



PROPOSAL WORKSHEET
NEW EDUCATION-ABROAD PROGRAMS

PROGRAM INFORMATION

Program Leader	School and Program
Signature	Date

School Chair/ Department Head	
Signature	Date

School Dean / Manager	
Signature	Date

Selkirk International	
Signature	Date

1. PROGRAM NAME AND BRIEF DESCRIPTION:

Please attach a full program description including a summary of all program activities.

2. PROJECT LEADER ROLES AND RESPONSIBILITIES

Please attach a description of the role and responsibility of the project leader. Include detailed description on the tasks the project leader will undertake:

- Before the project begins
- During the project
- After the project is completed

Will there be another person assisting with leadership tasks, who? _____

3. ITINERARY

Please attach proposed travel and program itineraries including dates. Please resubmit the most current itineraries to the School Chair or Department Head and Selkirk International immediately prior to departure.

4. AFFILIATED ORGANIZATIONS

Will the program be affiliated with a foreign university, language institute, employer, etc? Describe in detail and provide the name of the liaison contact.

5. CONSULTATION WITHIN SELKIRK COLLEGE

Provide a statement of support or evidence of consultation with appropriate programs, departments and schools.

6. PROGRAM STAFFING

Please give an outline of the division of administrative and instructional responsibilities for the program:

- A. Program Leader:
- B. Selkirk International:
- C. Other (please describe):

7. ACADEMIC COMPONENT

Include an outline and draft syllabus for the program content (if applicable)

- A. Course Title(s) Proposed Credit(s)

- B. Will a preliminary course be offered or required? If yes, please list the title:
 - Yes No

- C. Instruction and instructional or logistical support on-site will be provided by:
 - Selkirk faculty _____
 - Instructors at the host institution
 - Other (please describe) _____

8. PARTICIPATION

- A. Number of participants anticipated: _____

B. Academic prerequisites: _____

C. Other eligibility requirements or selection criteria: _____

9. LOGISTICS

Participant housing and meal arrangements:

A. What type of housing is provided? _____

B. Who provides the participants' meals? _____

C. How will the meals be paid for (in advance or will students need to **bring** funds)? _____

D. Will accommodations for differences in languages be required? _____

10. TRANSPORTATION

Round-trip travel to program site:

A. Group or individual travel? _____

a. Arrangements to be handled by: _____

B. Transportation from airport to program site: _____

C. Local transportation (if necessary) _____

11. COMMUNICATION PLAN

Describe communication protocols with participants; include expected frequency and mode of communication.

12. BUDGET

Please include a proposed budget. Complete the following template or attach a separate document.

Item	Cost
Tuition (Selkirk College)	
Tuition (other institution)	
Passport	
Visa	
Travel to/from airport	
Airline ticket	
Costs at destination: Food Accommodation Transportation	
Immunizations/health insurance	
Other costs (ie. In kind/ financial contributions)	

Total costs	
Personal funds	
Scholarships/bursaries (if applicable)	
Fundraising (if applicable)	
Total funds	

13. PRE-DEPARTURE ORIENTATION SESSION

Provide proposed content for both the academic site specific orientation and the risk and responsibility orientation sessions.

14. DEBRIEFING SESSION

Provide proposed content for the debriefing session upon return.



Selkirk College

PROPOSAL WORKSHEET PREVIOUSLY APPROVED EDUCATION-ABROAD PROGRAMS

PROGRAM INFORMATION

Program Leader	School and Program
Signature	Date

School Chair/ Department Head	
Signature	Date

School Dean/ Manager	
Signature	Date

Selkirk International	
Signature	Date

1. PROGRAM DESCRIPTION

Please attach a full program description including a summary of all program activities.

2. CHANGES FROM PREVIOUS YEARS PROGRAMS:

Please cite all program changes.

3. ITINERARY

Please attach the proposed travel and program itineraries, including dates. Highlight all changes from the most recently approved itinerary, and resubmit the most current itineraries to the School Chair or Department Head and Selkirk International immediately prior to departure.

4. ACADEMIC COMPONENT

Please resubmit the outline and draft syllabus for the program content.

A. Course Title(s) _____

B. Credit(s) _____

C. Will a preliminary course be required or offered? If yes, please list the title:

Yes _____

No

D. Instruction and instructional or logistical support on-site will be provided by:

Selkirk faculty _____

Instructors at the host institution

Other (please describe) _____

5. PARTICIPATION

A. Number of participants anticipated: _____

B. Academic prerequisites: _____

C. Other eligibility requirements and selection criteria: _____

6. BUDGET:

Please include a proposed budget. Complete the following template.

Item	Cost
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Costs at destination: Food Accommodation Transportation	
Immunizations/health insurance	
Other costs (ie. In kind/ financial contributions)	
Total costs	
Personal funds	
Scholarships/bursaries (if applicable)	
Fundraising (if applicable)	
Total funds	



RISK ASSESSMENT TEMPLATE

To be completed by the project leader:

1. Country of travel: _____
2. Specific regions, cities and areas of travel: _____
3. Foreign Affairs Canada (FAC) country Travel Report Warning level:
(circle one)

Exercise normal security precautions	Exercise high degree of caution	avoid non-essential travel	Avoid all travel
--------------------------------------	---------------------------------	----------------------------	------------------

4. Is the level of travel warning different for the specific regions and cities you will be travelling in? If yes, what is it for the specific regions where you will be?

5. Have you asked faculty, staff or other people who have been to the country, city and/ or region before about what to expect in terms of risks, safety and security?
6. Who did you ask? _____
7. What did they tell you? _____
8. Which host or partner organizations, schools or companies are you working with that are based in the country?

9. What is their capacity to deal with dangerous or emergency situations?

10. What is the current political condition of the country? _____
11. Have they had recent elections/ coups/ or political instability? _____
12. What is the climate like, what kinds of weather can you expect? _____
13. Is there a chance for extreme weather events such as hurricanes or tsunami? _____
14. What wildlife do you expect to encounter? _____
15. Are there any dangerous or poisonous animals you should be aware of? _____
16. Is the area known to be susceptible to natural disasters such as earthquakes, volcanoes, mudslides or flooding? _____
17. What are common diseases you may encounter in the country? _____
18. Are there parasites you should think about protecting yourself from? _____
19. What type of medical care is available in the specific region or city you will be travelling to?

20. Will there be doctors who speak English? _____

21. What are the major cultural differences you expect to find? _____
22. Are unsafe work or institutional practices the norm? _____
23. What is the crime rate? _____
24. What types of crimes are most common? _____
25. What types of transportation do you plan on using? _____
26. What are the transportation conditions in the country, including upkeep and safety of roads or other infrastructure? _____
27. What is the Government of Canada's relationship with the country, does Canada give them aid, are they a trading partner, are diplomatic relations good? _____
28. Are there any ongoing human rights concerns in the country? _____



EMERGENCY RESPONSE PLAN

Selkirk College's International Education Abroad policy requires Deans and School Chairs ensure that program leaders prepare site specific emergency plans for each education abroad experience.

Project leader: _____

Stand in leader if project leader is incapacitated: _____

Selkirk College emergency contact(s): _____

phone: _____ evening / weekend phone: _____ email: _____

Nearest Canadian Embassy or Consulate: _____ phone: _____

Other nearby Embassies or consulates (US, UK, AU etc): _____

Designated first aid person: _____

Who is responsible for the first aid kit? _____

Group member(s) fluent in the local language: _____

Emergency meeting place(s) in country of travel (indicate one for each city or region): _____

Are you travelling to areas with **known environmental hazards or risks**, what are these risks?

What is the **local plan for evacuation** in case of these types of emergencies? _____

What are the **alternative modes of transportation** available out of the country or area? _____

Include flight schedules for flights back to Canada or North America:

Include schedules for transport to the main airport (train, ferry, bus etc) _____

Local (in host country) travel agent that can be contacted to book emergency travel:

Name: _____ phone: _____

Ensure you obtain the 24 hour emergency contact card with phone numbers for senior members of the Selkirk College administration from Selkirk International or the STAT Coordinator and carry it with you at all times.

EMERGENCY AND CONTINGENCY PLANNING CHECKLIST FOR INTERNATIONAL PROGRAMS

Review and complete this checklist before you depart.

1. PRE-DEPARTURE PREPARATIONS:

- All participants must complete all required forms and the project leader must ensure originals are submitted to Selkirk International and copies are submitted to the school Chair.
- Register with the government of Canada- Foreign Affairs Canada. This can be done prior to departure and then confirmed upon arrival through: <http://www.voyage.gc.ca/register/>
- Ensure you have the address and phone number of the nearest Canadian Consulate or Embassy Office. This information can be found here: http://www.voyage.gc.ca/contact/offices-list_liste-bureaux-eng.asp
 - You may also wish to retain the same information for the British, U.S. and Australian embassies, as they may be willing to assist in an emergency.
- Prepare an Emergency Response Plan (Appendix E).
- Obtain a Selkirk College Emergency Contact Card through Selkirk International or the STAT Coordinator. It provides 24-hour emergency assistance phone numbers.
- Familiarize yourself with calling procedures in the host country (ie. Country codes and procedures for making a long distance call).
- Obtain all the proper documentation (entry permits and visas, required immunizations) to ensure you will pass all the customs, immigration or visa requirements
- If you are going to drive, ensure you understand the language of the road signs and are aware of the driving laws and rules in the country. Also consider any differences in weather, infrastructure or road maintenance that may affect driving conditions and increase risk
 - Ensure you have secured the appropriate drivers license and permits.

2. HEALTH AND TRAVEL INSURANCE:

- Obtain health, travel and accident insurance coverage and complete the Confirmation of Medical Insurance (Appendix I)
- Review your coverage to ensure that you know what is covered and whether or not you will be required to pay in advance for medical services.
- Obtain information on available medical, legal and other professional services within the area you are going to and learn where and how to obtain them (do it before you need them)
 - In some countries you may be required to provide immediate cash payment for health services and medical care may be at a significantly different standard than Canada.
- Obtain vaccinations required or suggested for the area to which you are traveling.
- You may wish to keep a health emergency card on your person that is written in the language of the area to where you are travelling. This card should include any information that medical personnel would need in an emergency (i.e. your name, what language(s) you speak, allergies,

your blood type, emergency contact number, any particular medical condition which may require care while you are abroad including appropriate medical response techniques, etc.).

- Take extra prescription drugs in original containers and check with that country's laws to see if those drugs are permissible to bring into that country.
- Take extra eyeglasses or contact lenses.
- Bring a first aid kit

3. RISK MANAGEMENT:

- Set up a call-in procedure with a person in your department who you will contact them on a regular basis. That way if you get in trouble, someone will be looking for you.
- Keep a photocopy of your passport and visa information with you in case the originals are lost. Have a safe place for passports, visas and tickets (a hidden pouch or document holder). Do not keep originals and photocopies in the same place.
- Leave a copy of your itinerary, passport, visa, medical information, and medical insurance with family or friends in case you require it in an emergency.

Situations can change unexpectedly and rapidly, prompting a change in a country's security rating. Plan ahead!

4. GROUP EMERGENCY PLAN

- Emergency Response Plan (Appendix E) completed.

Project leader has considered:

- Who will take over leadership if they are incapacitated.
- Where will the group meet in an emergency.
- How will you react in a medical emergency (i.e. who speaks the language, who can accompany the person who is hurt to the hospital, etc.)?
- Ensure that you have the 24 hour Selkirk College Emergency Contact numbers readily accessible, as well as all telephone numbers and email address for your designated Selkirk College contact person, and the address and phone number of the nearest Canadian consulate.
- Determine what degree of support the Canadian Consular/Embassy Office closest to your city will be able to offer to you. The Canadian consulate can be quite helpful in familiarizing the group with local resources that are available to Canadian citizens. If possible, the group Leader should arrange a meeting with the Canadian Consular/Embassy office.
- If the area is known for a particular environmental condition (i.e. volcanic eruptions, earthquakes, hurricanes, etc.), check with local authorities to see what they would suggest to pack in an "emergency kit" in case that type of environmental condition occurs. Familiarize yourself with evacuation routes.
- Determine options for alternative modes of transportation and routes by air, land or sea and familiarize yourself with the scheduled flights of various airlines in case you must leave the area quickly. In selecting alternative routes be aware of potential choke points, bridges, areas that could be congested and provide maps of those routes.
- Investigate any departure problems in connection with in-country taxes and any other related departure requirements so that you are aware of them in case you must leave quickly.
- Cultivate a relationship with a local travel agent, both for local as well as international travel, in case you need emergency assistance.

In an emergency / early departure scenario, ALL MEMBERS OF THE GROUP SHOULD HAVE:

- current passports & visas
- appropriate amounts of cash (local currency and American dollars recommended)
- water & food
- blankets/sleeping bags
- up-to-date list of vaccinations
- All host country identification papers and at least one photocopy of each including Embarkation Cards, customs documents etc.

NOTE: you may be restricted in by the weight of the items you are taking (anywhere from 20-66 pounds). If you are required to leave some of your items behind, make a list of them in case they can be obtained at a later date. DO NOT take any weapons or alcohol with you.

The project leader is responsible for carrying the following:

- first aid kit
- flashlight with batteries
- waterproof matches
- road/route map
- pad of paper & pen
- photocopies of current passports, visas and an up-to-date list of vaccinations for all group members
- the address and phone number of the nearest emergency medical facility.
- a cell phone, where possible

The project leader must:

- ensure that all group members are aware of the elements of the Emergency Plan
- set up and maintaining a call-in procedure with a College faculty or staff member where the leader will contact them on a regular basis.
- Ensure that a copy of the Emergency Plan is retained at the College by their departmental contact.



Selkirk
College

Appendix F

GENERAL PARTICIPANT APPLICATION
EDUCATION-ABROAD PROGRAMS

Personal Information			PLEASE PRINT CLEARLY
Surname:	Given Name(s):	Name on Passport:	
		Passport # and Expiry	
Date of Birth: _ _ / _ _ / _ _ _ _ d d m m y y y y	Social Ins. No.: _ _ _ _ / _ _ _ _ / _ _ _ _	Selkirk Student Number:	
Citizenship: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other _____			
Mailing Address:			
City:	Province:	Postal Code:	
Phone: (H) (W)	Current E-mail Address:		
Emergency Contact Name :	Address:	Phone:	
Name of Education Abroad Program Applied For:			Dates:

Medical Information

List any health concerns of which we should be aware, such as drug or food allergies or concerns, major or chronic illnesses, mental or physical conditions or other medical problems for which you require ongoing medical treatment. List any medications you are currently taking.

Freedom of information and protection of privacy

The information in this form is collected under the authority of the Act(RSBC 1996 chapter 165). If you have any questions about the collection and use of this information contact the Program Administrator.

Signature _____

Date _____



RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT

WARNING: By signing this document you will waive certain legal rights, including the right to sue. Please read carefully.

Name of Participant:

Address of Participant:

PREAMBLE

This Education-abroad Program is an exceptional educational opportunity, but it is not without certain risks, dangers and hazards to all participants. These include, but are not limited to: delay or inconvenience, program cancellation or curtailment, the loss of personal property, injury and even death.

All persons taking part in the project are required to accept these and other risks as a condition of their participation. Selkirk College will not accept any liability for injury, loss, damage or expense sustained as a result of any person's participation in the project.

The Statement of Risks set forth below is intended to enable participants to better understand and accept the various risks involved in the project. All project applicants will be required to sign the Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement set forth below, which will release Selkirk College and its representatives from any future claims which might arise as a result of the applicant's participation in the Program.

STATEMENT OF RISKS

The project involves risks inherent in international and domestic travel. These may include, but are not limited to: a poor road and transportation system, diseases, exposure to wildlife, and political instability.

Participants will be using the services of independent travel agents and airlines. Selkirk College cannot accept responsibility for the conduct of these independent agencies. It is always possible that the project may not be completed or individual activities may be curtailed or cancelled. Reasons for curtailment or cancellation may include, but are not limited to: weather, illness, political disturbances, transportation problems, failure to perform on the part of travel agents or airlines, problems relating to customs, or other circumstances beyond the control of Selkirk College.

_____ (initial here)

By signing this document you will waive certain legal rights, including the right to sue. Please read carefully.

If a participant chooses to arrive in the country before the start of the project or depart after the end of a project, Selkirk College cannot accept responsibility for your actions or safety during the period of time before and after the project. Selkirk College will accept no responsibility and no liability with respect to any travel or

participation in activities not organized through Selkirk College that a participant chooses to participate in. The participant agrees that Selkirk College is not responsible for any injury they may suffer while traveling independently before or after the program or during free time.

It is the responsibility of each participant in the project to learn as much as possible about the risks of the venture, to weigh those risks against the advantages, and to decide whether or not to participate.

The College, its governors, officers, employees, students and representatives, and any individuals connected with the project accept no responsibility and assume no liability with respect to any academic, vocational, medical, or financial advice received by a participant.

I, _____, am aware that this Education-abroad Program involves risks, dangers and hazards including, but not limited to those referred to in the Preamble and the Statement of Risks set forth above. I freely accept and fully assume all such risks, dangers and hazards, and the possibility of delay or inconvenience, project cancellation or curtailment, loss of personal property, injury and even death.

In consideration of Selkirk College allowing my participation in the project, I agree as follows:

1. To waive any and all claims that I have or may have in the future against Selkirk College, its governors, officers, employees, students and representatives, and any individuals connected with the project (all of whom are hereinafter collectively referred to as "the Releasees") arising in any way from my participation;
2. To release the Releasees from any and all liability for any loss, damage, injury or expense that I may suffer, or that my next of kin may suffer as a result of my participation in the project due to any cause whatsoever including negligence, breach of contract, or breach of any statutory or other duty of care, on the part of the Releasees;
3. To hold harmless and indemnify the Releasees from any and all liability for any damage to the property of, or bodily injury to, any third party, resulting from my participation in the project; and
4. This Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives in the event of my death or incapacity.

In entering into this Agreement, I am not relying upon any oral or written representations or statements made by the Releasees other than what is set forth in this Agreement.

I have read and understood this Agreement, and I am aware that by signing this Agreement, I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators and assigns may have against the Releasees.

Signed this ____ day of _____, 20__

Signature of Participant

Witness

Printed Name of Participant

Printed Name of Witness (aged 19 or older)

This Agreement must be completed in full, signed, dated, witnessed and must be initialed where indicated on before the Participant may begin the Education-abroad Program



ACKNOWLEDGEMENT OF RESPONSIBILITY

I understand that participation in the Selkirk College _____ [Insert Title of Program / Activity] (hereinafter referred to as “the Program”) will take me away from campus for an extended period of time. I understand that I will be exposed to risks during this period and I am prepared to accept these risks.

In consideration of approval to participate in the Program, I hereby release and hold harmless Selkirk College, its agents and employees, from any and all liability for any loss, damage, injury or expense that I may suffer, or that my next of kin may suffer, as a result of my participation in the Program due to any cause whatsoever including, but not limited to, negligence, breach of contract or breach of any statutory or other duty of care, delay, expense resulting from events beyond their control, acts of God, war, civil unrest, sickness, transportation, scheduling and government restrictions or regulations.

I further understand that it is my responsibility to abide by all applicable College policies, the laws of the country, and to ensure I have adequate medical, personal health, dental and accident insurance coverage, as well as protection of my personal possessions.

I recognize that in the event of a general civil emergency the College, through the Government of Canada, will endeavour to assist its students.

I understand that the project leader can require my withdrawal from the education abroad experience for reasons of illness or conduct unbecoming a student of Selkirk College, and will be the sole authority in exercising that judgment.

I understand that this agreement cannot be modified nor interpreted except in writing by Selkirk College and that no oral modification or interpretation shall be valid.

Name	phone
Address	

Next of kin	Relationship
Address	phone

I acknowledge my obligations and responsibilities

Signed: _____ (participant)

_____ (Parent or Guardian if under age 18)

Witness: _____ **Date:** _____



CONFIRMATION OF HEALTH AND TRAVEL INSURANCE

The intent of this form is to provide students with the industry standards of minimum health and travel insurance coverage so that they can ensure their coverage meets the minimum standard levels of health and travel insurance coverage.

Name: _____ Student ID: _____

Name of Health and Travel Insurance and Policy Number (B.C. Medical and out of province):

Is this coverage under your name or are you covered by parent/guardian/spouse/other insurance policy (please specify):

My health and travel insurance provides coverage:

- from the day I leave to at least two days after I return: Yes No
- if I am to travel to third party countries from my host country: Yes No
- while in transit to third party countries when traveling from your host country Yes No
- while I am in the host country Yes No

My health and travel insurance covers the following:

- Hospital Services Yes No
- Physician’s Fees Yes No
- Psychiatric Treatment Yes No
- Prescription Medication Yes No
- Medical Equipment and Supplies Yes No
- Emergency Transport and Air Evacuation Yes No
- Accidental and Emergency Dental Care Yes No
- Accidental Death and Dismemberment Yes No
- Repatriation or Burial of Deceased Yes No

_____ (initial here)

By completing and signing this form, I understand that I am responsible for ensuring I have adequate health and travel insurance when participating in an Education-abroad Program. I also understand and acknowledge that under no circumstances will Selkirk College be liable for any travel or medical costs that may not be covered by my insurance policy(s) for whatever reason. I hereby certify that all information given in this form is complete and true in all aspects and that my health and travel insurance meets the above minimum requirements of coverage as stated above.

Name _____

Signature _____ Date _____

Witness _____ Date _____



PROSPECTIVE PARTICIPANTS
DESTINATION AND RISK ASSESSMENT

As a prospective participant on an education abroad program, it is your responsibility to research and gather information concerning known risks and hazards of the area that you intend to visit. The following list of questions and recommended websites is intended to help you think about potential risk factors and make an informed decision concerning your participation.

COUNTRY PROFILE:

1. What are the political conditions in the country? Is the country politically stable? Issues related to corruption?	
2. Are there any concerns about the economic instability of the country?	
3. What is the currency? Are there any issues related to currency trading and exchange?	
4. What are the main characteristics of traditional daily life? Issues related to clothing or dress?	
5. What religion is practiced in the country? Issues related to religious intolerance?	
6. Are there any special concerns related to gender/sex differences? Issues related to sexual intolerance?	
7. Are there any special concerns related to racial, ethnic or linguistic difference?	
8. What is the current situation of the Canadian government's relations with the country? What is the history of the relationship? Issues or incidents that may impact you as a Canadian visitor?	

Resources:

Foreign Affairs Canada: http://www.voyage.gc.ca/countries_pays/menu-eng.asp

- Provides country-specific travel reports and warnings.

CIA World Factbook: <https://www.cia.gov/library/publications/the-world-factbook/>

- Provides detailed information on geography, people, government, economy, communications, transportation, military and transnational issues.

HEALTH

1. What kinds of health services are available? Are English speaking doctors available?	
2. Is additional private health insurance required? If so, which items are covered?	
3. Which diseases are prevalent? How are they transmitted?	
4. Which immunizations are required to enter the country? Which are suggested/ recommended for travelers?	

Resources:

Public Health Agency of Canada- Travelers Health: <http://www.phac-aspc.gc.ca/tmp-pmv/index-eng.php>

- Provides travel health notices, travel advisories and recommended immunizations for Canadians travelling abroad.

Canadian Society for International Health: <http://www.csih.org/en/travelhealth/index.asp>

- Provides health information for Canadian travelers.

Centre for Disease Control (CDC): <http://wwwnc.cdc.gov/travel/>

- US site, provides geographic health recommendations and a geographical travel map.

SAFETY:

1. Are there any special security concerns such as crime or violence?	
2. Have there been any recent, or are there any recurring natural disasters?	
3. What are the emergency contacts in the country, in case of natural disasters, civil unrest or other emergencies?	
4. What are the environmental issues?	
5. What are the transportation standards? Are international or Canadian drivers licenses recognized? Are there any issues around local or national transportation?	
6. Are there concerns about individuals travelling alone? In groups?	
7. Are there areas or sites in the country or city that are recommended travelers avoid?	

Resources:

Foreign Affairs Canada: <http://www.international.gc.ca>

International Air Transport Association: <http://www.iata.org/>



SUGGESTED CONTENT FOR ORIENTATION AND DEBRIEFING SESSIONS

The following elements should be covered in the **pre-departure orientation session**:

1. PROGRAM INTRODUCTION

- Academic requirements and expectations
 - Detail grading and assignments
- Overview / introduction of partner organizations (if applicable)

2. HOST COUNTRY OVERVIEW

- Social and economic context
- Cultural context: values and attitudes
- Day to day realities for people living there

3. PARTICIPANT CODE OF CONDUCT

- Project leader and participants should discuss and establish a code of conduct including:
 - Appropriate dress (for the context and cultural norms of the country)
 - Alcohol and drinking
 - Showing respect- cultural expectations
 - Consequences for non-compliance with code of conduct
- Discuss potential impacts of the presence of western / Canadian students / experts on local populations

4. LOGISTICS

- Visas, passports
- travel arrangements
- Insurance
- Communication/reporting plan
 - Frequency of communication with the College
 - Access to internet and the ability to phone internationally
- Translation issues and etiquette
- Accommodation
 - Types of accommodation, shared or private- standards to expect.
- Money / travelers cheques
 - How much to bring
 - Availability of banks /ATMs
- Complete contracts, sign emergency forms, liability waiver, etc. if not done previously

5. HEALTH

- Logistics and medical preparations
 - Travel medical insurance requirements
 - Required and suggested vaccinations

- Prescriptions and documentation
- Availability of in country medical care
- Maintaining your health overseas
 - Dealing with common travellers ailments- including diarrhea, indigestion, malaria etc.
 - Suggested medications / treatments to bring
- Coping with stress and mental health while abroad

6. INTERCULTURAL COMMUNICATION

- The concept of culture
- What is Culture Shock?
- The ways in which values and attitudes affect behaviour
- Problem solving

7. SAFETY AND SECURITY ISSUES

- Security Context
 - Prevalence of crime, violence, political instability, natural disasters etc.
- Keeping safe
 - Buddy system
- Sexual safety
- Conflict resolution
- Information on **Department of Foreign Affairs and International Trade**

8. RE-ENTRY AND RE-ADJUSTMENT

- The adjustment process
 - Reverse culture shock and readjusting to life in Canada

POST-PROGRAM DEBRIEFING

After all students, faculty and staff have returned to Canada, it is important to hold a post-program debriefing session to consolidate what was learned.

Participants, program leader(s), in consultation with Selkirk International should review in detail the program content, excursions, physical environment, accommodation, transportation, health and safety issues.

- Which policies and procedures could be improved with pre-departure activities?
- Has the local situation changed in terms of health and safety from previous years?
- Which information requires updating?

The debriefing session should also discuss the impact of the experience on participants' studies or lives and what they plan to do to carry what they have learned forward.

- Reintegration into Canada
- Communicating with others about the experience



EMERGENCY RESPONSE: INCIDENT SPECIFIC QUESTIONS

In the case of an international emergency or crisis involving Selkirk College Students, faculty or staff the following list should be used to gather information:

General Questions:

- 1. What event took place? Request a chronological statement of what happened from each person who was involved in or who witnessed the event.
2. What is the current physical and psychological condition of those affected?
3. Is the project leader in close touch now with the affected participant(s)/faculty?
4. What is the proximity of the event to other participants/faculty?
5. What is the imminent risk to participants/faculty if they remain where they are?
6. Are all program participants/faculty, whether directly involved or not, aware of the emergency?
7. How are they responding?
8. Are adequate food, water and medical attention available?
9. Is adequate and secure housing available? How long will this housing be available? What other appropriate housing options are available as a backup, if needed?
10. Is safe transportation available locally and internationally (land and air)?
11. Should students/faculty be evacuated?
12. Have you confirmed the list of participants and staff?
13. Have you prepared information for notification of families (when, where, how, by whom?).

Incident-specific questions:

Table with 2 columns and 3 rows. Row 1: Serious Illness: Left column lists questions about victim location, medical treatment, on-site response, attending physician, and family contact. Right column lists questions about current treatment, insurance, other participants at risk, and consequences of returning to Canada. Row 2: Serious Injury: Left column lists questions about accident details, rescue operations, and witnesses. Row 3: Psychological or Psychiatric Issues: Left column asks for details beyond serious illness, right column asks about prescribed medication.

<p>In what way(s) if the person upset and/or inappropriately behaving? What has been done on site? Is the person a danger to self and/or others? Is there a history of previous counseling/therapy? Where? With whom?</p>	<p>emotional difficulties and/or any other medication(s)? Are they taking the prescribed medication(s)? Was there an apparent precipitant for their distress/behavior?</p>
<p>Sexual Harassment Same as SERIOUS ILLNESS above, but include: Does victim feel a physical threat? What action is necessary to remedy situation? Can situation be remedied on site?</p>	
<p>Assault or Rape: Same as SERIOUS ILLNESS above, but include: What are the major details of the incident? Is counseling available? In English? Has appropriate local law enforcement been notified? Were there witnesses? If so, obtain signed statement from each witness.</p>	
<p>Missing Persons: When & where was missing person last seen or heard from? Did the person tell anyone of plans to be absent? Does anyone know or have an idea about where the person went? How was the person travelling? Ex: Alone, by train. If the person left and was expected to return at a specific time, what was the date and time of the expected return? Are reliable search/rescue operations available on site? Have they been initiated? Should they be initiated? What is the student's passport number?</p>	<p>Does the victim want to return to Canada? Are the victim and the counselor aware of these consequences? Is the accused person a Selkirk student? A local student ore resident? A tourist?</p> <p>What is a description of the student (height, weight, eye color, hair color, hair length, gender, race, and other distinguishing factors)? Have the local missing person's officials been notified? What is the agency and case number assigned? Has the Canadian Department of Foreign Affairs or local Embassy been contacted? Who is the contact at the Embassy (name, title, and phone)?</p>
<p>Arrests: Has the student been detained? Has the Canadian Embassy been notified? What was the Embassy's response and advice? What agency made the arrest? What are the names, addresses and phone numbers of the arresting authorities? What is the case number? Have charges been filed? What are the charges? What are the facts?</p>	<p>Were there witnesses? If so, obtain signed statement from each witness. What rights have been granted? Is the student entitled to place a phone call? Does an attorney represent the student? What is the name, address and phone number of the attorney? When does the College intervene? How?</p>
<p>Hostage Situation Same as MISSING PERSONS above and POLITICAL EMERGENCY below, but include: Has the Canadian Embassy been notified there? What is the Embassy's response and advice? Who is the contact person at the Embassy (name,</p>	

<p>title, and telephone)? Who is the contact person at the Department of Foreign Affairs in Ottawa (name, title, and telephone)?</p>	<p>Is there a no-ransom policy established by the institution?</p>
<p>Political Emergency or Natural/ man-made Disaster</p> <p>See SERIOUS INJURY, if needed.</p> <p>Has the Canadian Embassy advised participants to take appropriate action?</p> <p>Have all participants/leaders been made aware of these precautions, and in writing?</p> <p>Are all participants/leaders following these precautions?</p> <p>Have local authorities imposed a curfew?</p> <p>Is travel in or out of the country restricted in any way?</p> <p>Is the group in danger?</p> <p>Who or what is the target of the unrest?</p> <p>Has any particular group or organization been threatened?</p>	

What kind of military or other security or public safety personnel are present?
 Are they unusually visible?
 How is the military behaving with respect to the civilian population?
 Contact the Canadian Embassy to learn if airlifts are planned.
 What forms of transportation are available? What would the cost be?



Selkirk
College

EMERGENCY RESPONSE: RECEIVING AN INTERNATIONAL EMERGENCY CALL

In the event of an international emergency affecting Selkirk College students, faculty or staff, the project leader or participants will call Selkirk College and report the incident.

When an international emergency call is received the primary response should include:

Phase I: Collect Information:

Reassure the caller and make sure you get and record answers to the following questions:

1. Name and contact number of caller.
2. Where are they calling from? (Country, city, address, other phone numbers)
3. Can someone call them at this number within the next 24 hours?
4. In whose custody are they in now? (Hospital, police, other authorities)
5. What happened? (get a general outline of the crisis)
6. Have they contacted their host institution contact person, i.e. in the foreign country?
7. Who do they want contacted here in Canada or otherwise?
8. Who do they NOT want contacted?
9. Determine if the person involved needs or wants to come home. If so, do they have a return ticket or do they need to borrow money?
10. Do they need anything sent (money, medication, contact info, consular information)?
11. Do they need follow up of another sort?
12. Have they contacted the embassy, consulate, or diplomatic representative, or Foreign Affairs Canada (FAC) emergency contact number at 613-996-8885? If not, will they be contacting, or do they wish us to contact the Foreign Affairs emergency contact number?
13. Do they need the Canada Direct number to call the emergency number of Foreign Affairs in Ottawa?
Available from http://www.voyage.gc.ca/contact/tollfree_sansfrais-eng
14. If in custody of police, ask the officer in charge for their name and position. Ask them if you can be of any help and give them your telephone number, saying that they can call collect at any time. Speak again to the original caller.
15. Arrange a date and time when you will call the person for a next report. Confirm the telephone number you will call.

At this point, repeat all of the information and ask the caller if it is correct and complete.

Phase II: Notify College International Emergency Contacts:

Contact the following people in the institution and relay the above information in order to take action and follow up on the request: They will form the crisis management team.

1st Contact – Selkirk International

2nd Contact – Program Dean

3rd Contact- STAT Coordinator

*Next Steps:

The following guidelines should be considered and/or handled/coordinated by the crisis management team:

- Depending on the degree of event, ensure that the following persons are notified: project leader (s), Deans and Head of affected departments and schools, VP Education and Students, VP Finance and Administration, Registrar, Selkirk College Communications Coordinator and if applicable, contact the coordinator at the partner institution.
- Refer to the participant application forms and call the emergency contacts. Tell them what the caller said and make sure they have the names and numbers necessary to contact the individual in trouble.
- Contact Foreign Affairs Canada (FAC) emergency number (613) 996-8885 immediately. They will contact the Canadian representative in the country in question. Ask if they can offer the person any help, and if so, what. Ask that they please keep the organization/institution fully informed of the situation, and ask whether it is useful to contact the local diplomatic representative of the country in question. Do exactly as they suggest. Tell them to call the organization/institution collect if they wish, giving them telephone numbers where they can reach the crisis management team 24 hours a day.

Contact the sources of other useful information. For example, the hospital in the other country might have asked for the person's medical records. The crisis management team could get the records from the person's doctor and fax them to the host institution.

If a participant is being detained by the authorities, stay on the case. Telephone regularly to ask for more information. Do not take a position on guilt or innocence. Do not editorialize about human rights or good governance. Make it clear both to your own country's diplomatic representatives and to those who are detaining your participant that your institution/organization is following the case closely. Get advice from FAC and do as they say.

After setting all of the above processes in motion, the crisis team should draw in other employees from the institution/organization.

- Tell the participant's department head or supervisor what has happened, and agree to stay in touch. Ask them to inform the participant's colleagues or fellow students about the situation.
- Keep in contact with the Selkirk Trauma Assistance Team (STAT) Coordinator, Tami O-Meara, Laurie Read, or Robin Higgins. They will help with counseling and will implement the STAT post-crisis response procedures.
- Keep in contact with Selkirk College's Media rep, (Communications Coordinator Joanne Brookes) particularly if the crisis might attract media attention, as in the case of a natural disaster, political unrest or criminal activity.

It is essential that demands for information be taken seriously and dealt with well. The following should serve as a general guideline.

- Relatives of the victims need to be informed first and should receive absolute priority. Only then can it be shared with third parties. This rule applies even if it means suppressing news for a while.
- Next, those at the institution who supervise, work or study with the person or persons in question should be advised. Only then should attention turn to the media.
- Certainly if there is sad news, the people closest to the victim should be informed first. It must be avoided at all costs that people hear for the first time on the radio that a loved one has been in a serious accident.



PROGRAM APPROVAL CRITERIA

The following outlines the critical issues that underlie a decision to approve or not approve an international education abroad experience, project or program. Not all the following issues will apply in each case, but these are the types of requirements that should be addressed. The activity should:

ACADEMIC ISSUES:

- Implement, complement and or subsidize the academic mission, vision, values, pillars and strategic direction of the College
- Meet the College's academic standards. Procedures should be in place to ensure the quality of College courses, programs, diplomas and degrees, including methods of evaluation and the acknowledgement of College authority to preserve academic standards, meet program outcomes, and to select and administer personnel.
- Conform to all current College policies including but not limited to those governing academic freedom, research, and conflict of interests or commitment.
- Be an integral part of College programming.
- Broaden the opportunities for research, academic or scholarly interchange, and professional development for faculty, students and / or staff.

CULTURAL AND SOCIAL ISSUES:

- Assist in the transfer of knowledge which will be used to build sustainable economies in other regions of the world
- Enrich the College community through exposure to other languages, cultures and intellectual traditions.

ETHICAL ISSUES:

- Be sensitive to human rights and equity.
- Have either a neutral or beneficial effect on the natural environment.

LEGAL ISSUES:

- Conform to the legal rights and obligations enshrined in international laws, covenants and declarations to which Canada is a signatory.
- Include safety measures or liability insurance for College personnel (staff, faculty, students and others involved) working and participating internationally
- Meet any legal obligations imposed on such activity by local governments
- Meet due diligence requirements of the College
- Minimize the risk to the College of any known legal liability.
- Include recognition of: College authority over the use of its name and trademarked properties in international settings; any College policy on commercialization; and College policy on intellectual property.

FINANCIAL AND RESOURCE ISSUES

- Minimize the risk to the College of any known financial and in kind liability.
- Include appropriate provision of the costs of adequate College infrastructure and human resource capacity to operate the program.
- Be undertaken on a break-even or profit basis, or be underwritten by a cross-subsidy agreement.
- In the case of revenue generation projects, include a provision for revenue sharing within the College to be determined in advance.



PARTICIPANT SELECTION PROCESS TEMPLATE

It is up to the project leader to design and implement a participant selection process. It could include a written application, an interview or other method of selection. The following outlines suggested criteria for selecting participants for an international project:

1. Academic Criteria:
 - Grade Point Average
 - Description of participants learning goals
 - Background in the subject area/ prior preparation
 - Recommendations from instructors
 - Fluency in a foreign language (if required)
2. Community / College Involvement
 - Description of community or college involvement including volunteer work
 - Recommendations from organizations / clubs
3. Personal Suitability Criteria
 - Adaptable and flexible in stressful situations
 - respectful in cross-cultural contexts
 - Good communication skills
 - Good emotional and physical health
 - Able to work with a team or independently
 - Experience living / working in a foreign country
4. Interest in subject matter
 - Essay or paragraph outlining why they want to participate, how it would contribute to their academic and/ or career goals
 - Demonstrated commitment to project goals or educational outcomes
 - Knowledge about the country/ region
5. Commitment to the project
 - Enthusiasm about the project
 - Willingness to attend meetings and complete required applications
 - Commitment to fundraising activities or outreach
 - Budget planning tool to show participant's awareness of total costs/ plan for covering the costs.
 - Willingness to continue involvement in the project upon return



INTERNATIONAL EMERGENCY PROCEDURES

Phase 1: Emergency is reported

Individuals aware of the emergency will contact the Dean or Manager as well as Selkirk International and the STAT Coordinator to let them know what has happened. They will form the crisis management team.

Phase 2: Verify Extent of Crisis:

A. Gather information and assess the risks

1. The crisis management team, along with in-country contacts, will gather as much information as is necessary to determine what risks, if any, Selkirk College participants/instructors are facing. Appropriate people and organizations should be contacted by telephone, if at all possible, to assess these risks.
2. In assessing the crisis, the crisis management team will contact a number of sources for detailed and accurate information. These may include:
 - a. The project leader, participants or staff who are abroad
 - b. The partner institution abroad, local organizations and contacts
 - c. The Department of Foreign Affairs Canada Officer for the country affected
 - d. Local safety/crime agencies in the host country.

B. Make a careful, chronological sequence of events (in writing) leading up to, during, and after the crisis.

Utilize the following checklist to gather information:

- Emergency Response: Incident Specific Questions (Appendix L)

Phase 3: Bring in the Experts

- A. Ensure the Selkirk Trauma Assistance Team has been notified
- B. Contact the college's Communications Coordinator and ensure they have the information that is required to fulfill their role as media rep.