Faculty Led Study Abroad
Checklist

I. Information and Resources That Need To Be Accessed Before Traveling Abroad

- Go to the U.S. State Department's web sites at
  http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html;
  http://www.studentsabroad.state.gov/ and review their posted travel warnings and
  information on any countries with travel warnings or restrictions (example Cuba).
  - Risk Management & Insurance recommends that you consider all the risks
    associated with travel to these noted countries before you obtain
    University administration approval to travel. Depending on the State
    Department warning level you may want to consider rescheduling your
    foreign travel to a later time until the travel warning or restriction is
    removed.
- Please contact University International Programs office for their
  recommendations relative to safety, health and travel information relative to your
  planned foreign travel. Their web site address is:
  http://international.boisestate.edu/default.asp.
- You need to use:
  - The University's "Terms and Agreement Participation In a Boise State
    Off - Campus Study Program" form and other applicable Study Abroad
    course approval forms.
  - The University "Confidential Health History Questionnaire" form which
    includes emergency contact information.
  - These and other required forms can be found on the International
    Programs web site noted above.
  - Contact the Office of Risk Management and Insurance (RM&I) to be sure
    you have reported all planned University staff or faculty foreign travel
    before your scheduled departure. Report your foreign travel to RM&I with
    as much lead time as possible.
- As required by our State Insurance Administrator’s Office as well as the U.S.
  State Department any University employee travel to a restricted country
  must have an approved License authorization from the U.S. State
  Department before they travel and a copy of that license must be sent to the
  University’s RM&I office.
II. List of common faculty responsibilities:

- Organize and execute a pre-departure meeting/orientation.
- Check in with home university/study abroad office upon arrival at program site.
- Participate in group excursions and events.
- Provide academic oversight of courses.
- Coordinate with faculty and administrators at the host university/ies.
- Provide students and university/study abroad office with contact information during program free periods; attempt to collect such information from students.
- Provide in-country orientation (including how to get around, change money, use a telephone, etc.).
- Provide housing oversight.
- Supervision of local staff.
- Be responsible for group safety and security; know the whereabouts of your students at all times.
- Respond in a timely manner to students in crisis (accident, illness, family problems at home, etc.); contact university about serious cases.
- Have an emergency/crisis management plan.
- Monitor group dynamics and activities as is feasible and intervene as needed.
- Promptly report to university and document any inappropriate student behavior.
- Budget and monitor program spending within approved budget for accounting purposes.
- Submit program reports and evaluations on a regular basis.
- Administer and collect program evaluations shortly before departure from foreign country.
- While traveling abroad, have a list of all students with contact information; parents contact information; student insurance information; all students required to carry copy of Executive Assistance contact information.
- Verify all staff and students have been vaccinated for country’s disease exposures.
- REPORT ALL ACCIDENTS AND/OR INCIDENTS
- Register with the US Embassy in the country visited upon arrival
- Know the Political situation of the country visited
III. Insurance Coverage’s For University Travel Abroad

- Foreign Liability Insurance
  - Protects the University and employee for accidental injury or property damage to third parties caused by the activities of BSU employees working within the course and scope of their employment duties abroad.
  - Complete the Foreign Travel Liability template (Please visit Risk Management Website to report Foreign Travel) and submit to Risk Management & Insurance prior to departure. Liability coverage is not effective until reported.

- Contingent auto liability and hired auto physical damage insurance coverage.

- Accidental Death and Dismemberment Insurance coverage.

- Accident Insurance Policy – applies to BSU employees traveling on University business to foreign countries but does not include the United States, its territories, possessions or Puerto Rico.
  - The ACE American insurance policy (reference under the "How Do I get Travel Assistance Insurance" section on this web site) includes expert foreign travel assistance and coordination of medical evacuation and repatriation services.

- Worker's Compensation Insurance – covers University employees worldwide who are injured while working within the course of their BSU employment duties. This includes reasonable and necessary related medical evacuation and repatriation cost expenses.

Should any employee have an injury, an accident or suffer a serious illness while working abroad they need to immediately notify their University department head and that department head then needs to notify our Risk Management Office ASAP. Depending on the type of incident our Risk Management office will then report to our State Insurance Administrator's Office who will handle the claim notification to ACE American Insurance Company and/or the Idaho State Insurance Fund.

- Health Insurance – prior to international travel, each faculty member, staff member and student needs to contact their health insurance carrier, i.e. Blue Cross, or visit website to print out important coverage information.


- Travel Insurance – consider the purchase of travel insurance for coverage in the event of cancelled/delayed flights, lost baggage/personal items, etc.

Please contact Risk Management & Insurance with any questions at 426-3636.