

Cornell College Office of International & Off-Campus Studies

2018-2019 Faculty Handbook

Mission Statement Office of International and Off-Campus Studies

Our office seeks to support faculty and students in the service of integrating quality academic experiences with the excitement of encountering places, peoples, and cultures which broaden the liberal arts education Cornell College provides.

Contact Information

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Planning Your Course

Courses in many disciplines take advantage of One-Course-At-A-Time (OCAAT) to take students to sites where they can apply what they have learned in the classroom to the field.

Basics

Study abroad faculty leaders have identified the following elements as those that make for the most rewarding and successful study abroad program:

- Avoid duplicating courses taught on campus at Cornell College. Clearly relate subject matter to the destination
- Work with the Office of International and Off-Campus Studies and your department to promote your course early and often
- Utilize personnel, facilities, and cultural resources of the destination as much as possible, with the aim of providing students with opportunities for a unique intercultural experience
- Provide greater student-faculty contact and interaction
- Prepare in advance for potential difficulties through the discussion of possible problem scenarios and emergency responses
- Communicate regularly with students through pre-departure meetings, informal gatherings, and e-mail to provide information and build group cohesiveness.
- Be proactive in addressing your expectations and the group expectations for the program during pre-departure activities
- Become familiar with handling on-site logistics and finances, and be prepared to respond to behavioral problems and emergencies
- Provide feedback

Enrollment

You may set prerequisites and you may require that students meet with you prior to accepting their enrollment. However, students with physical health concerns, mental health concerns, or disabilities can only be disqualified from participation in an off-campus course when, after interactive dialogue, it is determined that there is no reasonable accommodation that would allow participation, or if the student participation poses a risk to themselves or the best interests of the group. As the professor, you should be realistic with students about services readily available at home that may not be available in a foreign location. Typically, but not always, accommodations can be found that will make the off-campus experience possible.

Logistics

There are many things to consider during the early planning stages of an off-campus course; therefore, making arrangements in advance is the key to avoiding roadblocks and dilemmas. The Office of International and Off-Campus Studies is a valuable resource during this planning phase. The Office can assist you from the beginning stages through your return. Many faculty members are quite skilled in the area of off-campus and international trips; in those cases, the Office will provide support as needed and act as a repository of the required trip documentation.

Dreaming and planning is best done in a two-year window before you want to actually teach the course. Departmental discussions are extremely important at all levels, but especially as you identify a topic, a destination, and, of course, a term, that would work within your departmental course planning. Department chairs are required to note the anticipated days off campus for every course in departmental course schedules (starting with the first call for course schedules). This policy applies to all courses, regardless of whether the course has been previously offered. While faculty new to the college may submit a proposal in their first year to offer an off-campus course in the second year of employment, they may, upon approval, take students on short-term courses or field trips to Chicago or other domestic locations. With the exception of 485 seminar courses, faculty members are limited to teaching one off-campus course each academic year without prior approval.

The Office of International and Off-Campus Studies will assist in locating possible funding for your exploratory work, as well as possible funding for the trip itself. Faculty development grants, Dimensions, the Berry Center, and Faculty Career Enhancement (FaCE) grants through ACM are all possible sources of support. Faculty may choose to work with outside providers. For example, The Center at Augsburg has faculty development seminars and both short- and long-term study programs, which offer opportunities for faculty to explore new regions by using Augsburg's in-country contacts.

The type of course you plan may have implications for other aspects of student life (such as housing, athletics, the student's ability to serve as a Resident Assistant, etc.). **Please refer students to the appropriate offices regarding these issues to limit confusion and misinformation.**

Consult with the International and Off-Campus Studies Office if you would like to choose a domestic departure location other than campus (Eastern Iowa Airport, bus station, etc.) and require students to be responsible for getting to the departure point. If you leave from campus and expect to use rental vans, you must add this cost to the cost of your course.

Course proposals are due October 1st of the academic year prior to the year during which the course will take place. The course proposal form may be found here: <https://www.cornellcollege.edu/off-campus-studies/course-proposal/>

Publicity

While some students are aware that off-campus courses exist at Cornell, advertising your course in advance allows all students to consider all of the opportunities. Early publicity may allow students time to fulfill essential prerequisites for the course, to [apply for external and internal scholarships](#), and obtain appropriate medical attention and/or medical release forms.

Faculty should:

- Advertise your course in January, before the spring registration interval begins.
- Create your own flyers for campus-wide distribution or provide creative content (descriptions, images, layouts) to be included on all promotional materials created by the Office of International and Off-Campus Studies.
- Hold a pre-registration informational meeting about the course. If you have a general itinerary and know the expected cost, this will help students gauge their interest and ability to participate.
- Ask the Office to assist you with publicity for your course.

The Office of International and Off-Campus Studies will promote off-campus courses by:

- Listing all offerings on the Off-Campus Studies website
- Creating flyers for campus-wide distribution (by request)
- Hosting an OCS course fair in early January (faculty participation is required)
- Requesting one article promoting all courses in the Cornellian prior to Spring registration
- Submit information which promotes off-campus courses to Today@Cornell/This Weekend@Cornell/Block Break@Cornell, the Campus E-Newsletter, and/or the Cornell Monthly Events email
- Other, as determined by the Office of International and Off-Campus Studies

In the event that an off-campus course is cancelled due to low enrollment, the faculty member involved and the Dean must negotiate the additional administrative or teaching responsibilities needed to give the faculty member a full load (see Faculty Handbook, Section V, "Class Size"). Decisions on whether the course should be cancelled due to low registration will be made no later than four months in advance of the scheduled off-campus course. To be considered enrolled in the course students must have registered for the course and paid the nonrefundable deposit. All deposits and payments will be refunded to the students if the off-campus course is canceled by the Dean due to low enrollment.

Budget

Careful attention to detail and collaboration with the Cornell College Business Office will simplify the process for faculty traveling off campus with a course. The following suggestions will help to ensure that fewer difficulties are encountered in terms of finances for your course.

Develop your budget! Work closely with the Office of International and Off-Campus Studies when creating your budget. Plan for all covered transportation (not only to and from Cornell but also at the trip's location), hotel/hostel stays, sightseeing and museum tickets, meals, etc. Decide what is and is not included in the course costs. You do not necessarily have to cover all expenses; however, uncovered costs should be clear. For example, the course cost is not required to cover all meals; in some countries, it may make more sense to only cover some group meals while students are responsible for the rest. Further, students are reimbursed for meals missed on campus. The type of student meal plan and length of time away from campus determine the amount of reimbursement each student may receive from the college's food service provider. Additionally, some countries charge to use public restrooms; remember that you are responsible for submitting all receipts at the end of the trip. For efficiency purposes, we recommend you consider making students responsible for small expenses such as snacks and public restroom use.

Arrange a payment plan, set exact deadlines for payments, and enforce them. Students should plan accordingly. They should meet with Financial Assistance to assess their financial need and obtain advice about loans. The Office of International and Off-Campus Studies will monitor the course trip account and provide up-to-date listings of delinquent payments. The Office sends students upcoming payment notices 2 weeks prior to every installment due date. From there, students are sent one late notice a week, and are dropped from the course after receiving 3 late notices. However, the office will alert faculty before dropping students from a course so that the faculty also have a chance to reach out to the student. The Office can, in cooperation with the Business Office, contact students and/or discuss alternative means of making the necessary payments. Knowing which students have committed to the course allows you to purchase tickets, make plans, and budget accordingly. **Please keep in mind that the course price should be the same for every student/participant, including family members of faculty.** Family members under the age of 18 are not permitted to join off-campus trips unless accompanied by a guardian (other than the course instructor).

Students are required to submit a **non-refundable deposit** of at least 10% (or a minimum of \$150) of the total cost of a Cornell course to be taught off-campus. The payment is due one week after registration ends. Should a student add an off-campus course after the regular registration period, he/she must immediately pay the deposit AND all other monies required for the course as established by the payment schedule. The deposit will be applied to course expenses but will not be refunded if the student

decides not to participate in the course or is declared ineligible to participate after the initial disciplinary and academic checks. Refunds of the deposit will only be given if the course is canceled or changes in a substantive manner that may affect the student's choice to enroll (Ex: Changing the course location from Tibet to Mongolia). Additionally, refunds may be issued to a student who has encountered extenuating circumstances, such as an illness/injury or the death of a family member.

The College will only consider reimbursement of course fees that have not already been committed. If restricted from the course because of academic or disciplinary performance, the student is responsible for all lost fees.

In developing your budget and payment plan, keep in mind that adequate funds must be in a course account in order to purchase tickets, make reservations, etc.

Direct deposit is the required method for disbursement of funds to faculty and staff. The Office of Business Services can help you to set up direct deposit for all cash advances and reimbursements you receive from the college.

Remember to keep accurate expenditure records and receipts to submit as documentation of your expenses. Documentation must be submitted to the business office by the Office of International and Off-Campus Studies. You must submit expenditure reports and receipts to the Office of International & Off-Campus Studies within 30 days of the end of the course to facilitate this process.

Transportation and Airfare

All group air travel related to off-campus courses is arranged by the Office of International and Off-Campus Studies, generally through special arrangement with the college's travel agent. Flight arrangements must be made in advance. This is especially important for large groups, as securing multiple seats on one flight can be difficult.

Contact the Office of International and Off-Campus Studies for flight arrangement assistance with travel dates, as well as airport information. If you have any flexibility regarding dates and airports, please let OIOCS know. Sometimes we are able to save several hundred dollars per ticket by simply moving a day or time. We will not book flights without your approval; please remain in close contact with us as we research options. When a reasonable price is found, immediate purchase of tickets may be necessary.

The Office of International & Off-Campus Studies will, in consultation with the course instructor, book a group itinerary for each off-campus course. Unless otherwise approved, students traveling on Cornell off-campus courses are required to participate in the group travel arranged by the Office. Under certain circumstances, the Office may arrange travel to accommodate a student wishing to extend their stay in the destination city/country – see the college catalogue for details. **At least one faculty or staff**

member that is actively engaged in the off-campus course is required to travel with student participants.

The college requests that flights depart from the Eastern Iowa Airport (Cedar Rapids) whenever possible. Though this local departure may result in higher fare costs, it is often a more affordable option than arranging for ground transportation to the Chicago, Moline or Des Moines airports.

In the event that local flights are not available or too costly, several options remain to transport students to another airport. Some faculty members are comfortable requiring that students find their own transportation to the departure location. **For reasons related to the college's liability, faculty members should not organize student groups travelling in student cars.** If group transportation is required, please consult with the Office of International and Off-Campus Studies to determine the best options. The use of rented vehicles should be considered *as a last resort*, as there are multiple associated costs such as drivers' fees, tolls, parking and gas. *Please note that all of these costs occur per vehicle and per trip* (for transportation to and from the departure airport and upon your return).

Itinerary and course syllabus

Having an itinerary for your trip is **essential** for students, the Office of International and Off-Campus Studies, and you. Make sure that students know what is included in the course fee regarding food and excursions. If there are optional excursions with extra costs, please note these on the itinerary. For insurance purposes, the Office requires an itinerary of the trip prior to departure. The Office of International and Off-Campus Studies is often the first contact for a family member with an emergency or problem. Furthermore, having a schedule in place allows you to thoroughly plan your time and address any potential complications in advance. Please refer to the [Google Drive folder](#) for sample itineraries and syllabi for OCS courses.

Photos and Marketing

The college's larger goals are to effectively market future courses to current students, and to effectively market the College to prospective students through the Cornell Report, newsletters, the Cornell website, social media, and other outlets. As a step toward these goals, we would like to acquire quality images for each off-campus course offered by Cornell. In general, the college seeks photographs of students engaged with the people, places and projects associated with the course trip. For certain courses, we may also want to try to acquire video. The Public Relations and Digital Content Director can assist with general guidelines for video shooting. The first page of the [Cornell course waiver](#) gives Cornell "the right to use, for promotional purposes only, any photographs of me taken by Cornell College, its employees or agents, during my participation in the Course." Therefore, all students will have given permission to

photograph them unless otherwise indicated to the faculty member and/or the Office of International & Off-Campus Studies.

1. In order to ensure higher quality photos, the Coordinator of International & Off-Campus Studies and the faculty members may identify a student(s) to serve as "official" photographer, and give this student some basic instructions:
 1. In all photos, it's important to show the cultural context so that's it's clearly off-campus. In doing so, your imagery should respect the cultural norms and customs of the country/region in which it was taken, as these tend to vary.
 2. Photos of professors and students in action are most useful.
 3. When taking scenic photographs without Cornellians and posed group photos, attempt to illustrate the relevance of the location to Cornell's off-campus study programs.
 4. Ethical considerations are necessary when submitting photographs of people for marketing purposes. Consider the following:
 1. Could the publishing of the image possibly cause embarrassment or unwanted exposure to the subject?
 2. Were you given permission by the subject to take the photograph? If the photograph is of a minor, were you given permission by their parent or guardian to take the photograph?

Pre-Departure Information

Faculty members should provide the Office of International and Off-Campus Studies a finalized itinerary, including exact departure/arrival dates and transportation information, and a finalized budget, prior to departure. Completed waivers must be submitted to the Office prior to departure and copies of passports must be submitted prior to booking airfare.

Financial Reports

The Office of International and Off-Campus Studies will help course instructors with basic assistance with the course budget. Prior to departure, the professor/group leader will be provided with an Expense Reporting Form that may serve as a guideline for reporting expenses, as well as an explanation of what expenses must be reported. Course instructors should also check the reimbursement policies established by the Office of Business Services.

The Office requests meal refunds for students participating in off-campus courses prior to the course departure date. Students receive reimbursement checks directly from the Office of Business Services.

Pre-Departure Course Meetings

At least one mandatory course meeting prior to leaving campus is required for all off-campus courses. This will allow students to know the course expectations, help to enforce the payment plan schedule, as well as allow ample time for distributing and completing necessary paperwork.

Students participating in Cornell College off-campus courses are required to attend all pre-departure meetings held by professors. Failure to attend these meetings can result in removal from the course and loss of financial payments already made.

Before the meeting(s), the Office of International and Off-Campus Studies will provide you with a packet of information including the following:

- Insurance cards (if course is traveling abroad)
- Student Liability and Consent Waivers
- Faculty Medical Information Form

Topics that must be covered BEFORE leaving campus:

- Safety: travel, current political climate in country of destination
- Health: risks in country, opportunity for disclosure of special medical needs

- Contingency Plan: Who will be contacted in case of emergency? Can you contact all students? How will this be accomplished?
- Insurance (student form)
- Legal Liability (student form)
- Program termination: circumstances for termination at discretion of faculty, how refunds will be handled
- Travel arrangements
- Culture
- Housing arrangements: Homestay expectations; hotel expectations
- Independent Travel: What is your policy regarding student independent travel? Disclosure of risks, identification of high-crime areas are important topics for discussion.
- Academic considerations
- Disciplinary Assessment: what may happen to a student who is disciplined on the program or terminated from the program once that student returns to Cornell College

Passports and Visas

A U.S. issued passport is required for all international destinations. The current processing time for a U.S. passport can vary from a few weeks to four months. It is very important that passport applications be submitted far in advance of the trip's departure date. The U. S. Department of State recommends submitting an application a minimum 4-6 weeks in advance. More passport and country-specific travel information can be found at <http://travel.state.gov>.

Passport forms, information on processing centers, costs and passport photos are available in the Office of International and Off-Campus Studies. Assistance with acquiring visas will be handled on a case-by-case basis, as visa acquisition is a more difficult and individualized process. More information on visa requirements for specific countries can be found at <http://traveldocs.com/visas.htm>. Additionally, please note that international students may have different visa requirements than US students for entrance to certain countries. The Office of International and Off-Campus Studies will provide the Director of Intercultural Life with the names of international students planning to travel internationally, and the location of their course. The Office of Intercultural Life is responsible for informing international students on visa requirements for their Off-Campus Studies courses.

Health

The safety and security of students and faculty is a priority of Cornell College, especially when students travel off-campus for courses. A nurse from Student Health Services will communicate with each class travelling abroad prior to departure to discuss health risks and preventative recommendations specific to the course destination(s). Scheduled meetings are mandatory for students traveling outside of the

U.S./Canada, Australia/New Zealand, or Western Europe. If a student is unable to attend a meeting, they must either meet with the nurse in person to discuss health recommendations, or the nurse will send them an email with the same relevant information provided in the pre-departure meeting.

Immunizations

If, after meeting with Student Health Services, you remain unsure about immunization recommendations, check the Center for Disease Control website (<http://www.cdc.gov>) for comprehensive information about your destination.

Medicine

Students and faculty traveling with pre-existing medical conditions that require the person to take medications during the trip may need a letter from a physician describing the condition and the medication necessary. Depending on the country to which you are traveling, this list might include the generic names of the drugs. All medication should be kept in the original prescription bottles. Never pack essential medications in your checked baggage.

EIIA and Liability

Cornell College has purchased a supplemental insurance policy through EIIA (Educational & Institutional Insurance Administrators) which offers basic emergency coverage administered by Starr Companies. Services include medical treatment, evacuation, repatriation of remains and other important features. This policy is offered at no cost to students and faculty members participating in off-campus trips. Additional travelers (family members, staff, and chaperones) are covered IF the Office of International and Off-Campus Studies has them listed as participating in the trip. A basic informational flier will be provided at the course pre-departure meeting to outline the details of this policy.

Cornell College, in an effort to bring liability procedures to the level of many comparable institutions, requires the completion of an informational and liability form prior to departure. Students will be required to complete a “Release of Liability, Waiver of Rights, Assumption of Risks, and Indemnity Agreement” form. This form will release Cornell College and its faculty from any and all liability from any injury, property damage, or death that a student may suffer as a result of their participation in the course.

Faculty and staff also are required to complete a form which includes emergency contact and medical information. Additional guests traveling on the trip (spouses, children, chaperones, etc.) **must** also complete a similar form. It is important that these details be available for faculty, staff and guests alike in the event of an emergency. *It is recommended for all people traveling to register themselves on the [EIIA Europ](#)

[Assistance website](#).* Keep in mind that medical treatment can be difficult to obtain without pre-approval from the insurance company. The Europ Assistance website has updated lists of hospitals and clinics that are pre-approved through EIIA in each country and region. However, a credit card or cash is often the only way to receive medical care in a hospital or clinic which is not affiliated with EIIA. In this case, a student or faculty member who incurs medical expenses during a course trip may have to pay for the expenses up front and [submit a reimbursement claim](#) through EIIA at a later time.

Challenges Abroad

Money

Professors are responsible for all college funds related to their off-campus courses. In order to avoid loss or theft, do not carry large amounts of money with you. You should also bear in mind that it is illegal to enter most countries with \$10,000 or the equivalent in 'financial instruments,' without declaring the money and declaring the money in some countries may incur difficult or even unpleasant consequences.

The best way to pay for things abroad is either to use a credit card or withdraw funds in local currency from an ATM using a debit card. Traveler's checks are inconvenient and no longer widely accepted. It is advisable to carry your funds in a variety of ways (ATM, credit cards, and local currency).

Should money be stolen, the college will only consider requests for faculty reimbursement for lost funds if documentation (police report, tour agency report, hotel complaint, etc.) is received regarding the incident. This documentation should be turned in with your expense account.

Discipline Issues

Discipline issues can arise at any time during an off-campus course and faculty should be prepared to deal with such issues. Faculty and students should be aware that students are subject to the judicial process upon return to Cornell. **You may also dismiss a student for cause from the class during the trip.** The decision to remove a student from a course should not be made without consulting both the Associate Dean of the College and the Dean of Students.

Alcohol policy

According to the *Compass*, Cornell students are expected to use alcohol responsibly. The responsible use of alcohol means:

- complying with state and national statutes regarding alcohol use, possession, and distribution
- making an informed decision about whether and/or when to use alcohol
- knowing your alcohol tolerance limits and not exceeding them
- behaving in a way that is not disruptive or otherwise harmful to you or others when you are consuming alcohol
- assuming accountability for your actions while under the influence of alcohol
- not engaging in binge drinking.
- not coercing or forcing anyone of any age to consume alcohol

- not coercing or forcing anyone to engage in sexual activity when either party has been consuming alcohol
- refraining from engaging or participating in drinking games

However, faculty may require a stricter drinking policy if they so choose. This policy should be effectively communicated with students prior to the start of the course.

Sexual Harassment/Misconduct

The *Compass* clearly outlines a policy for defining, reporting and accounting for sexual harassment cases. While this policy is written for the Cornell campus, students studying off-campus on a Cornell course are still part of the Cornell community and as such have the same rights and responsibilities that they would on campus. Please refer to [Student Policies and Information](#) for further information.

Violations of this policy should be reported promptly. As long as the individual being accused is a member of the Cornell College community, the College may investigate and take necessary action if warranted. However, the College's ability to pursue the complaint to conclusion may be hindered by the passage of time. Prompt reporting is crucial to help ensure full investigation of complaints. A delay in reporting can adversely affect both the informal and formal adjudication procedures. Victims of, and witnesses to, sexual misconduct are strongly encouraged to report the misconduct immediately.

College faculty and staff are mandatory reporters and as such must report all information they receive about suspected incidents of sexual misconduct if any of the involved individuals are Cornell students and employees, whether this misconduct occurs on or off-campus, by contacting the Title IX Coordinator, the Dean of Students, Employee Relations Coordinator, Dean of the College or by submitting a [Sexual Misconduct Incident Report](#).

There are people available to help individuals who have been affected by an incident of sexual misconduct within or outside of the Cornell community. Cornell College counselors provide free counseling for survivors of sexual misconduct. Additional resources in the area are also available to you.

Students can call or approach any of the people on the list below **confidentially and off the record** and tell them what happened. They will listen and explain one's options. They will maintain confidentiality consistent with professional standards and practices. **Talking to any of these people does not constitute reporting the incident.**

On-Campus Confidential Resources:

- **Director of Student Health Services, Nancy Reasland (x4292)**
 - **Chaplain of the College, Catherine Quehl-Engel (x4402)**

Emergency Procedures

Emergency Cards

Faculty/group leaders will be given emergency procedure information prior to leaving Cornell. Following the guidelines/procedures on this card will ensure good communication between the group and the College. You should keep an emergency procedure card with you at all times.

Responding to an emergency:

- In an emergency, your first responsibility is to safeguard and secure the well-being of program participants. Obtain a clear description of what has happened and take all necessary steps to ensure that no further element of risk remains.
- When you have secured the safety of the students and staff and have the basic facts of the situation, notify Cornell College immediately (see Emergency Contacts).
- Call EIHA and quote our policy number (352191) to receive a claim number and instructions (the number is on the insurance cards/passport stickers) and contact a healthcare provider if one is needed.
- Notify the U.S. Embassy or Consulate in the event of a crisis involving life-threatening situations, political issues, or criminal activity.
- Consult with the Associate Dean of the College before dismissing any students from the program or course.
- Refrain from making statements to the media. College Communications will handle all contact with the media from the campus.
- In the event of an ongoing crisis or natural disaster, be prepared to provide very accurate and detailed information. The U.S. Embassy or Consulate can be helpful when gathering this information. In order to assess the real danger to you and your students, consider the following:
 - *What is the event's proximity to you?*
 - *What impact does the event have on the availability of food, water and medical supplies?*
 - *The target of the political unrest.*
The presence of military, hostile or emergency personnel.
 - *The feasibility of continuing class.*
 - *The safety of students traveling in the country.*

A decision to cancel or suspend a course should involve a conversation with the Office of Academic Affairs and the Dean of Students. If that decision is made, the Office of International and Off-Campus Studies will assist with arrangements.

Who to Call

In the event of a mental health crisis, contact:

- Dean of Students Gwen Schimek
 - Office: 319-895-4234
 - Cell (after hours): 651-245-6903

In the event of any other sort of emergency, contact:

- Off-Campus Studies Coordinator Anna Butz
 - Office: 319-895-4385
 - Cell (after hours): 319-558-8690
- Associate Dean Erin Davis
 - Office: 319-895-4296
 - Cell (after hours): 515-257-0057

If you cannot reach someone quickly at their office/cell/home telephone number, **call Campus Safety at (319) 895-4299** and ask for Security to page the administrator on 24-hour emergency duty call.

Incident/Emergency Reporting

College faculty and staff are mandatory reporters and as such must report all information they receive about suspected incidents of sexual misconduct if any of the involved individuals are Cornell students and employees, whether this misconduct occurs on or off-campus, by contacting the Title IX Coordinator, the Dean of Students, Employee Relations Coordinator, Dean of the College or by submitting a Sexual Misconduct Incident Report.

In addition, faculty and other college personnel using the McLennan Center should report any of the following incidents that occur at the Center:

- Murder
- Hate crime
- Sex Offense (rape, fondling, incest, statutory rape, domestic violence, dating violence, stalking, harassment)
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Liquor law violations
- Drug violations
- Illegal weapons possessions
- Fires

More information about Cornell incident reporting can be found on the [Student Affairs Website](#)

Reports can be filed at https://cornellcollege-advocate.symplicity.com/public_report/index.php/pid455419?

EIIA Insurance

_____ EIIA offers travel assistance services through Starr. This service is available 24 hours a day, 7 days a week, 365 days a year and provides a number of travel services including assistance both before and during travel. These services include assistance with the following: weather conditions, currency rates, replacing lost documents, emergency travel services, emergency cash, legal referrals, language interpretation, medical transport, and security evacuation.

Contacting EIIA

- Toll free in the US or Canada: +1 (855) 901-6712
- Collect outside of the US: +1 (240) 330-1551
- Email: ops@europassistance-usa.com

Faculty Checklist

Pre-Departure

- Read the Handbook for Faculty and familiarize yourself with the information
- Make all appropriate travel/accommodation arrangements
- If necessary, submit travel advance request to the Office of International and Off Campus Studies (OCS)
- Set up a course payment schedule with the Business Office and OCS Office
- Remind students to attend pre-departure course meetings
- Submit an itinerary to the OCS Office
- Provide the OCS Office with student contact information/waivers and faculty medical information form
- Go over Emergency Procedures
- Remember to take EIIA Insurance cards (if abroad)

Upon Arrival

- Inform the Office immediately if a student does not arrive or if there are any problems during travel
- Go over Emergency Procedures
- Share cell phone number(s) with students
- Obtain student cell phone numbers (if applicable)
- In some cases you should notify the American Embassy that you are in the country

In Case of Emergency

- Secure a safe location
- Contact or respond to directions of local authorities
- Notify Cornell as soon as possible (see Emergency Contacts)
- Refer to Emergency Procedures section for response steps

After Returning to Cornell

- Give account expenditure form and receipts to the OCS Office