Advisory (Reconsider travel) must be reviewed by the Center for International Education and Risk Management. In every case, it is important to review the entire State Department travel advisory because some regions may have increased risk even if the country as a whole is Level 1 or 2.

The country information will also show critical information such as whether a visa is required, entry restrictions, and how long a visitor's passport must be valid beyond their day of departure. Additional useful information includes embassy contacts, health and safety information and a variety of practical information.

Export Controls

SIU employees traveling to designated countries should contact [Export Controls](#) regarding regulations and to obtain a clean laptop. At this time, the only countries beyond Level 1 where study abroad travel might be considered are Cuba (Level 2) and China (Level 3).

Logistics – Overview

Study abroad recommends that faculty work either through an on-site provider or a travel agency. The group may stay in one location for the program's duration, possibly with day or weekend trips further afield, or travel within one or more cities or countries. Faculty may or may not arrive and depart from the same location. Accommodation might include hotels, youth hostels, apartments, university housing, host families, or even camping.

Most programs include only a group "welcome" and "farewell" dinners, but other programs may include most or all meals depending on the program's location. While transportation options range from public (metro, bus, train), to walking, and/or private (vans, coaches, flights), programs typically include airport pick-up and drop-off (if applicable).

Housing

The [Office of Equity and Compliance](#) (Title IX policies) and the [Office of Student Affairs](#) govern student codes. Special attention should be paid to sleeping arrangements to ensure student safety including doors that lock from inside the room and not allowing for co-ed sleeping arrangements.

(THIS NEEDS TO BE REVIEWED BY LEGAL COUNSEL) Students should be informed in advance of logistics including travel, housing situation details, and group dynamics so accommodations, where



possible, can be made before the program. Faculty leaders must always sleep in a space separate from students. Models like Airbnb/VRBO are not permitted.

Flights

There are four basic options for arranging flights:

1. The Faculty Director may give students a “preferred flight” on which the students may choose to fly in order to travel with the Faculty Director. In this case, the Faculty Director’s flight is paid through Study Abroad Programs while the students make individual arrangements.
2. There is a hybrid model in which an agency blocks seats for the group, but participants still register and pay individually.
3. Travel can be left entirely up to the student, but details about where and when to meet for the start of the program must be provided.
4. Work with a travel agency to reserve group travel (such as TravelPlex).

Study abroad programs have moved away from the traditional model of group travel except when logistics for the entire program are arranged by a travel agency or an educational travel provider. The other exception may be for travel to countries where there may be navigational or safety issues upon arrival so it is best if everyone travels together.

Travel Guidelines & Financial Accountability

The University requires complete financial reporting for all expenses incurred by the program. SA staff will review the program budget and the [requirements](#) for reporting expenditures according to the university’s accounting procedures with the faculty director prior to the planned program dates.

The faculty director is required to submit all required receipts (either pre-paid or bought on-site), and other documentation for expenses incurred within one week of the program end date. SA will then make every effort to work with Accounts Payable to reconcile all receipts and return any money owed to the faculty director in a timely fashion.

All faculty directors are required to obtain an SIU purchasing credit card (p-card). Expenses should be charged on this card whenever possible. SA will administer this card and assist with expense accounting. Faculty directors should **never** charge items to a departmental p-card unless the department/grant will pay the charge. Those charges or subsidies must be recorded for the final program accounting, but do not need to be included when the student budget is calculated. All payments that can be made in advance via wire transfer or p-card purchase should be taken care of before departure. This will minimize the cash advance accounting responsibility.



If faculty directors wish to accept credit card payment, they should be aware that a 3% processing fee is assessed by the credit card company. This 3% should be accounted for in the program costs.

Faculty directors should estimate a 10% cushion into their budget to cover unexpected expenses. This cushion may be used for emergencies or returned to students after all program expenses are finalized.

For faculty-lead programs, this model helps in planning:

Student Per Person Costs	Included	Not Included
Study Abroad Application (non-refundable)	\$ 200.00	
Insurance (\$35 if over 14 days)	\$ 20.00	
Program Charge		
Accommodations		
Airfare		
Transportation to/from Airport/In-Country		
Excursion/Museum Tickets		
Meals		
Application Fee for Non-SIU Students		\$ 40.00
COVID Testing		
Supplies (Books, Art Etc.)		
Miscellaneous Expenses		
Faculty Expenses (part of extended spreadsheet)		
	\$ 220.00	\$ 40.00

Faculty must keep all original receipts from the trip clearly dated to allow for proper [dollar conversions](#) for [university accounting](#).

After the program, the CIE accountant will work with faculty to process and convert original receipts. This processing must be completed 30 days after the program's completion and must follow the [Travel Guide for State Employees](#) regulations.

Student Application and Management

Students apply through study abroad's online MyStudyAbroad software operated by Terra Dotta. Faculty directors may access the following features in addition to the student agreements already noted:

- Student and faculty access MyStudyAbroad through their regular SIU log-in. External applicants set up access through their email.
- Faculty will be notified when a student applies, if desired.
- Faculty may review the student's application, including GPA.
- Faculty may approve applications, if desired, or SA does so based on GPA.
- Faculty may edit the web "brochures" for their program if they wish.
- Faculty may add learning content to their program, although D2L may be better suited for this content sharing.
- Batch STEP Processing (State Department's Smart Traveler Enrollment Program)
- Faculty may communicate with their group through email or SMS. Faculty should always do this for group communications so SA can access these messages as well. This communication is important so that study abroad makes sure that any information provided remains consistent with what was sent prior.

Orientation

Faculty directors are responsible for scheduling a pre-departure orientation for their program and its participants. SA agrees to attend the orientation and provide general orientation materials and information related to communication, health & safety, conduct expectations, etc. The faculty director is responsible for providing any travel arrangements and academic related information to the participants, including hard copy forms of syllabi, assignments, readings, etc.

It is encouraged to hold an additional on-site orientation shortly after arrival. Faculty directors should plan time during the program for participants to process and reflect on their intercultural experience.

General Supervision of Students

Faculty Directors will supervise and direct students in the academic and intercultural goals of the program both pre- and post-departure. Faculty directors are the primary person responsible for the supervision and welfare of the students, and are, among other things, responsible for supervising and monitoring each student's adherence to the university's, and any other applicable, policies, rules, regulations, and standards of conduct. Directors should familiarize themselves with the host nation's laws, SIU Code of Conduct, as well as SA policies.

Health, Safety and Communication

In the interest of the health and safety of participants in short-term study abroad programs, the faculty director should confirm the group's arrival with SA via email (if possible) within 24 hours of arriving at the program site. Faculty are expected to maintain a clear communication link with the study abroad office (usually via email) throughout the duration of the program. Regardless of the location(s), faculty directors should be prepared to respond to health and safety problems, whether emergency or routine in nature. To prepare adequately for any medical situations that could arise, the SA will provide faculty directors with self-assessment students voluntary medical forms disclosed on the SAO website.

Faculty directors must, likewise, be sufficiently healthy to participate in and lead programs abroad. Academic units should identify alternate faculty who could step in to complete a program if the original faculty member is incapacitated.

Study abroad recommends that everyone in the group use a messaging app to communicate while abroad. For example, WhatsApp is widely used, as is LINE for East Asia outside of China and WeChat for China. All platforms allow for the creation of groups.

Behavioral and Mental Health Issue

We are currently reviewing this with appropriate campus offices to ensure that our policies are consistent with existing campus norms.

Appendix

SAMPLE DOCUMENTS (First two are signed in the Pre-Decision Phase)

Assumption of Risk (Statement signed by students as part of the MyStudyAbroad application)

Please read carefully: I agree to participate voluntarily in the study abroad program conducted by Southern Illinois University Carbondale (SIU) for which I have applied. I, the undersigned, acknowledge that I have read and understand in its entirety the following terms and conditions which apply to all participants of study abroad programs conducted by or in cooperation with SIU. In conducting programs, SIU makes every effort to provide for the welfare and safety of the participants. Recognizing, however, that participation in the program is voluntary and that there are certain inherent risks that the participant must assume, the participant understands that neither the University, nor any cooperating organization, assumes any responsibility for damage to or loss of property, personal illness or injury, or death while a participant in the program. Specifically, I as the prospective participant agree to abide by the following terms as a condition of acceptance in the study abroad program.

1. I understand and agree that Southern Illinois University Carbondale (SIU), its Board of Trustees, officers, agents and employees will in no way be held responsible for any claims or expenses of any kind or nature arising out of or in any way connected with any of the following:

A. any claims for injury, loss, damage, accident, delay, or expenses arising from the use of any vehicle or other mode of transportation, or services, strikes, war, weather, sickness, quarantine, government restrictions or regulations, or from any act or omission of any steamship, airline, railroad, bus transportation, sightseeing, hotel or any other service or transporting company, firm, individual or agency, or for any other cause whatsoever in connection therewith;

B. any injury, whether or not resulting in death, to the participant or to any other person, unless such injury or damage shall be due to or caused by the negligence of the university or any of its authorized officers or employees;

C. any financial or other obligations incurred by me during the duration of the program including, without being limited to, any obligations or liabilities incurred by me in any country in which the program is conducted.

2. I also grant the Program Director or agent full authority to take whatever action the Director feels is warranted under the circumstances regarding my health and safety. This authority will permit the Program Director or agent at their discretion to place me, at my expense, in a hospital for medical services and treatment or, if no hospital is available, to place me in the care of a local medical doctor for treatment.

3. It is also agreed that the Program Director reserves the right to terminate my participation in the program if my acts or conduct become detrimental to or incompatible with the interest, harmony, comfort, or welfare of the group as a whole. For example, acts committed by a participant which might lead to the expulsion of the group as a whole from public transportation or a hotel, but not limited to these specific examples, might be just cause for expulsion. If a participant's membership is terminated only the funds not actually used will be refunded. See SIU Conduct and Conditions of Participation for additional information.

4. It is further agreed that if the program/tour as outlined in the program information must be altered because of war, strike, weather, government restrictions or regulations, act of God, or any other like reason, the Program Director shall have the right to make such alteration or cancellation of part or all of the program as s/he deems necessary, and only those funds not actually used or committed will be refunded to the participant, with participants receiving such funds on a prorata basis.

5. If I plan to make use of the prearranged housing or hotel arrangements, whether the program be of the residential or tour type, I agree to accept the accommodations for the period anticipated; when some overriding incompatibility or an important cause for dissatisfaction exists, as determined by the Program Director, the housing arrangement may be changed if alternative arrangements are available, with additional expenses paid by me.

6. I agree to carry medical insurance for the duration of the travel activity and to complete the Health Insurance Certification and Medical Release forms.

7. I hereby give permission for Study Abroad Programs to share program information, and personal information

related to the program, with my parents or emergency contact as needed.

8. I understand that it is my responsibility to maintain up-to-date contact information with Study Abroad Programs and the leader of my program. In particular, most program related communication will be by e-mail and I agree to regularly check the e-mail account given to Study Abroad Programs. I understand that I am responsible for the content of such communications.

9. I certify that I have read and understand this Assumption of Risk agreement and that the information provided by me on my application is true and understand that any false statements may affect my participation and result in the forfeiture of benefits.

SIU Conduct and Conditions of Participation (Signed by students as part of application)

The purpose of studying abroad is to engage in a holistic learning experience, which combines achievement of academic objectives with the larger goal of gaining a deeper understanding of another culture. Cultural learning through study abroad promotes tolerance, fosters collaboration and establishes friendships among individuals, institutions and nations. I recognize that by participating in a Southern Illinois University Carbondale (SIU) Study Abroad program I am taking part in an on-going relationship with host country institutions and individuals, and I assume responsibilities attendant to maintaining good relations with hosts and colleagues.

In consideration of being allowed to participate in a SIU Study Abroad Program, I hereby understand and agree to the following conditions of participation:

- **SIU Student Code of Conduct:** As a participant in a SIU study abroad program, I am subject to the SIU [Student Conduct Code](#).
- **Academic Policy:** Because this is an academic program, I am responsible for attendance at classes and on scheduled activities, and for completing assigned work. Failure to participate fully in the program may constitute misconduct and may result in dismissal from the program. I understand that participants are expected to remain fully enrolled while abroad. Non-student participants, when allowed, are expected to attend all classes and scheduled activities, but are not expected to complete assigned work. Any variations must be discussed with the Program Director.
- **Program Rules:** The Program Director and staff have the authority to establish rules and guidelines necessary for the operation of the SIU study abroad program and to promote the health and safety of the entire group. Specific program rules are given in orientation and pre-departure materials. I understand that if I violate the established rules, I will be subject to disciplinary action, which may include dismissal from the program, without refund.
- **Orientation:** I am responsible for informing myself of practical and cultural matters relevant to visitors to my study site. In addition, I am responsible for the content of all pre-departure and orientation materials. SIU students are required to attend a pre-departure orientation on campus as a mandatory condition of participation in a study abroad program.
- **Host Country Laws:** As a visitor to a foreign country, I will be subject to the laws of that country. It is my responsibility to obey the laws in all countries I visit during the period of study abroad. Violations of the local law of the host community or country are referred to and handled by the appropriate local law enforcement authorities. SIU may provide referral to resources for legal assistance in the host country, but cannot assume expenses of or interfere with the

legal process.

- **Behavior in Host Country:** As a foreign study participant, I am a guest in a host country. Behavior that may seem harmless in another setting may be considered offensive in the host culture. Such behavior could harm relations of Southern Illinois University Carbondale or the host institution and result in curtailment of the program. It is essential that all participants respect norms of conduct and patterns of behavior, which may be different from standards at home. Such norms will be discussed at orientation meetings with the Program Director and/or on-site staff. If I am unsure about what constitutes acceptable behavior at the study site, I may consult the Program Director or program staff. Repeated behaviors offensive to the host culture may constitute grounds for dismissal.
- **Drug Use:** Use of illegal drugs during the entire period of the program is strictly prohibited. Participants in the program found using or possessing illegal drugs in any form are subject to immediate expulsion.
- **Conduct:** Conduct which is disruptive to the program, offensive to the host culture, or which endangers myself or others may result in dismissal. Violent behavior, sexual harassment, racial or ethnic harassment, will not be tolerated and will be dealt with severely. In addition to these and other offenses outlined in the SIU Student Conduct Code conduct such as, but not limited to abuse of alcohol, intentional and deliberate antagonistic behavior and abusive language toward fellow participants, program faculty and staff, or citizens of the host country, may result in dismissal.
- **Free time:** I assume responsibility for my choice of activities during unscheduled program time. All standards of conduct expected of university students apply to free time as well as scheduled program activities, because participation in study abroad programs immerses participants in the culture with learning occurring outside as well as inside the classroom. I understand that, should my behavior during my free time negatively impact members of the group or program activities, this can constitute misconduct, which could result in suspension, dismissal, and/or reduction of my course grade. I understand the need to carefully consider the consequences of accidents or injury arising from my choice of activities or travel destinations during free time. If I become ill, injured or am the victim of crime or violence, while traveling outside the study site during free time, I understand that the program will have very limited ability to assist me and that the program cannot pay for the costs of providing assistance. The assistance that may be provided to the participant will be determined on a case-by-case basis.
- **Financial Responsibility:** My participation in the program is contingent upon making all payments or financial aid arrangements by the stated due dates and completing and submitting all required forms before the start of the program. I further understand that failure to submit forms or payments may result in late enrollment penalties or my being dismissed from the program.
- **Departure:** Voluntary or involuntary departure from the program before its completion does not automatically result in academic withdrawal. While Study Abroad Programs may assist, I am responsible for resolving my enrollment status if I leave the program early. I further understand that I am solely responsible for any and all costs arising out of my own voluntary or involuntary withdrawal from the program prior to its completion, including withdrawal caused by illness or disciplinary action by representative.
- **Consent to Use Image:** I agree to let SIU use my picture, taken due to my participation in the study abroad program, for use in promotional materials for the University and/or the Study Abroad Program.

- **Release of Information:** I agree to allow the release of information between SIU, my program sponsor and the host institution(s) when it concerns enrollment, academic, financial, health, safety and disciplinary matters.

Medical Release (signed by student in Post-Decision Phase)

I give consent to SIU Study Abroad Programs to release any medical information that I have disclosed to the university to the program leader(s) or sponsoring organization operating my study abroad program. This release is done to assist the program leader or organization if a condition arises where it is important that they be aware of any preexisting medical conditions. I further agree that this information may be released on a need-to-know only basis to university officials, insurance companies, health care providers or the host program abroad (if applicable).

In the event of injury or illness to the undersigned, I hereby authorize the representative of Southern Illinois University Carbondale, at my expense, to secure necessary treatment, including the administration of an anesthetic and surgery, and such medication as may be prescribed. It is further agreed that, if my condition so required, I may be returned to the United States at my expense. I agree that if Southern Illinois University Carbondale makes any payments on my behalf, I will reimburse the University for such payments.

I certify that information that I have provided on the Self-Assessment Medical Form is true and accurate and that I will notify Study Abroad Programs of any relevant changes prior to the start of the program.

SAMPLE QUESTIONNAIRE (Completed in Post-Decision Phase)**Self-Assessment Medical Form:**

Instructions:

The purpose of this form is to provide you an opportunity to voluntarily disclose any medical information you believe may help the SIUC program leader and Study Abroad Programs to provide maximum assistance to you during your overseas experience should the need arise. Mild physical or psychological disorders can become serious under the stresses of life while studying abroad. If you have any medical or emotional problems, past or current, which you are concerned might affect you in a foreign study context, we can direct you to more specific sources of information about support services you can reasonably expect to find on site. Information provided here will be shared only with program staff, faculty, or university officials on a need-to-know basis. Overseas sites may not be able to accommodate all reported individual needs or circumstances. If you do not report a medical condition, our ability to assist you in case of an emergency may be compromised. This information does not affect and is not required for your admission into the program.

(*) Indicates the question is required.**1. Do you have any medical allergies? (*)**

Please list any medicines to which you are allergic or cannot take.

2. Do you have any other allergies such as to foods, plants or insect bites? (*)

Please list any allergies and indicate whether you have anything such as an EpiPen to counteract a reaction.

3. Are you currently being treated for a physical or mental health condition? (*)

Please provide details or contact our office. If you wish, you may also indicate the name and contact information for your physician.

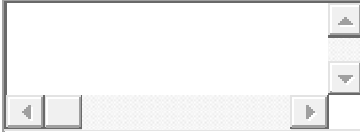
4. Do you have any other health conditions that would affect treatment you should receive? (*)

Please indicate the known conditions and/or reactions.

5. Will you be taking any medications during the program? (*)

Please list the name of the medicine(s) (generic name preferred) and dosages. IMPORTANT: Please make sure to bring your prescriptions, listing the generic drug name, and make sure that the medicines are in their original containers. Do NOT put different medicines in the same bottle. Please note that not all medicines are allowed into every country. It is your responsibility to verify that any critical medicines for you are allowed. This can usually be found on the State Department Information Sheet for each country.

6. Explain any disabilities that may require special accommodation?



4000 characters left

7. Blood Type (only if you know it)

8. Are there any additional medical conditions or disabilities that you would like to discuss?

Please contact either Study Abroad Programs or your faculty leader if there are any conditions that you would like to discuss before studying abroad. You should also consult with your personal physician.

