

# Yale Summer Session

## Instructor Handbook for Yale Summer Session Programs Abroad

---

*Our mission is to offer students the intellectual challenge they expect from Yale in classrooms that spill out onto the streets of the world. Firsthand experience of foreign cultures is a basic component of a Yale education: it not only complements a student's academic study of international topics, but is also fundamental to a student's personal development as a global citizen. We hope that studying abroad with Yale Summer Session will inspire and enable a lifetime of encounters with members of the global community.*

---

### Contents

I. Introduction .....	3
A. Deciding to Teach or Lead a Course Abroad.....	3
Why teach or lead a Yale Summer Session Program abroad?.....	4
Before the program begins: .....	4
On-site: .....	4
B. Guidelines for Creating a New Course and Program Abroad .....	5
II. Course Planning: A New Program .....	6
A. Understanding the Program Budget.....	6
B. The Course Proposal.....	7
C. Logistical Planning of the Program .....	8
D. Planning for the Unexpected .....	9
1. Preparing a Resource Packet of Information Consisting of: .....	10
2. Establishing an Emergency Action Plan.....	10
3. Reviewing the Incident Report Form .....	10
E. Advertising Your Program .....	10
III. Course Planning: Returning Programs .....	11
A. The Course Proposal.....	11
B. Logistics .....	12
IV. Responsibilities of the Instructor.....	12
A. The Site Coordinator .....	12

B. Prior to Departure.....	12
C. During the Program .....	13
D. Program Conclusion.....	13
E. Protocol in the Company of Students .....	13
V. Summer Program Assistants.....	14
A. Programs Eligible for a Program Assistant .....	14
B. Duties of the Program Assistant .....	14
Academic Responsibilities .....	14
Co-curricular Responsibilities .....	14
C. Deadline for Determining the Program Assistant .....	15
D. Individual Who Selects and Hires the Program Assistant.....	15
E. Compensation for a Program Assistant.....	15
VI. Faculty Spending and Reimbursement Procedures .....	16
A. Expenses Covered.....	16
Travel .....	16
Housing.....	17
Meals During Program Excursions and Activities .....	17
Office Supplies.....	17
Medicine/Medical Supplies .....	18
B. Expenses Not Covered .....	18
Family or Other Traveling Companions .....	18
Meals Not Covered .....	18
Miscellaneous Expenses <b>Not Covered</b> .....	18
C. Business Meals .....	19
D. Cash Advancement and Reimbursement Procedures.....	19
Cash Advancement Procedure .....	20
VII. Course Registration, Grading, and Evaluations.....	20
A. Student Registration in a Study Abroad Course .....	20
B. Grading Policies.....	20
C. Course Evaluations .....	21
VIII. Appendix.....	21
A. Guidelines for Reviewing Applications.....	21
B. Yale Sexual Misconduct Policies, Related Definitions, & SHARE .....	22

Sexual Misconduct Policies at Yale .....	22
Sexual Misconduct .....	22
Policy on Teacher-Student Consensual Relations .....	23
Policy on Relationships Between Staff Members.....	24
Sexual Harassment.....	24
Sexual Assault .....	25
Sexual Consent .....	25
Guidance Regarding Sexual Consent.....	25
Intimate Partner Violence.....	25
Stalking .....	25
C. Faculty Course of Action During a Whole Group Emergency .....	26
D. Faculty Course of Action During a Student Emergency.....	26
E. Yale Study Abroad Emergency Action Plan.....	27
Emergency Measures and Crisis Management to be Followed by Instructors of Yale Summer Session Courses Taught Abroad.....	27
Before the Crisis: Preparation.....	28
During the Crisis: Response.....	29
After the Crisis: Recovery.....	30
Important Contact Information .....	31

## I. Introduction

Yale Summer Session is a part of The Center for International and Professional Experience (CIPE), which is comprised of Study Abroad, Fellowships and Funding, Summer Session, and the Office of Career Strategy. These offices join with other academic advisers on campus to support students throughout their four years at Yale as they make decisions about their academic plans and explore career options. Through workshops, information sessions, and individual advising, CIPE staff help students to clarify their goals, to identify opportunities in the U.S. & abroad that are right for them, and to build upon their experiences in meaningful and purposeful ways.

### A. Deciding to Teach or Lead a Course Abroad

Yale Summer Session (YSS), together with the Yale Study Abroad, encourages faculty to consider teaching or leading an existing summer study abroad program. Additionally, YSS is eager to partner with faculty in creating new opportunities abroad that meet institutional and student aims.

## Why teach or lead a Yale Summer Session Program Abroad?

Here are some reasons to lead one of our programs:

- To broaden student interest in a particular field of study.
- To broaden student understanding and interest in the world around them.
- To connect Yale students to other students around the world.
- To encourage students to take more courses in your department back on campus.
- To build your own professional credentials.
- To engage in professional networking opportunities abroad.

Leading a study abroad program requires first and foremost a student service-oriented attitude. It is a very rewarding experience, but one that requires a higher level of commitment than teaching a course on campus. Teaching and leading a study abroad program also requires some administrative work. While you will have time to yourself at the host site, keep in mind that your time is not your own. Your first commitment is to the program and students. The following is a list of what is expected of you.

### Before the program begins:

- Put together a syllabus and tentative schedule of program activities at the beginning of the spring term (alone or with other faculty).
- Participate in faculty orientation in the spring term.
- Put together a tentative **budget** of program expenses (alone or with other faculty) during the spring term for approval and reconcile that budget at the end of the program.
- Be ready to meet with prospective students to answer their questions and concerns during the spring term.
- When necessary, work with YSS on logistical planning for the course.
- Plan for and participate in an on-campus orientation for **students** during the spring term.
- Advise students to look into the need for a visa to study in your course's location as soon as possible.

### On-site:

- Act as Yale representative at the host site (alone or with other faculty).
- Be prepared to be in charge of students in case of an emergency (alone or with other faculty).
- Be available to students 24/7 in case of an emergency or student crisis.
  - **Note:** The expectation is that you will be located within the same city in which the students are housed.
- Lead cultural excursions that you have organized on a weekly basis (alone or with other faculty).
- Be available to counsel students on academic and non-academic issues.
- Keep track of your reimbursable program-related expenses.
- Ask YSS when unsure if an expense is program-related.

## **B. Guidelines for Creating a New Course and Program Abroad**

Faculty interested in leading a summer program abroad must consider the following when planning a study abroad program:

1. Courses are taught and led primarily by Yale faculty. Non-Yale faculty may teach only if approved by the academic department sponsoring the course.
2. The instructor is responsible for all course content. It is expected that the course includes excursions and other activities that take place outside the classroom and are intended to enhance the student's overall academic experience abroad.
3. Students shall not incur extra cost for any activity required as part of the course of study. These activities shall be included in the general program cost. Students pay a program fee that will determine your program's activity budget. The instructor should consult with the Study Abroad Director to confirm that activity costs do not exceed the program budget.
4. All course proposals must be approved by the sponsoring department's DUS. To fill out a course proposal form online, go to the following YSS web page:  
<https://faculty.studyabroad.yale.edu/running-program/proposing-program>
5. All courses are credit-bearing and approved by the Course of Study Committee (CSC). After YSS approval, the course proposal is sent to the CSC. Courses should generally be offered for two credits. Two credits are a full session load, and students generally expect that they can take more than one credit while studying abroad.
6. A course must have at least 10 students enrolled by the application deadline of February 15 to proceed. If there are not at least 10 students enrolled, the instructor must consult with the YSS Dean and Study Abroad Director in order to decide the feasibility of running the program with fewer than 10 students. Courses are generally capped at 18 students.
7. Instructors are involved in the planning, creation, and execution of the course and program from the very beginning, and shall consult and or work with YSS in every phase to create the best possible experience within the budget for students.
8. If two or more instructors are on-site together because they are co-teaching or running two courses concurrently, one instructor from the Yale faculty is designated as the lead instructor. The lead instructor will typically be the senior faculty member and has primary responsibility for ensuring student safety and welfare.
9. Participants must be at least 18 years of age by the time the course is held and have completed one year of college. An applicant who is not enrolled in a university may be considered if he or she has already completed a bachelor's degree.

10. Yale students shall have first priority for all programs, except where special arrangements have been made. However, non-Yale students may be accepted to a Yale summer program. An instructor may decide that he or she would like to advertise the study abroad program to students outside of Yale. The Study Abroad Director can advise and/or work with the instructor to accomplish this.

## II. Course Planning: A New Program

### A. Understanding the Program Budget

Before getting started, it is important to understand how a study abroad program budget works during the summer.

Yale Summer Session Programs Abroad are self-funded, meaning that our budget is based exclusively on tuition enrollment. Student tuition and fees pay for the instructor's summer salary and fringe benefits, housing, travel, and **all** other expenses related to the program. This is important to keep in mind when planning a program abroad. If we can estimate the income for a particular program, we can plan an operating budget.

In a program's first year YSS may be willing to run a program with fewer students than is necessary to cover the program's cost. However, after the first year YSS will only support a self-sustaining program. YSS is willing to discuss with the instructor ways to make a program succeed. For example, a program may need to eliminate certain features in order to bring down costs or increase student program fees or tuition in order to cover costs. The pros and cons of such solutions will be weighed before making a decision.

Some budget items incur a per-student cost and some incur a flat rate. The following costs may enter into your program budget:

- a. Welcome lunch/dinner (per student rate)
- b. Farewell lunch/dinner (per student rate)
- c. Museum entrance fees (per student rate)
- d. Classroom costs (flat rate)
- e. Housing costs (per student rate)
- f. Site coordinator fees (flat rate)
- g. Honoraria for guest lecturers (flat rate)
- h. Excursions fees (per student rate)
- i. Transportation related to activities (flat or per student rate)
- j. Course materials (flat or per student rate)

Please work with Yale's Director of Study Abroad, who can guide you further.

## B. The Course Proposal

1. Start planning early. Preliminary talks with YSS should start no later than August, and preferably in May, for the summer of the following year. This first meeting is a time to discuss with YSS the feasibility of supporting your program.
2. Choose a location. You may or may not have decided on a site country or city by the preliminary meeting with YSS. Picking a location for a course is perhaps the single most critical decision. Some courses, such as language courses, can be offered in numerous towns or cities, and picking one is not always easy. Large cities have certain advantages, as do small towns in the countryside. Much depends on the kind of experience you want your students to have.

A primary consideration is finding facilities and a hosting institution. This should be done in consultation with Yale Summer Session but will certainly take into consideration any professional acquaintances and your own knowledge of a particular town or region. Costs are certainly another important consideration. Finally, it is important to remember that Yale maintains a list of cities, countries, and regions that are restricted for the conduct of official Yale courses. Even if a location is not on Yale's restricted list, YSS and the instructor(s) must agree upon the safety of the site location. Considerations to take into account include the general political situation in the host country and the general safety of the host city, local geography, the site's distance from and access to medical facilities, etc.

3. Submit a course proposal. See: <https://faculty.studyabroad.yale.edu/new-program-proposal-template-timeline>
4. Involve the department. The DUS and Chair ultimately approve the course proposal. It is imperative that the DUS and other department members be involved in planning a study abroad course from the earliest moment. The course, whether a foreign language course or not, must fit in with the department's curriculum and should fulfill the needs of Yale students who take courses in the department, not just majors. Since much of the effort and resources for the course comes from the department, it is critical that the department supports the course and is prepared to promote it.
5. Consult with Yale Summer Session/Yale Study Abroad. These programs are a collaborative effort between YSS and the academic departments. A working relationship should be established at the preliminary meeting with YSS and should continue throughout the duration of program planning and during the program itself. We have experience with these sorts of courses and can advise you as to what has been successful in the past. We can also advise you as to Yale College and YSS policies with regard to study abroad. A close working relationship is essential to success.

6. Take emergency planning into consideration early. Ask yourself if there are certain aspects of location or politics that might present certain security risks? Stay informed of current health and security considerations in your proposed country by reviewing the [U.S. Department of State Advisories](#), [the Centers for Disease Control & Prevention \(CDC\)](#), and [International SOS](#), which provide Yale both security and travel assistance. At all times, Yale Summer Session programs abroad are subject to [Yale's travel policy](#).

### C. Logistical Planning of the Program

Start early with logistical planning. Logistical planning for a study abroad course involves the securing of:

- a host site (classroom, office space, etc.)
- classroom equipment (photocopiers, computers, video equipment, Internet access, etc.)
- services for students (e.g., do you know where you will take students if they become ill?)
- instructor and student housing
- local support staff and or local vendors
- travel and transportation services such as airport pickup

It will be necessary to make contracts for on-site support. General Counsel approves and signs such agreements and thus must be involved in the negotiating process.

1. Host Site. Some classrooms can be rented in a commercial space. Often a hosting university can provide a suitable classroom. Fees for classroom space should be negotiated early on, and technological needs should be included in such discussions and should figure in contracts. The fee for the classroom should be a flat rate and not a per student cost.
2. Student Services. Will students be provided with certain services normally available to other students at this site, e.g. a student ID, library privileges, dining privileges, etc.? What arrangements need to be made in order to secure these services for students?
3. Housing and Travel. When a course focuses on language study, it is preferable to house students with local families. When this is not possible, or for courses where language study is not the main thrust of the course, students may be housed in dormitories or apartments. Arrangements must be made through a local agency or institution. YSS can assist the instructor in locating student housing if necessary.
4. Local Providers. Banking customs and payment protocols often differ around the world. Find out how the host institution or individual can or wants to be paid, and determine by the spring semester if such a transaction can be conducted within Yale policies.
5. Wire Transfers. Wire transfers are a time-consuming process at Yale. Please allow three weeks for processing. In most cases less time is necessary, but the paperwork does pass through several Yale offices before the actual transfer takes place. To assist YSS staff in the



process, please have ready the provider's complete bank details as well as a U.S. tax form signed by the local provider. Yale requires all providers to sign a tax form verifying their foreign nontaxable status. Contact YSS staff to verify the bank details required of the provider and to request a tax form.

6. Exchanging Money. You may wish to request a travel cash advance to pay for program expenses that cannot be paid by wire or credit card. You must submit a budget for the advance three weeks prior to when the funds are required. The advance may be directly deposited into your account or onto a Yale issued debit card. When exchanging money abroad, you are advised to withdraw the funds in one or two lump sums. **Please save and turn in the bank exchange rate or ATM receipt along with the cash receipts from your purchases no later than 30 days from the end date of your program.** YSS staff will use this exchange rate to reconcile your purchase amounts back into US dollars. Without an exchange receipt Yale policy requires staff to use the date of purchase exchange rate found at [www.oanda.com](http://www.oanda.com), which may not reflect the true cost of your purchases in dollars. The correct exchange rate allows us to calculate most fairly either how much Yale owes you or how much you owe Yale through a reconciliation of your cash advance. All money taken through a cash advance must be paid back to Yale.
7. Purchasing Card. YSS will provide Yale faculty with a purchasing card (corporate credit card) to charge program-related expenses where possible. Keep all itemized receipts in addition to credit card receipts. Yale College policy requires both receipts related to the charge.
8. Student Travel. Students are expected to make travel arrangements to and from the host city on their own. However, faculty may suggest a preferred flight(s) to students. Coordinated arrival may be important if the program arranges group pickup from the airport, although in most cases students are responsible for finding their own way to the housing location. If the program does arrange group pickup it is the instructor's responsibility to communicate this information to students and to indicate what time of day students should arrive in order to meet him/her, or the local coordinator. If an instructor arranges a van or other vehicle to collect students, this is considered part of the local site costs and must be approved by YSS. All housing arrangements made by YSS and the instructor will begin the Saturday before the first Monday of class in the host city, and will finish the first Saturday after the course ends. Students should not arrive earlier than the Saturday before class begins, or stay longer than the Saturday after class ends, unless they have arranged their own accommodations.

#### **D. Planning for the Unexpected**

In addition to planning for classroom and course needs, it is essential to plan as much as possible for student needs outside of the classroom. The following list is example of situations that may arise outside the classroom:

- A student becomes ill and needs to visit a doctor.

- A student is involved in an accident and needs to go to a hospital.
- A student suffers emotional stress and needs to talk to a psychological counselor.
- A natural disaster occurs in the host city or country.
- A terrorist attack occurs in the host city or country.
- A local political situation destabilizes the host city or country.

Neither Yale nor the faculty representing Yale can be expected to ensure with absolute certainty that no physical or emotional harm will come to a student. However, we must have a plan and resources in place that allow the instructor(s) or on-site coordinator to deal effectively with adverse situations that present themselves. Therefore, a significant step in program planning should include:

### 1. Preparing a Resource Packet of Information Consisting of:

- *Yale's Travel Assistance.* Become familiar with the material on the website of the Office of the Controller (Risk Management): <https://ogc.yale.edu/erm/ISOS>
- *Out-of-Country Medical Coverage.* As part of the International SOS Travel Assistance plan, study abroad students, faculty, and assistants have coverage for up to \$250,000 in out-of-country medical expenses for treatment for accidents or sicknesses that occur while traveling. This coverage includes 14 days of personal travel deviation. If you extend your trip beyond your program dates (either before or after), this coverage will still apply up to a maximum of 14 days.

ISOS is **not** a comprehensive health insurance plan and cannot cover routine costs.

### 2. Establishing an Emergency Action Plan

Read over the Yale Study Abroad Emergency Action Plan in Appendix E. Confirm with the Study Abroad Director that you understand it and that you and the Study Abroad Office have the same understanding of procedures should an event occur.

### 3. Reviewing the Incident Report Form

If an incident occurs while abroad, you must complete the Incident Report Form within 24 hours. Please review this form in advance so that you know what types of incidents must be reported and what information will be required. The Incident Report Form, which includes detailed instructions, is available on the [Faculty Toolkit](#) site.

## **E. Advertising Your Program**

It is essential to advertise your program as broadly and effectively as possible, both inside and outside of the department. It is especially important that students taking courses in your department know about the program to be offered abroad as soon as possible since most students plan for the following summer during the fall.

During the fall semester, the instructor, as well as other members of the instructor's academic department, will work with the YSS staff to advertise the program through such means as promotional materials in print, information sessions, classroom announcements, and academic advising. There are many ways to advertise your study abroad program:

- Make announcements in your class.
- Visit/make announcements in your colleagues' classes.
- Ask colleagues to announce your study abroad program.
- Make and distribute flyers (YSS can assist you in this).\*
- Have informational meetings (a Yale Study Abroad staff can come to a meeting you plan).\*
- Use the Study Abroad website to advertise your program. Videos and photos of your program abroad are especially appealing to students for this purpose.
- Yale Summer Session will also provide modest funding for such activities to include snacks and drinks at an information session, for instance. Confer with Yale Summer Session for more details.

In addition, YSS attends events such as the Academic Fair (August), a "Yalies Abroad" panel during Family Weekend (September), the CIPE Summer Opportunities Fair (November), Bulldog Days (April), and other events around campus. Please inform us if you have materials you would like us to hand out to interested students.

\*Please note: this is a collaborative effort and is not the exclusive responsibility of Yale Summer Session/Yale Study Abroad. Also, please inform our office of any promotional efforts carried out on your own as we would like to track the rate and success of such efforts.

After successful advertising, which we hope will attract many applicants, instructor(s) will be informed of every applicant to the program after March 1. Faculty will be e-mailed the applications for their programs and must read through applications and recommend the students best suited for their programs, ranking students for a waitlist as necessary. If the program does not have the minimum number of applicants to run, the application will stay open and you may continue to recruit students. The Dean of YSS holds the final authority on all admissions decisions.

### III. Course Planning: Returning Programs

Please review the content for planning for new courses (above) as most of the material applies for returning courses.

#### A. The Course Proposal

It is not necessary to submit a new course proposal form once a course has been approved by the Course of Study Committee. However, please consult with YSS if you and your department would like to run the course the following year. A course that has run successfully in the past does not need to seek approval again, but a conversation about running the program again should happen with the Study Abroad Director in September.

## **B. Logistics**

Confer with YSS each fall about course logistics. Will your program return to the same host site? Will you run the program in the same session or do you need to change the program dates for a particular reason? Will you use the same on-site coordinators and/or local providers? Will you plan the same kinds of activities and excursions or will you create a new activities agenda? It is likely that your program will use the same providers from year to year? Nevertheless, YSS must sign a new contract with these providers each year. YSS must be informed of significant changes to the program during the fall term.

## **IV. Responsibilities of the Instructor**

Instructors responsible for students participating in the YSS study abroad program may encounter demanding and sometimes frustrating situations that do not arise on the New Haven campus. YSS shares in the responsibility of providing a quality study abroad program and is the instructor's partner in preparing students for a rewarding experience.

### **A. The Site Coordinator**

Every host site will have a Site Coordinator. A Site Coordinator must be a Yale instructor who is also teaching a summer course at the site. Graduate students cannot be Site Coordinators. Some departments may prefer to share the site coordination duties between two instructors. The duties of the Site Coordinator will typically include arranging extracurricular activities that are intrinsic parts of the program. The Coordinator will also be responsible for ensuring that the site can support medical care and for arranging such care if needed, and may also be called on to facilitate students' needs in cases of emergency.

### **B. Prior to Departure**

- Advising students about their program.
- Assist YSS with program marketing and informational meetings.
- Assist YSS with setting up communications or contacts overseas.
- Assist YSS with pre-departure student orientation.
- Plan & participate in student pre-departure orientations
- Participate in faculty orientation
- Advise students of any high-risk physical activities that may be required during the program (extensive walking, hiking, climbing up hills, etc.).
- Provide a syllabus to students.
- Create and provide YSS with a tentative schedule of field trips and other activities that complement your course's main learning goals and curriculum.

### C. During the Program

- Be available 24/7 in case of an emergency
  - **Note:** The expectation is that you will be located within the same city in which the students are housed.
- Serve as a liaison between students, host institution, Yale University, local U.S. governmental offices, and government officials in the host country.
- Communicate with YSS by e-mail/phone/fax/mail with program updates at the agreed-upon intervals.
- Upon arrival, conduct on-site welcome/orientation.
- A welcome/on-site orientation, reiterate your role and course expectations to students (this should already have been discussed at pre-departure orientation).
- Strive to achieve a good group dynamic.
- Assist students with cultural adjustment.
- Be responsible for the coordination of program excursions and field trips and/or work in partnership with the on-site coordinator who handles these kinds of activities.
- Advise and counsel students when needed.
- Resolve student discipline issues, and in some cases call for the dismissal of a student from the program.
- Respond to natural, political, and social emergencies in the host country.
- Oversee the academic program.
- Oversee all payments and keep receipts of program-related activities in the host country.
- Keep accurate financial receipts for end-of-program accounting with YSS.
- Submit Incident Report Forms, if applicable. This should be done no later than 24 hours after the incident.

### D. Program Conclusion

- The instructor designated as Site Coordinator must submit a Faculty report to YSS and the academic department, detailing program activities, signaling concerns or suggestions for changes to the structure, activities, etc. for the following year.
- All program leaders must reconcile cash advances and purchasing card charges (if applicable).
- Submit any claims for reimbursement with appropriate receipts and supporting literature describing what each receipt corresponds to using the guidelines provided by YSS.

### E. Protocol in the Company of Students

Teaching for or leading a study abroad program requires more extensive contact with the student than teaching a course on campus. The instructor will interact with students outside the classroom on a regular basis for the duration of the course.

Interaction with students may be more casual in nature than the instructor is used to on campus. While this may be relevant to the overall student experience—activities outside the classroom are essential to the study abroad program—one must be conscious of one's role as instructor and as a

Yale representative at all times. This involves ongoing decision making about what is and is not appropriate behavior while among students. For example, alcohol consumption at group meals is a likely feature of the study abroad program if the course takes place in a country where Yale students are of legal drinking age. Yale Summer Session does not tolerate alcohol abuse by students. Instructors must not encourage excessive alcohol consumption during group activities and must be the first to set a good example. It is inappropriate for an instructor representing Yale to be tipsy or intoxicated *or even to appear to be so* in the company of students. At all times the instructor must be careful not to cross the line from being an authority figure to being a “buddy” who loses authority and respect in the students’ eyes.

## V. Summer Program Assistants

Yale Summer Session programs abroad encompass activities and responsibilities that go well beyond the classroom and, therefore, should not be run by a Program Instructor on their own. Support from a Program Assistant -or other on-site assistance with approval from Yale Summer Session- should be in place to assure that adequate resources are in place to address the full range of programmatic demands, including 24/7 emergency management. A sampling of such demands appears below and in greater detail throughout this handbook.

### A. Programs Eligible for a Program Assistant

Any program that would otherwise be run by an instructor on their own is eligible for a Program Assistant unless additional support (with Yale Summer Session approval) is already in place to handle many if not all of the duties of a Program Assistant.

Courses that are co-taught are not eligible for a Program Assistant but, as with all programs, should have local partnerships in place to provide logistical support with student housing, excursions, and other details.

### B. Duties of the Program Assistant

#### Academic Responsibilities

Under close supervision of the program’s instructor, Program Assistants may be asked to grade papers, homework, and/or exams. Additionally, a Program Assistant may be asked to teach no more than one class per week or lead a discussion topic, and the Program Instructor must attend any such class to provide feedback to the Program Assistant regarding their teaching.

#### Co-curricular Responsibilities

The Program Assistant is expected to support the Program Instructor in any aspect of the program’s overall management, including, but not limited to:

- Be available 24/7 in case of an emergency.
  - **Note:** The expectation is that you will be located within the same city in which the students are housed.

- Responding to natural, political, and social emergencies in the host country.
- Submitting incident report forms, if applicable. This should be done no later than 24 hours after an incident.
- Serving as a liaison between students, host institution, Yale University, local U.S. governmental offices, and government officials in the host country.
- Coordinating program excursions and field trips and/or working in partnership on-site third-parties (if any) who handles these activities.
- Conducting (or co-conducting) on-site welcome/orientation,
- Reiterating the Program Assistant's role to students (this should already have been discussed at pre-departure orientation).
- Striving to achieve a good group dynamic.
- Assisting students with cultural adjustment when needed.
- Keep accurate financial receipts for end-of-program accounting with YSS.
- Other duties as assigned or requested by the Program Instructor.

**Note: Graduate students should consult with their assistant dean in the Graduate School to determine if accepting a position in Yale Summer Session will affect their eligibility for financial aid.**

### **C. Deadline for Determining the Program Assistant**

While the deadline for students to apply for Yale Summer Session Programs Abroad is February 15th, Program Assistants should be determined by the end of the fall term or as early in the spring term as possible. Typically no program may run abroad with fewer than ten students enrolled, so the determination of a Program Assistant does not imply a guarantee that the program will run. Such decisions to run a program are made by early March.

### **D. Individual Who Selects and Hires the Program Assistant**

Program Instructors are responsible for finding a suitable Program Assistant, who must then be approved by the academic department (the DGS and Primary Dissertation Advisor of the candidate) and by Yale Summer Session (Kelly McLaughlin). If the person identified is not a current Yale graduate student, please contact Kelly McLaughlin to determine what approvals will be necessary. Yale Summer Session will manage the administrative logistics (appointment, salary, etc.) of the Program Assistant hire.

### **E. Compensation for a Program Assistant**

Program Assistants will receive a salary as well as a housing stipend and roundtrip airfare. Salary letters are disbursed at the Faculty pre-departure meeting in early May. Yale Summer Session determines the housing stipend and airfare on a location-by-location basis.

## VI. Faculty Spending and Reimbursement Procedures

### A. Expenses Covered

#### Travel

Economy class airfare to and from the program site, transportation to and from the airport, and work-related travel and transportation at the host site is paid for by YSS. Travel expenses may include, among other things, a monthly bus, metro pass, or train ticket for a course-related activity.

The cost of the instructor's travel to the host site must be approved by YSS. The instructor may make his/her own flight reservations, or work with YSS's travel agent to make these arrangements. Flights should be booked **as early as possible** to be most cost-effective, but after YSS knows for sure if a course is running. If an instructor makes his/her own arrangements, he/she will have to seek approval from YSS before booking the ticket, pay for the flight, and submit receipts to YSS for reimbursement. Yale policy states that the individual must complete all legs of the flight itinerary before reimbursement is possible. If our travel agent arranges the flight, YSS is billed directly. It is important to give our travel agent the exact flight details and dates you would like to fly if she books the travel for you. Yale policy states that travelers are expected to book the lowest available economy class airfare. YSS will not reimburse you or pay for changes to your flight's itinerary once it is booked.

Because the instructor is expected to purchase airline tickets well in advance of the study abroad program in order to find the lowest-priced fare, the instructor will know by April 1 whether a course has sufficient enrollment to go ahead. (The course will likely have sufficient enrollment well ahead of this date.) **YSS expects the instructor to submit a plane reservation for budget approval no later than May 1.**

A private sedan or town car service from Connecticut to JFK, Newark, or other area airports may be used when the cost is reasonable. Consult with YSS for approval before booking. Whenever possible, instructors going to the same host site should arrange to travel together to the airport to save money. Car service should be booked through Yale's Egencia's platform (<https://your.yale.edu/work-yale/campus-services/travel/egencia>) using Hy's Limousine.

Other acceptable forms of transportation to an area airport include Metro-North, the subway, or Amtrak.

If a friend or family member drives the instructor to the airport, the instructor may request reimbursement for mileage. Per Yale policy, YSS will not reimburse the friend or family member should he/she request money from the instructor for his or her time and service.



## Housing

Instructors are given a predetermined housing stipend, which is paid to them before departure to the host site. The housing stipend amount is determined by the Provost every year and is based on the U.S. State Department per diem rate for the host city. The housing stipend is intended to pay for the instructor's housing. If housing chosen by the instructor at the host site costs less than the housing stipend provided, the instructor may use what is left over to pay for any other personal costs incurred while living at the host site. If housing chosen by the instructor costs more than the housing stipend given, the instructor must pay the remaining cost him/herself.

The instructor must find lodging on his/her own. YSS does not arrange the rental agreement. If the instructor is unfamiliar with the host city and does not have personal contacts, he/she may wish to contact YSS, the local coordinator, or instructors who have participated in the program for suggestions. Be very careful when making online rental agreements, and only use reputable companies that have been referred to you.

- **Note:** The expectation is that you will be located within the same city in which the students are housed.

## Meals During Program Excursions and Activities

An instructor's meal is covered by program expenses during the program when it is a required activity **with students**; for example, if a group visits a location outside of the program site, and the instructor eats lunch with the students, but the students have to pay for their own lunch, YSS will reimburse the instructor's lunch bill. When lunch is included for students during a program activity, the instructor's meal should be part of the entire bill and not a separate receipt. If a hotel stay is involved on a program excursion, and breakfast is not included in the hotel stay, YSS will not reimburse the instructor, since it is not an activity with students. YSS will reimburse your meals when you are participating in an activity with students (costs must be considered a part of the program's activity budget).

The instructor should provide YSS with a general list of planned activities with estimated costs before leaving for the host site. The instructor must contact YSS for approval of an activity that has not been preapproved but will require Yale funding.

## Office Supplies

Expenses incurred for course materials and photocopies necessary for the course will be part of the program budget.

## Medicine/Medical Supplies

In an emergency situation, the instructor may need to purchase **over-the-counter** medicine or medical supplies on behalf of the student—if the student is incapacitated and unable to do so him/herself. The instructor will be reimbursed by the program budget for this type of purchase if he/she deems it inappropriate to collect the money from the student. This does not apply to medical treatment, for example, — a hospital emergency room, doctor's visit, or prescription medication/supply. The student must pay for and submit this bill to his/her travel insurance carrier for reimbursement. For all programs, utilize the services provided by [International SOS](#).

## **B. Expenses Not Covered**

Per Yale policy, some expenses are not covered by your program's budget. If you have any questions regarding expenses not covered, please contact the YSS office.

## Family or Other Traveling Companions

Yale does not cover expenses related to accompanying family members or companions.

## Meals Not Covered

The instructor is paid a summer salary above and beyond his/her annual Yale salary in order to teach in the YSS study abroad program, and, therefore, is not eligible for a food per diem while abroad. See Miscellaneous below for more details on meals.

## Miscellaneous Expenses Not Covered

- In-flight services (i.e. paid meals, alcohol, headsets, snacks, etc.).
- Meals or snacks in the airport terminal and en route to the program location.
- Frequent flyer and other similar award programs/airport lounges.
- Airfare for parents or guardians of students, even in the case of an emergency. Consult YSS if there is an emergency situation.
- Personal travel within the country (airline tickets, train tickets, etc.) of both instructors and/or their accompanying family members.
- Lost baggage.
- Charges related to changing flight dates and times (departure/arrival) of airline tickets.
- Baggage Fees (checked or heavy baggage).
- Upgrades (air, hotel, car, train, etc.).
- "No-show" charges for hotel and car service.
- In-room movies and minibar charges in hotels.
- Groceries.
- Everyday meals when not with students on a program activity.
- Snacks (including coffee, pastries, wine, ice cream, and any snacks when not with students during a program activity).

- Loss or theft of cash advance money, airline tickets, personal funds, or property.
- Car rental insurance for *domestic* travel. (Car rental insurance **must** be purchased for an *international* rental and will be reimbursed.). Consult the YSS staff for approval of a rental car.
- Insurance deductible or any other cost that insurance does not cover for a damaged rental car.
- Personal automobile repairs.
- Grooming services, such as barbers, hairdressers, and shoe shines.
- Clothing.
- Personal telephone charges in excess of reasonable calls home.
- Gym and recreational fees, including massages and saunas.
- Parking tickets or traffic violations.
- Laundry or valet service.
- Child and pet care.
- Medical bills (pharmacy, doctor, hospital, etc.) for instructors and/or students.
- Funds paid out by the instructor on behalf of the student – for example, a meal or an unpaid bill – that the instructor fails to collect from the student (Yale is not held accountable for funds that the instructor is unable to collect from students).
- Miscellaneous expenses not mentioned above that are not reimbursable per Yale policy.
- Always consult the YSS office if you are unsure if an expense is covered.

### C. Business Meals

**For the abroad portion of the course only. Requires Prior Authorization.** Per Yale Policy, the Study Abroad Director or a designee with appropriate decision-making authority must approve expenses for business meals. For a business meal to be reimbursed, a business purpose with a list of attendees and their business relationship to the University is required by I.R.S. regulations. A detailed list of attendees will be required for meals up to and including ten people. The University expects the cost of business meals to be reasonable and to be \$100 or less per person (including tax and tip). One or two business meals may be appropriate for a YSS Study Abroad Program. This is not required by YSS. Keep in mind, this cost will be part of your overall program budget and should be taken into consideration when planning for a business meal.

### D. Cash Advancement and Reimbursement Procedures

The instructor may request a cash advance from YSS to pay for program-related expenses that cannot be paid through wire transfer by Yale. YSS prefers to pay for as many on-site expenses as possible by wire transfer or purchasing card, so please verify whether this is possible before requesting a cash advance. Under no circumstances should faculty be giving out cash to students. All cash advance money needs to be accounted for.

### Cash Advancement Procedure

A request for a cash advance must be made in writing to the YSS office and must include a detailed budget justifying the request amount. Cash advances require signatures from several offices at Yale. Please allow three weeks for processing. If you have direct deposit with Yale, the Cash Advance can be directly deposited into your bank account or you may request a Yale issued debit card. Yale will disburse the advance no more than one week before the date of travel. You must save all receipts so the cash advance can be reconciled at the end of the program. **Receipts must be turned in no later than two weeks after the end date of the program.** You will be responsible for returning any unspent and/or unaccounted for funds.

### Reimbursement Procedure

Instructors must present receipts for reimbursement upon his/her return to the U.S., and are expected to comply with the dates for reconciliation provided by YSS. YSS asks that all receipts be turned in no later than two weeks after your program's end date. If an instructor does not plan to return to New Haven in the immediate future following the program (for example, the instructor will spend the fall semester away from Yale), he/she must make arrangements to return receipts for reimbursement to YSS by mail or through another program instructor. YSS will provide the instructor with the necessary reimbursement form by e-mail. We ask that you e-mail us the completed form for faster processing. The form will indicate how to present receipts and currency conversions.

## VII. Course Registration, Grading, and Evaluations

### **A. Student Registration in a Study Abroad Course**

Yale Summer Session courses always begin on a Monday. Students in 8-week language courses that begin with a New Haven component will fill out an online confirmation form. Although students are registered for class by the time they go abroad, YSS requires instructors to send an e-mail message to YSS indicating that all students have arrived safely and attended the first day of class abroad. This should be done immediately.

When the YSS course does not have a New Haven component, students will not be registered until the first day of class in the host site. YSS requires instructors to send an e-mail message to YSS indicating that all students have arrived safely and come to the first day of class abroad. YSS will provide the instructor with a list of the students who are enrolled in the course.

### **B. Grading Policies**

Instructors are required to return grade reports to YSS no later than one week after the last day of class and should do so using the online grading system. Credit/D/Fail has now been implemented for summer courses. If the instructor is unable to submit grades online, YSS will provide him/her with a grade sheet. The instructor may initially e-mail the grade report to [ava.suntoke@yale.edu](mailto:ava.suntoke@yale.edu) at

**YSS. The instructor MUST send the original, hard copy of the grade report with his/her signature to YSS.**

Please return the original to the YSS office upon your return to New Haven, or mail the original grade report to Yale Summer Session (P.O. Box 208355, New Haven, CT 06520-8355) if you will not be returning to Yale for the fall term.

### **C. Course Evaluations**

Students will be required to fill out two evaluations. One will be a Yale College course evaluation which is completed online. YSS will send students a reminder e-mail notice to fill out a course evaluation. YSS will notify faculty via e-mail when evaluations are ready for viewing. Students will be asked by the Center for International and Professional Experience to evaluate their study abroad program. Some may have their own “study abroad” evaluation as well.

## **VIII. Appendix**

### **A. Guidelines for Reviewing Applications**

1. For programs that have fewer applicants than the program cap, the instructor should make recommendations for nonadmission based on objective criteria that would exclude a particular candidate. If students are qualified and there is room in the course, the assumption is that they will be admitted barring any specific adverse information about that student. The Dean of YSS will make the final decision on admission. We will ask for your recommendations within 72 hours of receiving your program applications.
2. In programs with a large applicant pool (i.e. those courses with a number of applications that exceeds the program cap), the instructor should recommend a number of students to be admitted up to the program limit. In addition, it is helpful if instructors could also recommend a waitlist of 7-10 students in the event of drops. We ask you do this in 7 days. The Dean of YSS will make the final decision on admission.
4. YSS will prepare applications for faculty review and will e-mail program applications. Application review by faculty should take place using guidelines 1 & 2, respectively. If we do not hear from you in the allotted timeframe, we will make application decisions accordingly without the benefit of your recommendations.
5. There may be some special cases where seats may be reserved for students from one of Yale’s partner universities.
6. YSS will send application decisions to students via their “MyCIPE” profile in Studio Abroad as soon after the February 15<sup>th</sup> application deadline as possible.

Summer Session makes all final decisions regarding enrollment in a course. Please do not communicate to students that they have been accepted to a course before an admissions decision has been made. Summer Session will send out an official communication that he or she has been accepted to the program. Please do not tell students their position on the waitlist. We may need to make changes to the enrollment recommendations on the waitlist. Please direct all student questions regarding admission to a program to our office.

## **B. Yale Sexual Misconduct Policies, Related Definitions, & SHARE**

### Sexual Misconduct Policies at Yale

Yale University is committed to maintaining and strengthening educational, working, and living environments founded on civility and mutual respect in which students, faculty, and staff are connected by strong bonds of intellectual dependence and trust. Sexual misconduct is antithetical to the standards and ideals of our community and will not be tolerated.

Yale aims to eradicate sexual misconduct through education, training, clear policies, and serious consequences for violations of these policies. The University's Title IX Coordinator has responsibility for ensuring compliance with Yale's policies regarding sexual misconduct. The University-Wide Committee on Sexual Misconduct (UWC) and the Title IX coordinators address allegations of sexual misconduct.

These policies apply to all members of the Yale community as well as to conduct by third parties (i.e., individuals who are neither students nor employees, including but not limited to guests and consultants) directed toward, University students, faculty, or staff members. Conduct that occurs in the process of application for admission to a program or selection for employment is covered by these policies.

Many forms of sexual misconduct are prohibited by Connecticut and federal law, including Title IX of the education amendments of 1972, and Connecticut statutes relating to sexual offenses, and could result in criminal prosecution or civil liability.

### Sexual Misconduct

Sexual misconduct incorporates a range of behaviors including sexual assault, sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person.

Much sexual misconduct includes nonconsensual sexual contact, but this is not a necessary component. For example, threatening speech that is sufficiently severe or pervasive to constitute sexual harassment will constitute sexual misconduct. Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct.

All members of our community are protected from sexual misconduct, and sexual misconduct is prohibited regardless of the sex of any party involved.

Violations of Yale's Policy on Teacher-Student Consensual Relations and its policy on Relationships between Staff Members are a form of sexual misconduct (see next items).

### Policy on Teacher-Student Consensual Relations

The integrity of the teacher-student relationship is the foundation of the University's educational mission. This relationship vests considerable trust in the teacher, who, in turn, bears authority and accountability as a mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between teacher and student must be protected from influences or activities that can interfere with learning and personal development.

Whenever a teacher is or in the future might reasonably become responsible for teaching, advising, or directly supervising a student, a sexual relationship between them is inappropriate and must be avoided. In addition to creating the potential for coercion, any such relationship jeopardizes the integrity of the educational process by creating a conflict of interest and may impair the learning environment for other students. Finally, such situations may expose the University and the teacher to liability for violation of laws against sexual harassment and sex discrimination.

Therefore, teachers (see below) must avoid sexual relationships with students over whom they have or might reasonably expect to have direct pedagogical or supervisory responsibilities, regardless of whether the relationship is consensual. Conversely, a teacher must not directly supervise any student with whom he or she has a sexual relationship. Undergraduate students are particularly vulnerable to the unequal institutional power inherent in the teacher-student relationship and the potential for coercion, because of their age and relative lack of maturity. Therefore, no teacher shall have a sexual or amorous relationship with any undergraduate student, regardless of whether the teacher currently exercises or expects to have any pedagogical or supervisory responsibilities over that student.

Teachers or students with questions about this policy are advised to consult with the University's Title IX Coordinator, the Title IX Coordinator of his or her school, the department chair, the appropriate dean, the Provost, or one of his or her designees. A student or other member of the community may lodge a formal or informal complaint regarding an alleged violation of this policy with the University's Title IX Coordinator, with the Title IX Coordinator of his or her school, or with the University-wide Committee on Sexual Misconduct.

Violations of the above policies by a teacher will normally lead to disciplinary action. For purposes of this policy, "direct supervision" includes the following activities (on or off campus): course teaching, examining, grading, advising for a formal project such as a thesis or research, supervising required research or other academic activities, serving in such a capacity as Director of Undergraduate or Graduate Studies, and recommending in an institutional capacity for admissions, employment,

fellowships or awards. “Teachers” includes, but is not limited to, all ladder and non-ladder faculty of the University.

It also includes graduate and professional students and postdoctoral fellows and associates only when they are serving as part-time acting instructors, teaching fellows or in similar institutional roles, with respect to the students they are currently teaching or supervising. “Students” refers to those enrolled in any and all educational and training programs of the University. Additionally, this policy applies to members of the Yale community who are not teachers as defined above, but have authority over or mentoring relationships with students, including athletic coaches, supervisors of student employees, advisors and directors of student organizations, Residential College Fellows, as well as others who advise, mentor, or evaluate students.

### Policy on Relationships Between Staff Members

Staff are expected to avoid romantic or sexual relationships with employees and trainees for whom they have or might reasonably expect to have supervisory or reporting responsibilities.

Under no circumstances can a supervisor directly supervise or evaluate any employee or trainee with whom he or she has a romantic or sexual relationship. If such a relationship exists or develops, the supervisor and employee must promptly disclose it to the Department Head or the Human Resources Generalist. Arrangements, which may include reassignment or relocation, will be made to address any issue of conflict of interest. Any decision affecting any aspect of employment (for example, transfer, promotion, salary, termination) must be made by disinterested and qualified supervisory personnel.

Violations of this policy will normally lead to disciplinary action, up to and including termination.

Individuals with questions about this policy or staff concerned about a romantic or sexual relationship in violation of this policy are encouraged to speak with their supervisor, Human Resources Generalist, or any University Title IX Coordinator.

### Sexual Harassment

Sexual harassment consists of nonconsensual sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature on or off campus, when: (1) submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing; or (2) submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating or hostile academic or work environment. Sexual harassment may be found in a single episode, as well as in persistent behavior. All members of our community are protected from sexual harassment, and sexual harassment is prohibited regardless of the sex of the harasser or the harassed.



## Sexual Assault

Sexual assault is any kind of nonconsensual sexual contact, including rape, groping, and any other nonconsensual sexual touching.

## Sexual Consent

Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a “no”; a clear “yes,” verbal or otherwise, is necessary. Consent to some sexual acts does not constitute consent to others, nor does past consent to a given act constitute present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual misconduct.

## Guidance Regarding Sexual Consent

Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

## Intimate Partner Violence

Intimate partner violence (IPV) occurs when a current or former intimate partner uses or threatens physical or sexual violence. IPV also may take the form of a pattern of behavior that seeks to establish power and control by causing fear of physical or sexual violence. Stalking may also constitute IPV.

## Stalking

Stalking is repeated or obsessive unwanted attention directed toward an individual or group that is likely to cause alarm, fear, or substantial emotional distress. Stalking may take many forms,

including following, lying in wait, monitoring, and pursuing contact. Stalking may occur in person or through a medium of communication, such as letters, e-mail, text messages, or telephone calls. In some circumstances, two instances of such behavior may be sufficient to constitute stalking.

Please make your students aware, that if they need to, they may use the resources of the [Sexual Harassment and Assault Response & Education Center \(SHARE\)](#) even while they are abroad, through a phone call or e-mail. Students can call SHARE at any time of night or day, any day of the year: 203-432-2000. They can also call or email the SHARE Director or Assistant Director.

### **C. Faculty Course of Action During a Whole Group Emergency**

We refer here to an emergency as an event that involves the group (such as a class), and not just one individual. An emergency usually falls into one of the following categories:

1. Natural disasters (hurricanes, typhoons, earthquakes, floods, fires).
2. Environmental disasters (nuclear hazards, pollution, water and air contaminants).
3. Medical emergencies (massive transportation accidents, epidemics).
4. Technical emergencies (communications system failures, power failures).
5. Sociopolitical crises (civil and political unrest, riots and demonstrations, military coups, hostage taking, terrorist bombings, warfare).

While it is unlikely that any such event will happen during the program, Yale University requires that your group has an outlined course of action in the event of an emergency.

Please refer to the Yale Study Abroad Emergency Action Plan (Appendix E) for guidance on how to proceed with an emergency preparation plan. You may wish to ask for assistance from Yale's Study Abroad Office or a local host site coordinator in putting together the necessary information for such a plan. Once in place, please communicate this information to the Study Abroad Director.

### **D. Faculty Course of Action During a Student Emergency**

As stated earlier, the role of the instructor in a study abroad program is demanding and requires a commitment to the program that clearly extends beyond the confines of the classroom. Yale is responsible for students for the duration of a study abroad program. The instructor represents Yale and, therefore, must show that he/she is looking out for the student's safety and best interest.

The instructor must understand that, while it is not his/her job to monitor the student 24 hours a day, he/she must be available to be reached in the case of an emergency (or perceived emergency by the student). It is certainly reasonable to communicate to students that they should not "abuse" this right by calling upon the instructor for assistance when there is no danger present, no threat of missing a class, and so on, and the student can reasonably be expected to resolve the situation him- or herself. YSS will provide the instructor with a cell phone to use in the host country or reimburse reasonable expenses to facilitate communications with both students and YSS.

If a serious situation does occur and a student's health is at risk, or if a student's participation in the program is at risk due to academic or personal problems, the instructor *must* contact the Study Abroad Director to discuss the situation. The Director will work with the instructor to resolve the situation, together with International SOS if appropriate. The instructor and Director should expect to maintain ongoing contact while the situation is being resolved. If it becomes necessary to contact the student's parent or guardian, the Director will do so. Once an individual student incident is resolved, the instructor is expected to complete the Incident Report Form.

#### Finding a health provider and making an appointment

You, or the student, should contact [International SOS \(ISOS\)](#) **first**. By calling in advance, ISOS can direct you, or the student, to an appropriate medical care provider and set up a guarantee of pay so that you, or the student, do not need to pay out-of-pocket. If you, or the student, do not call ahead of time, you, or the student, will be responsible for covering any associated costs out-of-pocket at the time of treatment and ISOS cannot guarantee that the expenses will be eligible for reimbursement.

#### *In the event of a dire medical emergency*

Go immediately to the nearest physician or hospital and then contact ISOS.

#### **To contact ISOS for assistance:**

- By phone:
  - Call the in-country numbers listed on the [ISOS card](#) or call the dedicated Yale ISOS phone number **1-215-942-8478**. You may ask the operator to reverse the charges.
  - Have the Yale member number ready when you call: **11B824535**. This number can also be found on your ISOS card.
- Via the ISOS app: <https://www.internationalsos.com/assistance-app>
- When in doubt, contact ISOS. They are happy to help with your inquiry and will direct you as necessary.

Finally, depending on the nature of the emergency, program leaders might need to complete an incident form regarding the incident. See: "After Recovery: Incident Reporting" below.

### **E. Yale Study Abroad Emergency Action Plan**

#### Emergency Measures and Crisis Management to be Followed by Instructors of Yale Summer Session Courses Taught Abroad

This appendix is to serve as a planning tool and checklist for courses of action in the event of an emergency. It is intended to be used for emergencies that affect all Summer Session participants, not just an individual student. Individual incidents, accidents, or emergencies involving your students should be handled on a case-by-case basis.

The checklist is not meant to be all-inclusive, but should serve as a guide. Actual events may differ from those envisioned, and in the end, the best judgment of the course instructors should be used to minimize harm to the students and maximize their safety. In some cases evacuation may be called for, while in other cases it may be best to stay put. In any case, should emergency measures be put into effect, the normal conduct of the course will be suspended, and all efforts will be directed to responding to and recovering from the crisis. The keys to success are: preparation, communication, coordination, and thoughtful action.

The checklist is organized into three parts: preparation for, response to, and recovery from a crisis. Each item is to be thought of as a step in a sequence, although the sequence can be modified if necessary.

#### Before the Crisis: Preparation

1. Read this document and become familiar with its contents.
2. Keep this document and other important travel documents with you in a safe but easily accessible place.
3. Discuss the details of an emergency plan with other instructors, students, and YSS staff. Define individual roles within the plan.
4. Recommend modifications to the Study Abroad Director.
5. Identify and analyze potential hazards. Become familiar with the geopolitical situation of the region to which you are traveling, with special emphasis on [International SOS analysis](#), [U.S. Department of State Travel Advisories](#) and the [Centers for Disease Control & Prevention \(CDC\)](#). Other site-specific considerations might include:
  - petty and violent crime levels
  - the economic situation
  - presence of anti-American sentiment
  - transportation, fire or water safety
  - culture of law enforcement
6. Obtain current and correct contact information from students. This includes:
  - ☐ The phone number students will be using abroad.
  - ☐ List of persons to contact in case of an emergency and how to contact them.
  - ☐ Any special needs (e.g. medical)
7. Obtain flight and travel information with complete itineraries from each student, to include arrival times and planned transportation to and from the airport. YSS can provide this information to you.
8. Once you arrive in the place where the course will be conducted, ensure that you have all necessary student contact information, including:
  - ☐ Local addresses—it is a good idea to have locations marked on a map.
  - ☐ Local phone and/or cell phone numbers.
  - ☐ Name of sponsoring family, dorm, or hotel manager.
  - ☐ YSS has passport number, expiration date, and nationality on file. Please contact us for this information.
  - ☐ The same contact information for all instructors. Students should also have a list of emergency numbers for police, fire, hospital, and government agencies, as well as a copy of their International SOS card.
9. **Designate an emergency assembly point within easy reach for all students. This would be used in case of mass evacuation or if there is a lack of communication means. It should be familiar to all.**
10. Show your students where the nearest hospital is by taking them there—don't just show them on a map. Also, take them to the closest hospital that can accommodate English

speakers, if this exists. This may or may not be the closest, and it may or may not be the best to seek out in case of an emergency.

11. Hold an **onsite** review of the emergency plan with all students and staff within 48 hours of arrival in country. **Most importantly, practice a communication drill.** Make sure that you can actually contact every student in the course. This can only be done by actually calling each number given until the student is reached. Do not rely on e-mail for this. Communications in an emergency can only be conducted via telephone or by directly going to the student's location. You must be able to reach the student in person, and not just leave a message. Only then have you actually communicated.
12. Complete the required on-line forms used to gather important contact information after you and your students arrive at your program abroad. All faculty are required to submit these forms per the timelines below so that we can easily access this information in case of an emergency:
  - **Within 48 hours of the start of the program:** Instructor International Contact Information Form: <http://studyabroad.yale.edu/instructor-international-contact-information>

#### During the Crisis: Response

1. Contact the Study Abroad Director.  
Kelly McLaughlin, Study Abroad Director  
Office: (203) 432-0241 (Open 8:30 a.m.-5:00 p.m. M-F, EST)  
Cellular: (203) 500-6051  
Yale 24-hour Security Line: (203) 785-5555
2. This should be followed up with an e-mail if possible ([kelly.mclaughlin@yale.edu](mailto:kelly.mclaughlin@yale.edu); [studyabroad@yale.edu](mailto:studyabroad@yale.edu)). Be sure to leave a number where you can be reached for a return call. Refer all outside requests for information to Yale University Office of Public Affairs & Communications, Phone: 203-432-1345.
3. Based on instructions or on the circumstances on the ground, the situation will either warrant evacuation or not. **This is the critical decision from which all others flow and, if possible, should be made after consultation with a university official.**
4. In case of immediate evacuation, direct students to the appropriate assembly point and **immediately contact International SOS** for further instruction at +1-215-942-8478, or use the in-country number listed on your International SOS ID card.
5. In either case, contact all students and communicate specific instructions or tell them to stay put for further instructions. Designate a time for all students and instructors to meet in one place for face-to-face contact. Verify which students you can contact and whom you cannot. Take extra measures until all students have been contacted.
6. Emergency funds may need to be acquired. Speak with International SOS about emergency funding. Time will probably not allow for a wire transfer to a local bank since this takes 10–14 days. It will most likely be necessary to use ATMs if available. Reimbursement, if needed, will take place upon return.
7. In case of evacuation at a later time, continue to work with International SOS in planning transportation requirements through government (embassies or consulates) or

- commercial agencies, such as airlines or railways. Plan alternate routes and means in any case as a backup plan.
8. Together with International SOS, plan a return to the United States, or if this is impossible, to a safe haven country. The goal must be return to the States as soon as possible after an evacuation.
  9. Continually monitor the situation through news media, local population, and the US Embassy or Consulate.
  10. Update the Study Abroad Director on a twice-a-day basis if at all possible. Remain available or designate a contact person who is available to be contacted by the Director at all times.
  11. If a crisis prevents evacuation or requires a stay put response, the main goal is to gather all students together and take steps to ensure their safety. Survival measures may be needed in terms of food, shelter, and medical assistance. The priority is to keep the group together and safe. The crisis may be resolved quickly, and the course might continue. International SOS will continue to be your main resource for advice and steps to shelter in place.

#### After the Crisis: Recovery

1. The crisis is not over until everyone is returned home safely or the course resumes.
2. Make sure that every student can be contacted after his or her return.
3. Any cancellation of the course in an emergency will automatically result in a full refund for all course-related expenses such as tuition and possibly room and board. Travel or other expenses cannot be refunded by Yale but may be covered by International SOS.
4. If possible, keep notes during the emergency in order to complete the required Incident Report Form as a record on actions taken.
5. Debrief the Study Abroad Director and other appropriate officials as soon as possible.
6. Assess validity of this plan and reevaluate courses of action and emergency planning measures.
7. Follow-up with students sometime after recovery to evaluate their reactions to the emergency and their current health and welfare. Stay in touch as long as practical, especially with any students who might be hospitalized.

#### After Recovery: Incident Reporting (see: [Faculty Toolkit](#))

Although being notified of and reporting on every incident that occurs abroad may not be feasible, the Study Abroad Office makes every reasonable effort to collect information about incidents abroad. In doing so, we can learn ways to improve our own incident response protocols and better educate students on decreasing their health and safety risks while abroad. For this reason, all faculty are required to inform the Study Abroad Director of certain incidents that occur on your program, and to complete an Incident Report Form.

Please familiarize yourself with the Incident Report Form before having to complete it abroad. If you have any questions about reporting incidents, don't hesitate to contact the Study Abroad Director.

We ask for this information so that we can:

- Fulfill our duty of care for our students, our faculty, onsite program staff, and the host communities.
- Meet Yale's own reporting requirements with the Office of Enterprise Risk Management.
- Comply with federal reporting requirements under the Clery Act and Title IX.
  - Clery: Because Yale has direct contractual agreements for the use of a specific geographic space – such as classroom and/or student housing facilities (excluding homestays) – the Clery Act applies to faculty-led programs. You are *not* responsible for determining if a specific crime is reportable under Clery, but this is one important reason why we need to know of incidents that occur on your program.
  - Title IX: All Yale faculty are considered mandatory reporters under Title IX, including while running a Yale program abroad. This means that any information about incidents of sexual misconduct must be reported to the designated Title IX Coordinator for Yale College. Don't hesitate to contact Ksenia Sidorenko ([ksenia.sidorenko@yale.edu](mailto:ksenia.sidorenko@yale.edu)), the Title IX Coordinator for Yale College, Yale's Sexual Harassment and Assault Response & Education (SHARE) (203-432-2000), or the Study Abroad office.

Immediately contact the Study Abroad Director if the incident involves any of the following:

- Arrest
- Assault
- General Disorder, Natural Disaster, or Terrorist Event
- Hospitalization for accident/injury or severe illness
- Missing Person
- Psychological Crisis
- Traffic or pedestrian accident involving student(s)
- Serious Injury or Death

## Important Contact Information

Yale Study Abroad: 203-432-8684

E-mail: [studyabroad@yale.edu](mailto:studyabroad@yale.edu)

(Open 8:30am-5:00pm M-F, EST)

Study Abroad Director's Cellular Phone: 203-500-6051

E-mail: [kelly.mclaughlin@yale.edu](mailto:kelly.mclaughlin@yale.edu)

UnitedHealthcare Global: 1-410-453-6330

Yale 24-hour Security Line: 203-785-5555