

Yale Summer Session (YSS)

Instructor & Program Assistant Handbook for YSS 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.

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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 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 required of instructors.

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 investigate 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 or more 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 in early February 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.

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.

8. 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.
9. Yale students shall have 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 consider 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-programproposal-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 regarding 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 provides Yale both security and travel assistance. At all times, YaleSummer 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, if built into the program

It will be necessary to make contracts for on-site support. Yale's 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 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 six weeks for processing as 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, 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 or reconciled with receipts for valid program expenditures.
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. In general, 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 A, Section 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 (Health & Safety section).

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.

*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.

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.

After successful advertising, which we hope will attract many applicants, instructor(s) will be informed of every applicant to the program (and there must be a minimum of 10 applicants at this phase for the program to run) 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. The Dean of YSS holds the final authority on all admissions decisions.

III. Guest Policy

A. Guiding Principles

Given the intensive nature of Yale Summer Session Programs Abroad, the program should be regarded as a full-time, sole commitment, and Instructors, Program Assistants, and Program Coordinators must be readily available to students in the case of any emergencies. While the program is in session, guests of Instructors, Program Assistants, or Program Coordinators must be limited to immediate family members and should be kept to a minimum. Instructors, Program Assistants, or Program Coordinators traveling with minor dependents must make all necessary arrangements for their care and supervision during class and program activities and in the case of unexpected emergencies.

Friends, extended family members, and professional colleagues may not be present at any curricular or cocurricular sessions or events associated with the Yale Summer Session Program Abroad. Please note that anyone who is officially hired or formally invited to provide specific support to the program (a guest speaker, for example) may join the relevant portion(s) of the program as appropriate for their role.

B. Restrictions on Guests

Even as immediate family members, guests are not program participants, and Yale Summer Session does not allow course auditors under any circumstances. However, from time to time, immediate family members traveling with an Instructor, Program Assistant, or Program Coordinator may wish to attend certain cocurricular events, such as a specific group excursion or welcome or farewell meal. This limited and occasional participation is permissible so long as the Instructor consents in advance; it does not interfere with the event, the student experience, or the Instructor, Program Assistant, or Program Coordinator's primary responsibility to students, including the Instructor, Program Assistant, or Program Coordinator's ability to respond to emergencies without distraction or other commitments; and the guest assumes any additional expenses resulting from their participation.

Guests are required to complete the Yale *Assumption of Risk, Release from Liability, and Indemnification* Form before joining any portion of a Yale Summer Session Program Abroad, as well as a written acknowledgment that they have reviewed and agree to abide by the standards set forth in the University Policy Statements on equal opportunity and sexual misconduct. See <https://oiea.yale.edu> and <https://titleix.yale.edu>. A link to these two forms will be sent to all Instructors and Program Assistants in advance of the summer to distribute to any guests. Parents or guardians must sign on behalf of any minor guests. Any prospective guest who declines to sign these forms will not be authorized to join any portion of the program.

Yale Summer Session, Yale College, and the University reserve the right to limit at any time the participation of any guest in a Yale Summer Session Program Abroad. Under no circumstances may guests appear or attempt to act as a representative of Yale Summer Session, Yale College, or Yale University. As before, students are not allowed to host any guests while the program is in session.

IV. 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 (CSC). 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 (CSC) approval again, but a conversation about running the program again should happen with the Study Abroad Director and the relevant Department Chair/DUS 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, so YSS must be informed of significant changes to the program during the fall term.

V. Instructors

Instructors fulfill the [standard instructor/teaching responsibilities](#) along with the duties as described below. 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, who 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 part 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. Please see the section below on Program Assistants for programs that would otherwise be run by a single instructor.

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.
- At the 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 an [Instructor End of Program Survey](#) to YSS signaling concerns or suggestions for changes to the structure, activities, etc. of the program 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 does 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 always conscious of one’s role as instructor and as a Yale representative. 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. That said, 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.

VI. Program Assistant

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.

NOTE: Yale Graduate students may *not* serve as Program Assistants but may serve as Program Coordinators and Graders (see those categories below).

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 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

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:

- Being available 24/7 in case of an emergency.
 - **Note:** The Program Assistant must 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.
- Keeping 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

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. 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.

VII. Program Coordinator 1

A. Programs Eligible for a Program Coordinator 1

Any program that would otherwise be run by an instructor on their own is eligible for a Program Coordinator 1 unless additional support (with Yale Summer Session approval) is already in place to handle many if not all the duties of a Program Coordinator 1. Courses that are co-taught are not eligible for a Program Coordinator 1 but, as with all programs, should have local partnerships in place to provide logistical support with student housing, excursions, and other details.

NOTE: Yale Graduate students *are* eligible for this role.

B. Duties of the Program Coordinator 1

The Program Coordinator 1 role is not related to teaching or academic in nature. With supervision from the Instructor, Program Coordinators 1 support the non-academic aspects of the program's overall management, including but not limited to:

- Being readily available in case of an emergency.
- Coordinating with the Instructor and Yale Study Abroad to respond to natural, political, and social emergencies in the host country.
- Submitting incident report forms, if applicable, by no later than 24 hours after an incident.
- Serving as a liaison between students, the host institution, Yale, local United States governmental offices, and government officials in the host country.
- Coordinating and attending program excursions and field trips and/or working in partnership with any on-site third parties.
- Conducting or co-conducting on-site orientation sessions.
- Striving to achieve a good group dynamic.
- Assisting students with cultural adjustment when needed.
- Keeping accurate financial receipts for end-of-program accounting with Yale Summer Session.
- Other non-academic duties as assigned or requested by the Program Instructor.

C. Deadline for Determining the Program Coordinator 1

Program Coordinators 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 Coordinator 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 Coordinator

Program Instructors are responsible for finding a suitable Program Coordinator, who must then be approved by the academic department (the DGS and Primary Dissertation Advisor of the candidate) and by Yale Summer Session. 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 Coordinator hire.

E. Compensation for a Program Coordinator

Program Coordinators 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.

VIII. Program Coordinator 2

The Program Coordinator 2 role is not related to teaching or academic in nature. It is similar to the Program Coordinator 1 role above, but as is the case in Sienna, Program Coordinators 2, who are *graduate* students co-teaching Italian language courses, assist a faculty member/coordinator and/or an external partner in carrying out the responsibilities above. Therefore, in addition to their salaries as co-instructors of the Italian language courses, they would be paid 1/4 of the current "coordinator fee" rate to reflect the decreased responsibilities.

IX. Grader

With supervision and guidance from the Instructor, Graders offer feedback on and grade papers, homework, and examinations. Graders are expected to work fewer than 132 hours total. In the case of study abroad programs, a Grader may theoretically assist with multiple courses, but the overall hours expectation would remain the same. Graders are not allowed to teach portions of the course or lead discussion sections, among other academic responsibilities that extend beyond those of the Grader.

A. Programs Eligible for a Grader

Programs that are eligible for a Program Coordinator 1 automatically qualify grading support through the Program Coordinator 1. That is, the Program Coordinator 1 role is automatically appointed as Grader in addition to being appointed as Coordinator 1 and should be utilized in that capacity per the Grader description above. Courses that are co-taught are not eligible for a Program Coordinator 1 / Grader but, as with all programs, should have local partnerships in place to provide logistical support with student housing, excursions, and other details.

NOTE: Yale Graduate students *are* eligible for this role.

B. Duties of the Grader

See VIII Grader above.:

C. Deadline for Determining the Grader

Graders are simultaneously appointed as Program Coordinators and 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 Coordinator / Grader does not imply a guarantee that the program will run. Such decisions are made by early March.

D. Individual Who Selects and Hires the Program Coordinator

Program Instructors are responsible for finding a suitable Program Coordinator / Grader, who must then be approved by the academic department (the DGS and Primary Dissertation Advisor of the candidate) and by Yale Summer Session. 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 Coordinator hire.

E. Compensation for a Grader

Graders will receive two combined salaries, one for the Grader role and one for the Program Coordinator role. Additionally, a housing stipend and roundtrip airfare are included. 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.

X. 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 (see below) to make these arrangements. Flights should be booked **as early as possible** to be most cost-effective but only 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. YSS's travel agent information is:

LORI HARRISON

ATLAS TRAVEL & TECHNOLOGY GROUP, INC.

lori.harrison@atlastravel.com

781-861-7074-h/o

781-820-8109-c

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 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. Please 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 for breakfast since it is not an activity with students. That is, YSS will reimburse your meals when you are participating in an activity with students (costs must be considered a part of the program's 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. Sample Expenses Not Covered (This List is NOT Exhaustive)

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.

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 give 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 six 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. Photos of the receipts, with expense details, are also acceptable. 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.

XI. Course Registration, Grading, and Evaluations

A. Student Registration in a Study Abroad Course

Yale Summer Session courses typically 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 once confirmed via submission of the [Instructor International Contact Information form](#).

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 YSS's Registrar (catherine.jones@yale.edu). **The instructor MUST send the original, hardcopy 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.

XII. Appendix A

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 a few business days of receiving your program applications and reviewing them for any issues such as a missing prerequisite.
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, instructors must recommend a ranked waitlist of 7-10 students. We ask you do this in 7 days. The Dean of YSS will make the final admission decisions.
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.
5. There may be some special cases where seats may be reserved for students from one of Yale's partner universities or other reasons.
6. YSS will send application decisions to students via their "MyCIPE" profile in Studio Abroad as soon after the February 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 (below) 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. Also, show them how to get to a 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 contact every student in the course. This can only be done by calling each number given until the student is reached. Do not rely on e-mail. 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.
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: <https://faculty.studyabroad.yale.edu/resources/instructor-international-contact>

During the Crisis: Response

1. Contact the Yale 24-hour Security Line: (203) 785-5555
2. 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
3. This should be followed up with an e-mail if possible (kelly.mclaughlin@yale.edu; 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.
4. Review the [Health & Safety](#) section of the [Faculty Toolkit](#).
5. 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 should be made after consultation with a university official.**
6. 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.
7. 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.
8. 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.
9. 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.
10. 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. Again, work with ISOS, who will work with Yale.

11. Continually monitor the situation through news media, local population, and the US Embassy or Consulate. ISOS is helpful with this as well.
12. 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.
13. 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. 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.

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](#)

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. 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 Katie Shirley (katie.shirley@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

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

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

kelly.mclaughlin@yale.edu

International SOS: + 1.215.942.8478 (Member Number: 11B824535)

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

XIII. Appendix B: Your Mental Health and Well-Being

Your wellness as an instructor or program assistant is just as important as the overall well-being of the participants on the program. We recognize that the demands on instructors and assistants during the program are significant.

Tips & Resources for You

- Review the International SOS plan coverage.
 - Yale's plan includes 5 counseling sessions as well as mental health support if more resources are needed.
 - <https://ogc.yale.edu/erm/ISOS>
- Understand your health insurance.
 - Review the [International SOS Out-of-Country Medical Care Coverage](#).
 - Additional health insurance while abroad: <https://world-toolkit.yale.edu/travel/health-insurance-summary-travelers>
- Call International SOS (+ 1.215.942.8478) in advance of the program to discuss your personal health and wellness needs. This information is confidential with ISOS.
- Set aside time for the practices that support your wellbeing, such as exercise, meditation, good nutrition, and sleep.
- Consider attending a [Mental Health First Aid Training](#) to become more aware of the signals and ways to respond to those who present a mental health issue.

Please reach out the YSS Programs Abroad Director (Kelly McLaughlin, 1-203-500-6051) if there is any way that we can support you. Please contact Kelly *immediately* if your ability to run the program is impacted, even temporarily (such as a brief hospital stay or quarantine). We will support you and the continuation of the program in any way we can.

XIV. Appendix C: Communications Abroad – Instructors, Assistants, & Students

All instructors, assistants, and students must be reachable at all times in the event of emergency.

Policies for Instructors & Assistants

- You are required to be on call 24/7 during your program dates.
- You must have a cell phone that is able to receive and send both calls and text messages.
 - If using the phone that you use in the U.S.:
 - Check with your phone plan operator in the U.S. to learn their international travel plans and prices for data, texting, and calls.
 - Sign up with an international plan through your U.S. provider, or
 - Unlock your phone and sign up with a phone plan in your program country

- If purchasing a temporary phone in your program country:
 - Purchase a phone plan for the entirety of your program duration.
 - Update your students, on-site contacts, and the YSS Programs Abroad Director with your new phone number.
 - Add important phone numbers and applications, including the [International SOS app](#) and [Yale DUO](#).
- Ensure that you have saved important documents to a cloud-based storage service, such as Google Drive.
- Share your contact number(s) with all program participants within 24 hours of the program startdate.
- Keep emergency numbers with you.
 - International SOS (+ 1.215.942.8478)
 - In-Country 911 Equivalent Number(s), if you speak the language
 - On-Site Program Primary Contact
 - YSS Programs Abroad Director, Kelly McLaughlin (1-203-500-6050)
 - Yale Emergency Line: 203-785-5555
- If your phone is lost or stolen during the program, secure a replacement within 24 hours and share the new number with students, on-site contacts, and the YSS Programs Abroad Director.
- You should consider setting up a WhatsApp group chat (or another way to message students as a group).

Policies for Students

- You must have a cell phone that is able to receive and send both calls and text messages.
 - If using the phone that you use in the U.S.:
 - Check with your phone plan operator in the U.S. to learn their international travel plans and prices for data, texting, and calls.
 - Sign up with an international plan through your U.S. provider, or
 - Unlock your phone and sign up with a phone plan in your program country, or
 - If purchasing a temporary phone in your program country:
 - Purchase a phone plan for the entirety of your program duration.
 - Update your instructor(s) with your new phone number.
 - Add important phone numbers and applications.
 - Ensure that you have saved important documents to a cloud-based storage service, such as Google Drive.
 - Phone-related expenses are your responsibility and should be included in your budget.
- You must share your cell phone number with your program instructor(s) and assistant upon arrival, if applicable.
- You must respond (within one hour when reasonable) if contacted by a program instructor or assistant.
- You must always keep emergency numbers with you.
 - International SOS (+ 1.215.942.8478)
 - In-Country 911 Equivalent Number(s), if you speak the language

- YSS Programs Instructor(s) and Assistant, if applicable
- Host Family, if applicable
- Yale Emergency Line: 203-785-5555
- If your phone is lost or stolen during the program, secure a replacement within 24 hours and share the new number with your instructor(s).

XV. Appendix D: Checklist for Activities & Excursions

Instructors have many responsibilities when preparing to lead students on a program-sponsored activity or excursion. This checklist will help you to prepare and communicate inclusively the relevant information to your students.

1-2 weeks in advance of the activity/excursion, you should:

- ☐ Review COVID-19 guidelines for all locations where you will visit or stay (museums, hotels, etc.).
- ☐ Determine an emergency meeting point in the location of your activity/excursion.
- ☐ Confirm all necessary reservations and tickets.
- ☐ Confirm the transportation plan.
- ☐ Notify/confirm with students of the upcoming planned activity/excursion

At least 24 hours in advance of the activity/excursion, share the following information with students:

- ☐ The activity/excursion and how it contributes to the program's learning goals.
- ☐ The duration (departure and expected return times) and itinerary (including free time).
- ☐ The transit mode and duration, plus meeting place and time if traveling together.
- ☐ The COVID-19 protocols during transit and where you stay/visit.
 - Be clear about any requirements for wearing masks, demonstrating proof of vaccination, and socialdistancing.
- ☐ What to wear and pack—be specific!
 - Telling students to dress “nicely” is subjective. Inform students if, for example, they will need to have their shoulders covered or to bring a water bottle and sunscreen.
 - Students should also know which medications to bring. Consider the full plans, for instance, might students want to pack medication for motion sickness?
- ☐ What bathroom access will be available.
 - Students commonly do not disclose gastrointestinal disorders or travel-related occurrences, so sharing when and where students will have access to restrooms without them having to ask can help with their comfort levels. It also helps to note if you are aware of payment required to use restrooms and if the bathroom will have something other than a Western-style flushing toilet.
- ☐ What meals will be included and whether students should bring money for food/shopping.
- ☐ Any considerations for diversity, equity, and inclusion.

- For example: Are you entering a community where it is customary to be kissed on the cheek, hugged, greeted with a handshake, or other local greeting? Have you made accommodations for students who disclosed disabilities? Are there different expectations for dress or etiquette based on gender?
- ☐ Safety considerations.
 - Students should be informed of any risks involved with the activity/excursion whether planned or offered during free time. Remember that even activities you may consider low risk should be shared, such as swimming, hiking, or anything involving animals.
- ☐ How students can contact you if they have any questions or concerns.

Upon arrival at the activity/excursion:

- ☐ Inform students of the emergency meeting point.
- ☐ Remind students that they are representatives of Yale and your behavioral expectations.
- ☐ Remind students of COVID precautions, mask wearing and social distancing.
- ☐ Reiterate any information students may need, particularly if it is a multi-day excursion.

Upon return from the activity/excursion:

- ☐ Debrief with students and provide opportunities to reflect on the activity/excursion, whether formally with a graded assignment or informally during a class discussion.

XVI. Appendix E: Student Participation Agreement

Yale University Graduate and Undergraduate Students and Visiting Students

Recognizing the interdependence of all members of our community and my responsibilities as a Yale Summer Session Program Abroad participant, I commit to contributing to the program in a way that will promote the health and safety of all community members. We can only be at our best when we trust, value, and respect one another. I will do my part by making my own health and safety and that of others—including other program participants, program staff, and local community members—a priority. I will abide by any national, local, and Yale guidance, protocols, policies, and laws during the program dates whether I am attending a component of the program (e.g., classes, activities, excursion) or having free time.

I recognize that, based on public health circumstances, guidance and protocols will likely change, sometimes abruptly, and I agree to keep myself informed and to follow the current guidance and protocols, which may be expressed verbally by program instructors and staff.

Specifically, I commit to the following:

Yale Travel Policy

- I understand that travel decisions to determine running Yale Summer Session Programs Abroad are based on the [Yale Travel Policy](#).
- I will remain informed of advisories and recommendations for my program country. I understand that I will need to search for or select my program country upon accessing the links below.
 - [Visit the U.S. Department of State Travel Advisories](#).
 - [International SOS](#) is Yale's global travel assistance provider.
- If I cannot meet the program country's entry requirements for travelers, I acknowledge that I will be withdrawn from the program.

Health and Hygiene

- I will complete any required health and safety training program as part of my participation.
- If I have any symptoms, I will immediately contact my program instructor(s) and will comply with the medical instructions I am given.
- I will abide by any protocols Yale Summer Session establishes for personal hygiene.

Social Distancing, Face Coverings, and Other Related Behavioral Requirements

- I will follow all requirements the program establishes with respect to social distancing and face coverings, recognizing that different requirements may apply to different individuals, spaces, and activities, and that these requirements may change over time.
- I will adhere to all protocols Yale Summer Session establishes for in-person class attendance.
- I will follow health and safety protocols for indoor and outdoor group events, gatherings or meetings organized for either academic or social purposes, whether or not program sponsored.
- I will neither host nor invite anyone to my program housing unless I have permission from the housing coordinator/host family.
- Out of respect for the health and safety of the local community, I will follow protocols to limit exposure established by government officials.

Independent Travel

- During official program dates (between the posted start and end date), I am expected to remain in the program country, including on weekends free from program activities.
- I will register any independent travel within the country that I plan to undertake during free time using the form provided by Yale Summer Session. I will inform myself of local COVID-19 guidelines and protocols for any other locations in the country that I will visit.
- I will not have family or friends visit me in the host country during the program dates.

Personal Planning Responsibilities

- Many challenges that may arise as a result of COVID-19, while not anticipated for 2023, may still be possible. I will be prepared for access to emergency funds, a supply of PPE and medications, and the possibility of remaining in country for an extended period beyond the end of my program. I understand that changes at the local and national level may occur with little warning.

Agreement Enforcement

Program instructors will notify the Director of Yale Summer Session Programs Abroad of deliberate or repeated violations to this agreement. The Director of Yale Summer Session Programs Abroad will confer with the Dean of Yale Summer Session. The Dean of Yale Summer Session reserves the right to withdraw students from the program. In the event of such a withdrawal, students will be required to leave the program site and subject to the [refund policy](#). Students may face additional Yale University disciplinary action.