2019-2020 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

600 First Street SW
Mount Vernon, IA 52314-1098
Phone: 319-895-4385

Off-Campus Studies Coordinator Anna Butz (office: 319-895-4385; cell: 319-558-8690)
Associate Dean Erin Davis (office: 319-895-4296; cell: 515-257-0057)
Dean of Students Gwen Schimek (office: 319-895-4234; cell: 651-245-6903)
www.cornellcollege.edu/off-campus-studies
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Expectations of Faculty Teaching Off-Campus Courses

- Faculty planning to teach an off-campus course should be prepared well in advance of their course. This includes creating a proposal, itinerary, syllabus, and budget for the course.
- Faculty are also expected to hold at least one pre-departure meeting for all course participants. Faculty are expected to prepare students for the cultural, academic, and other challenges they may face while off-campus.
- During the course, faculty are responsible for students and expected to be on-call 24/7. You are the first contact person in the case of a student emergency, and are responsible for communicating any emergencies (illness/injury/mental health issues) to the Office of International & Off-Campus Studies.

Proposing an Off-Campus Course

- Course proposals are due the second Monday of Block 2 in the year preceding that in which the course will take place. The course proposal form may be found here: https://www.cornellcollege.edu/off-campus-studies/course-proposal/.
- 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 domestic locations.
- The Office of International & Off-Campus Studies requires that all international off-campus courses and recommends that domestic off-campus courses, especially those in remote locations, include a second non-teaching faculty/staff member. Expectations for non-teaching faculty/staff can be found here.
- With the exception of 485 seminar courses and the Director of Cornell’s Wilderness Term, faculty members are limited to teaching one off-campus course each academic year without prior approval.

Enrollment Procedures and Policies

- 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 others in the group. Typically, but not always, accommodations can be found that will make the off-campus experience possible. As the professor, you should be realistic with students about services readily available at home that may not be available in an off-campus location.
- 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, be in good academic and disciplinary standing, and have paid the non-refundable deposit. All deposits and payments will be refunded to the students if the off-campus course is canceled due to low enrollment.

Course Fee Procedures and Policies
- The Office of International and Off-Campus Studies will arrange a payment plan, set exact deadlines for payments, and enforce them.
- Students are required to submit a non-refundable deposit of at least 10% (or a minimum of $150) of the total cost of an off-campus course. The payment is due one week after registration ends. If a student adds 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, transfer from the College, 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.
- The OCS 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. 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.
- 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 and support faculty/staff member).

Budget and Accounting
Faculty are responsible for developing an accurate course budget in consultation with the Office of International and Off-Campus Studies. Faculty must keep and submit accurate expenditure records, receipts, and an Expense Report Form to the Office of International and Off-Campus Studies within 30 days of the end of the course.

Planning your budget:
- Plan for all transportation, accommodation, programming, covered meals, etc.
- You do not necessarily have to cover all expenses, but uncovered costs should be clear. Decide what is and is not included in the course costs. 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.

- The course cost is not required to cover all meals. 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.

- Adequate funds must be in a course account in order to purchase tickets, make reservations, etc.

Professors are responsible for all college funds related to their off-campus courses.

- 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.

- Faculty may request a cash advance (not to exceed $7,500) for their off-campus course through the Travel Loan and Expense Reporting Form on the Business Services website. This advance request should break down the amount requested in the following categories: transportation, lodging, meals, and other. The cash advance should be requested at least two weeks prior to course departure.

**Promoting Off-Campus Courses**

Faculty should:

- Participate in the January Off-Campus Course Fair
- 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.

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 Off-Campus Course Fair in early January
- Submit information which promotes off-campus courses to Today@Cornell/This Weekend@Cornell/Block Break@Cornell, and the Campus E-Newsletter
- Other, as determined by the Office of International and Off-Campus Studies

Off-campus courses are promoted to current students and to prospective students through the Cornell Report, newsletters, the Cornell website, social media, and other outlets.

- 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. . The Public Relations and Digital Content Director can assist with general guidelines for video shooting. In addition the [OCS website](#) has basic instructions on taking culturally sensitive photographs.

- 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.” All students have given permission to be photographed unless otherwise indicated to the faculty member and/or the Office of International & Off-Campus Studies.

Travel Arrangements

● Faculty should work with the Office of International & Off-Campus studies in making travel arrangements. All group travel will be arranged by the Office of International and Off-Campus Studies, generally through special arrangement with the college’s travel agent. We will not book flights or other travel arrangements 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.

● Unless otherwise approved, students traveling on Cornell off-campus courses are required to participate in the group travel arranged by the Office. **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. Outside of Eastern Iowa Airport, transportation to and from the airport must be arranged via the Office of International & Off-Campus Studies and paid for through the course account.

Itinerary and course syllabus

Faculty members must provide the Office of International & Off-Campus Studies with a final itinerary for the trip, including exact departure/arrival dates, accommodation, and transportation information prior to departure. Please refer to the [Google Drive folder](#) for sample itineraries and syllabi for OCS courses.

Pre-Departure Course Meetings

● **At least one mandatory** course meeting prior to leaving campus is required for all off-campus courses.

● 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.

● Topics that must be covered during the pre-departure meeting(s):
  ○ Health: risks in country, opportunity for disclosure of special medical needs
  ○ Contingency plan: who will be contacted in case of emergency?
  ○ Insurance (student form)
  ○ Legal Liability (student form)
    ■ Safety: travel, current political climate in the country of destination.
    ■ Disclosure of risks, identification of high-crime areas are important topics for discussion.
  ○ Travel arrangements
  ○ Housing arrangements: homestay expectations; hotel expectations
  ○ Expectations of Students
Conduct
- Alcohol (According to the Compass, Cornell students are expected to use alcohol responsibly. However, faculty may require a stricter drinking policy if they choose.)
- Policies regarding student independent travel
  - Academic considerations
  - Culture

The Off-Campus Studies Coordinator must be present at at least one of these meetings in order to go over insurance information, meal refunds, emergency preparedness, and paperwork with students.

Pre-Departure Health Meeting
- The safety and security of students and faculty is a priority of Cornell College, especially when students travel off-campus for courses. The Director of 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 Director in person to discuss health recommendations, or the Director will send them an email with the same relevant information provided in the pre-departure meeting.

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. This service is available 24 hours a day, 7 days a week, 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.
  - This policy is offered at no cost to students and faculty members participating in off-campus trips. Additional travelers (spouses and dependents of faculty 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.
- Faculty and staff 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.
  - Keep in mind that medical treatment can be difficult to obtain without pre-approval from the insurance company. The EuropAssist 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.

**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

**Emergency Planning**
Tri-Fold Cards: Faculty/group leaders and students 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.

Faculty should also research and have emergency contact information for their off-campus locations. This could include 24/7 emergency lines (911 equivalent); hospitals, medical providers, mental health professionals, or other support services.

**Emergency Response**
- 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 Cornell Emergency Contacts).
- Call EIIA and quote our policy number (352191) to receive a claim number and instructions (the number is on the insurance cards) and contact a healthcare provider if one is needed.
- Refrain from making statements to the media. College Communications will handle all contact with the media from the campus.
- Contact the U.S. Embassy or Consulate in the event of a crisis involving life-threatening situations, political issues, natural disasters, or criminal activity. 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 or dismissing any students from the 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.

**Cornell Emergency Contacts**
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.

**Disciplinary Issues**
- Discipline issues can arise at any time during an off-campus course and faculty should be prepared to deal with such issues.
- You may dismiss a student for cause from the class during the trip. The decision to remove a student from a course must be made in consultation with both the Associate Dean of the College and the Dean of Students.
- If a student is sent home due to disciplinary issues, they are responsible for paying for transportation home. Students are also subject to the judicial process upon return to Cornell.

**Physical and Mental Health Issues**
- Health issues can arise at any time during an off-campus course and faculty should be prepared to assess the severity and risk of the situation and determine the appropriate response. This may include providing first aid, taking the student to a healthcare provider, and/or assisting them with obtaining medication. If professional medical care is necessary, contact EIIA to arrange an appointment.
- In some cases, it may be necessary to consider sending a student home from the course due to physical or mental health issues. The decision to remove a student from a course
must be made in consultation with both the Associate Dean of the College and the Dean of Students.

- Regardless of the severity of the situation, faculty must notify the Office of International & Off-Campus Studies.

**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 as they would on campus. Please refer to [Student Policies and Information](#) for further information.

- Violations of the 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.
- **College faculty and staff are mandatory reporters** and as such must report all the 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*.
- Students can call or approach any of the people listed 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:**
  - Director of Student Health Services, Nancy Reasland (x4292)
  - Chaplain of the College, Catherine Quehl-Engel (x4402)

- Victims of, and witnesses to, sexual misconduct are strongly encouraged to report the misconduct immediately. 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.
Faculty Checklist

Pre-Departure
___ Read the Handbook for Faculty and familiarize yourself with the information
___ Make all appropriate travel/accommodation arrangements
___ If necessary, submit cash advance request to the Office of International and Off Campus Studies (OCS)
___ Set up and host pre-departure course meetings
___ Submit an itinerary to the OCS Office
___ Provide the OCS Office with student contact information and faculty medical information form
___ Go over Emergency Procedures

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 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