

**OWU Connection Programs / IOCP -- Services & Support  
for Short-Term Institutionally Sponsored International Programs & Travel**

Planning/Design Stage

- I. Secondary assistance with APC policies and procedures
- II. Guidance on standards of practice
- III. Guidance for professional obligations and assumption of risks
- IV. Secondary assistance with itinerary planning (see V.)
- V. Referral to travel services providers (TSP), institutional partners, & organizations for itinerary planning, reservations and booking.
- VI. Budgeting guidance, cost estimation
- VII. Booking and reservations assistance (*offered on a limited basis when TSP unable*)

Pre-Departure Stage

- I. Promotion of TLC Program, assistance with TLC course promotion
- II. Student application and selection system
- III. Travel medicine referrals, travel clinics for all travelers
- IV. Travel visa facilitation
- V. US Dept. of State Traveler Registration (“US STEP”)
- VI. Pre-departure letter to all selected participants . Items addressed:
  - A. Duty to warn of risks / waiver of liability
  - B. Passport/visa issues
  - C. Medical/prescription drug advising
  - D. Student behavior responsibilities
  - E. Parental /financial guarantor permission, financial responsibility form
- VII. Faculty Pre-Departure Meeting -- General
  - A. OWU / IOCP Critical Incident Response Procedures (CIRP)
  - B. Health/Evac/Repat Insurance Coverage Information
  - C. P-Card use and tracking of expenses
  - D. Duty of care, student supervision responsibilities
  - E. Student behavioral issues and student conduct
  - F. FERPA, Clery, VAWA, Title IX and other regulatory issues

- VIII. Faculty Pre-Departure Meeting – Table Top Scenario Exercise (optional)
  - A. Travel interruption planning
  - B. Student illness/injury planning
  - C. When to call for assistance
  - D. Student behavioral issue planning
  - E. Other situations also
  
- IX. Faculty Leader Travel Information Packet (printed and electronic)
  - A. IOCP Critical Incident Response Procedures (CIRP)
  - B. Health/Evac/Repat Insurance Coverage Information
  - C. Medical/Emergency Contact Forms (copies for all on trip)
  - D. Photocopies of passport biodata/visa pages
  - E. Emergency contact information
  - F. [other material as requested]
  
- X. Pre-departure Student On-Line Modules (on-line *Pre-Departure Essentials & Cultural Essentials*)
  - A. These are mandatory; student participation and responses to questions are Tracked. Topics include:
  - B. Personal health and safety
  - C. Legal issues
  - D. Money issues
  - E. Student conduct issues and expectations / Duty to warn
  - F. Student behavior responsibilities / group dynamics
  - G. Q&A
  
- XI. Other pre-departure programming for students, *e.g.* “Women and Study Abroad”, Merrick Mentor one-on-one advising, special presentations, etc.
  
- XII. Faculty must prepare and orient students for their particular trips.

Travel, Post-Travel Stage

- I. On-Call for anything
- II. Parent/guardian/family communications
- III. Medical/Emergency/Crisis Communications Management
- IV. Health/Evacuation/Repatriation Services & Insurance Coverage Management (including independent travel following end of travel for course or institutional experience)
- V. Budget / Billing / Cash Advances / P-Cards for Travel (through Connection/IOCP office)

10/2009. Revised: 12/2009, 7/2010, 9/2011, 9/2012, 12/2013, 03/2015, 04/2016, 08/2018

Call: 740-368-3075 to set an appointment to meet; call 614-579-5398 at night and on the weekends if you have questions.