Statement Defining Participants and Their Responsibilities
In Iowa State University Study Abroad Programs

Purpose

Study abroad programs offered at Iowa State University (ISU) are principally credit-bearing academic experiences specifically designed for ISU students. However, it is understood that programs will not always include only faculty or staff program directors and ISU students. The purpose of this statement is to identify individuals approved to participate in, and travel with, study abroad programs sponsored by ISU, and to define the roles and responsibilities of each approved participant.

Definitions

**Student participant:** undergraduate, graduate, or professional student enrolled at ISU who has committed to participate in a study abroad program through ISUAbroad. Individuals who wish to participate in an ISU study abroad program who are not currently enrolled at ISU may become ISU students for the duration of the study abroad program by applying for admission as a non-degree-seeking student.

**Program director:** the faculty or staff member employed by ISU and designated on the Education Abroad Committee study abroad program proposal as being responsible for leading the study abroad program. There may be more than one program director for each study abroad program.

**Volunteer:** an individual who possesses specialized expertise or experience that will contribute to the academic and/or cultural aspects of a study abroad program and has completed an official volunteer agreement form through the Office of Risk Management. This individual is not employed by ISU, not eligible for workers’ compensation, and will not be paid for assisting the study abroad program.

**Family member/Caregiver:** the spouse, domestic partner, child(ren) of a program director, or an adult identified to care for the child(ren) of a program director. An adult is aged 18 or older, and a child is aged 17 or younger.

Family members of student participants or of volunteers who do not also have one of the aforementioned roles are not allowed to participate in ISU study abroad programs.

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Roles and Requirements

Student Participants

Student participants are required to:

1. Meet all prerequisites and criteria for participant selection as stated in the ISUAbroad program brochure for each study abroad program.
2. Complete an application to participate in a study abroad program through ISUAbroad. Selected students will be accepted to participate, and students intending to participate in a study abroad program must “commit” to the program in ISUAbroad.
3. Be registered for the appropriate ISU coursework (including INTED or EXPRO) associated with the study abroad program to which they have committed. Depending on the study abroad program, a student participant will be required to register for and attend a credit-bearing pre-departure orientation course or to attend non-credit-bearing pre-departure orientation meetings.
4. Understand they will be automatically enrolled in ISU’s designated international health and emergency services plan unless they are participating in an approved affiliate program that provides similar insurance coverage.

Auditing

ISU generally does not recommend auditing of study abroad coursework. Students may request to audit the class with the faculty of record for the study abroad program and permissions may be granted on a case-by-case basis.

Program Directors

Program directors are required to:

1. Collaborate with their college study abroad office to develop the study abroad program proposal.
2. Screen and select student participants utilizing ISUAbroad.
3. Complete a Program Director Registration and Training application at ISUAbroad.
4. Understand they will be automatically enrolled in ISU’s designated international health and emergency services plan.

Volunteers

Volunteers may travel with a study abroad program and may participate in program activities before, during, or after travel. A program director must complete the relevant section of the study abroad proposal to declare that they intend to have a volunteer accompany part, or all, of the program. Volunteer participation in the study abroad program will be reviewed by the Office of Risk Management as part of the university’s volunteer approval process. If it is not known that a volunteer will accompany part or all of a program at the time the proposal is submitted for review, a program director may file an amendment to the proposal no later than 30 days prior to departure. As per the ISU Volunteer Policy, “although compensation for volunteer services is not allowed, ISU volunteers who have received prior department/unit approval may be reimbursed

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for actual and reasonable expenses following university reimbursement guidelines.”

Volunteers are required to:
1. Have clearly defined, documented, and authorized responsibilities as part of the study abroad program.
2. Complete an Iowa State University Volunteer Agreement that includes conditions of participation.
3. Complete a Volunteer Registration application at ISUAbroad.
4. Understand they will be enrolled in ISU’s designated international health and emergency services plan.
5. Obtain any necessary travel documents (passport, visa, etc.).
6. Obtain any necessary vaccinations or immunizations.

Family Members and Caregivers

Family members of program directors may travel with a study abroad program and may participate in program activities before, during, or after travel. It is recommended that program directors carefully consider whether or not to include a spouse, domestic partner, or child(ren) and the effect additional travelers will have on the academic content and logistical arrangements of the study abroad program.

At least 60 days prior to departure, program directors are required to complete a Spouse, Domestic Partner, and/or Child Companion Agreement, which is reviewed and approved by the program director’s department chair and a college representative. As part of this agreement, if the program director will have accompanying children, they will be asked to outline a plan of care and confirm that student participants or volunteers will not be expected to provide care.

Adult family members will not take responsibility for program activities or for student participants, and adult family members may not be utilized as a substitute for hiring an additional program director unless they are also volunteers and are not traveling with any children.

The expenses of family members and/or caregivers who accompany a program are wholly the responsibility of the program director. The program director must ensure that all expenses of family members and/or caregivers are kept separate from program expenses. If keeping expenses separate is not possible, the program director is responsible for ensuring the program account is reimbursed. If the program is canceled or altered, the program director is solely responsible for attempting to recover funds for family member and/or caregiver expenses that were paid to vendors or providers.

Family members and caregivers are required to:
1. Not interfere with or affect the activities of the program or adversely impact the host country or culture.
2. Complete an Iowa State University Spouse, Domestic Partner and/or Child Companion Agreement that includes conditions of participation and a release and waiver of liability.
3. Complete a Family Member and/or Caregiver Registration application at ISUAbroad.

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4. Understand they will enroll in ISU’s designated international health and emergency services plan at their own cost.
5. Obtain any necessary travel documents (passport, visa, etc.) at their own cost.
6. Obtain any necessary vaccinations or immunizations at their own cost.