Going Global @ WPI
For On-Site Advisors

An Operational Handbook developed by the Interdisciplinary and Global Studies Division at Worcester Polytechnic Institute for resident advisors going to the residential project sites

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Going Global at WPI
Operational Handbook for Faculty Advisors

Section 1 – WPI and IGSD Procedures ................................................................. 4

Introduction ............................................................................................................. 4
Responsible Study Abroad: Good Practices for Health and Safety .................... 5
WPI’s Policies ........................................................................................................... 9
Alcohol Policy ......................................................................................................... 9
The Drug Free Schools and Campuses Act ............................................................ 9
Acceptable Use Policy Regarding Computers (WPI laptops, sponsor PC’s, WWW use) ................................................................. 9
Protocol for WPI Recommended Cell Phones for Overseas Project Centers ....... 10
On Site Travel Policy ............................................................................................. 11
WPI’s Policy Regarding White Water Rafting in Costa Rica ............................... 11
Out-of-pocket Expenses for Students .................................................................. 11
Mandatory Paperwork for Students ..................................................................... 12
Travel Information Form (Appendix A) ................................................................. 12
Health Update and Records Release Form (Appendix B) .................................... 13
Acknowledgment and Release Form .................................................................. 14
Informal Hearing Procedure at Off-Campus Residential Program Sites .......... 15
International Teacher Identity Cards (ITIC) ......................................................... 16
Passports ................................................................................................................ 17
Visas ...................................................................................................................... 17
Registration at the Consulate or Embassy .......................................................... 17
Safety ...................................................................................................................... 18
Safety Tips from the US State Department .......................................................... 20
Avoiding Foreign Travel Risks ............................................................................ 21
Rental Car Issues ................................................................................................. 22
WPI Offices .......................................................................................................... 23
WWW Addresses .................................................................................................. 24

Section 2 – Crisis Management Plan .................................................................. 25
IGSD Emergency Response Facilitators .............................................................. 25
WPI Emergency Numbers .................................................................................... 25
IGSD Crisis Team Members ................................................................................ 26
Crisis Resource Staff ........................................................................................... 27
Embassy and Consulate Listings ......................................................................... 28

Standard Operating Procedure for an Incident or General Emergency .......... 29
Reporting of an Incident ...................................................................................... 29
Accusations of Harassment ................................................................................ 29
WPI’s Harassment Policy ..................................................................................... 29
Disciplinary Action ........................................................................................................29
Serious Illness, Injury, Assault, Sexual Assault, Death, Disappearance, Threat to
the Safety of Participants ..........................................................................................30
In the event of a student death ..................................................................................31
In the event of a serious crime involving a student ................................................32
In the event of suspension of the program and a need to evacuate students and
faculty: .......................................................................................................................33

Section 3 – Transition Issues ....................................................................................35
In preparation to return home ......................................................................................36

Section 4 – Appendices .............................................................................................38
Appendix A – WPI Off-Campus Study Travel Information Form ...........................38
Appendix B – Off-Campus Students’ Health Update and Records Release ..........39
Appendix C – Protocol for PCs for Off-Campus Project Centers .........................40
Appendix D – Cell Phone Protocol Recognition ....................................................41
Appendix E – On Site Travel Form .........................................................................42
Appendix F – Memo regarding Insurance Coverage for Rental Vehicles ..............43
Appendix G – IGSD Incident Report .......................................................................44
Section 1 – WPI and IGSD Procedures

Introduction

Worcester Polytechnic Institute has been practicing innovative, project-based technological education for over 30 years. WPI requires all undergraduates to complete a series of projects, including one in which they examine how science or technology interacts with societal structures and values - the Interactive Qualifying Project. Because of its commitment to a global perspective, the university offers its students opportunities to complete this degree unique degree requirement at locations around the world. WPI operates more than ten international project programs where students, with resident faculty advisors, live and work full time solving real-world problems for public and private agencies and organizations. WPI sends more engineering and science students overseas for experiential learning than any other US college or university; during the 2007-2008 academic year, approximately 525 WPI students -- over half of the junior class -- will travel to a global project site to complete one of these projects.

Congratulations! You are beginning to prepare for one of the most meaningful experiences that you will encounter while at WPI. In order to insure that you have a successful experience, the Going Global at WPI Operational Handbook has been compiled from a number of sources to provide as much practical information as possible that may be applicable to all project sites. This Handbook was prepared to inform the resident faculty advisor who anticipates advising in the Global Perspective Program during the 2007/08 academic year.

A successful off-campus experience does not just occur; it requires careful consideration of things you will need to do before you leave, and while at your off-campus site. The Interdisciplinary and Global Studies Division (IGSD) has developed this document to outline these considerations.

For the mutual protection of WPI, the faculty, the students, and their families, the obligation assumed by each must be carefully defined and understood. You should recognize the fact that you have entered into a contractual agreement with WPI that states the obligations and responsibilities of both the university and yourself. This Handbook was created as the document that should be read carefully and thoroughly to avoid misunderstandings.
The following text is taken from the NAFSA: Association of International Educators' website. NAFSA is the predominant professional association in the world dealing with international education, and the section of the Association that deals specifically with study abroad currently known as the Education Abroad Knowledge Community. A committee of study abroad professionals (the Interorganizational Task Force on Safety and Responsibility in Study Abroad) developed the following document and is included here for your reference. Please keep in mind that while WPI’s off campus program is unique in its structure, the University is committed to uphold the standards of the profession.

**Responsible Study Abroad: Good Practices for Health and Safety**

**Statement of Purpose**

Because the health and safety of study abroad participants are primary concerns, these statements of good practice have been developed to provide guidance to institutions, participants (including faculty and staff), and parents/guardians/families. These statements are intended to be aspirational in nature. They address issues that merit attention and thoughtful consideration by everyone involved with study abroad. They are intentionally general; they are not intended to account for all the many variations in study abroad programs and actual health, safety and security cases that will inevitably occur. In dealing with any specific situation, those responsible must also rely upon their collective experience and judgment while considering their specific circumstances.

**I. Responsibilities of Program Sponsors**

The term "sponsors" refers to all the entities that together develop, offer, and administer study abroad programs. Sponsors include sending institutions, host institutions, program administrators, and placement organizations. To the extent reasonably possible, program sponsors should consider how these statements of good practice may apply. At the same time, it must be noted that the structure of study abroad programs varies widely. Study abroad is usually a cooperative venture that can involve multiple sponsors. Because the role of an organization in a study abroad program may vary considerably from case to case, it is not possible to specify a division of efforts that will be applicable to all cases. Each entity should apply these statements in ways consistent with its respective role.

In general, practices that relate to obtaining health, safety and security information apply to all parties consistent with their role and involvement in the study abroad program. Much of the basic information is readily available and can be conveyed to participants by distributing it and/or by referring them to, or utilizing materials from, recognized central sources. Statements of good practice that refer to the provision of information and the preparation of participants are intended for parties that advise, refer, nominate, admit, enroll, or place students. Statements of good practice that suggest operating procedures on site apply to entities that are directly involved in the operation of the overseas program.

It is understood that program sponsors that rely heavily on the collaboration of overseas institutions may exercise less direct control over specific program components. In such cases, sponsors are urged to work with their overseas partners to develop plans and procedures for implementing good practices.

The use of letters is provided for ease of reference only and does not imply priority.

Program sponsors should:

A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.

B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation and behavior while on the program.

C. Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.

*Going Global WPI Operational Handbook*  
*Use and adaptation welcome, but please acknowledge WPI and Natalie Mello and tell us of your use (nmello@wpi.edu)*  
*4/3/2007*
D. Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.

E. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.

F. Determining criteria for an individual's removal from an overseas program taking into account participant behavior, health, and safety factors.

G. Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants, or provide information about how to obtain such coverage.

H. Conduct inquiries regarding the potential health, safety and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed.

I. Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.

J. Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.

K. Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.

L. Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.

M. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.

N. In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.

O. Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.

In particular, program sponsors generally:

A. Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.

B. Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.

C. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.

D. Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
E. Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.

F. Cannot assure that home-country cultural values and norms will apply in the host country.

II. Responsibilities of Participants

In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors.

Participants should:

A. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.

B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).

C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.

D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.

E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.

F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.

G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.

H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.

I. Accept responsibility for their own decisions and actions.

J. Obey host-country laws.

K. Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.

L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.

M. Follow the program policies for keeping program staff informed of their whereabouts and well being.

N. Become familiar with the procedures for obtaining emergency health and legal system services in the host county.
III. Recommendations to Parents/Guardians/Families

In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

Parents/guardians/families should:

A. Be informed about and involved in the decision of the participant to enroll in a particular program.

B. Obtain and carefully evaluate participant program materials, as well as related health, safety and security information.

C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.

D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.

E. Be responsive to requests from the program sponsor for information regarding the participant.

F. Keep in touch with the participant.

G. Be aware that the participant rather than the program may most appropriately provide some information.

NAFSA: Association of International Education
Responsible Study Abroad: Good Practice for Health and Safety
Guidelines, Revised November 8, 2002
http://www.nafsa.org/knowledge_community_network.sec/education_abroad_1/education_abroad_2/practice_resources_12/most_commonly_used_resources/guidelines_for_health
WPI’s Policies

Occasionally WPI receives information regarding dangers involved in a particular activity at a particular site. After assessing the risks, which includes consulting with professionals who have first hand knowledge of the activity and the site, WPI may issue a policy restricting participation in that activity. All participants are expected to abide by this policy and the resident faculty advisor is expected to lead by example.

All WPI students who are participating in an off-campus project experience are expected to behave in a manner so as to not put themselves at risk. All students have an obligation to look out for each other and themselves. This means that if one student observes another engaging in risky behavior, that student should report the behavior to a faculty advisor. The faculty advisor must then address the issue with the student at risk. Repeated behavior identified as risky will be cause to send the student home.

Alcohol Policy

The following policy has evolved from careful consideration of the change in Massachusetts’ law by WPI’s legal counsel, risk management and insurance consultant, and WPI personnel.

The recent change in Massachusetts’ criminal law applies only to the Commonwealth of Massachusetts; however, WPI extends the policy that [faculty and staff] should not serve alcoholic beverages to persons under 21 even at private social functions (for example, department parties or at [their] homes) to all states and territories, domestic or foreign, in which a WPI employee or student is functioning in their capacity as a WPI employee or student or is involved in a WPI activity of any type.

Anyone who chooses to violate this policy does so at their own personal risk.

The Drug Free Schools and Campuses Act

The Drug Free Schools and Campuses Act (DFSCA) is a federal mandate that says U.S. schools must certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs by students, faculty and staff.

These regulations are portable covering international study abroad programs.

Foreign study programs, like their parent colleges and universities, have an educational, ethical, and legal responsibility, to act forcefully to promote a foreign study environment free from Alcohol and Other Drug problems.

Acceptable Use Policy Regarding Computers (WPI laptops, sponsor PC’s, WWW use)

At a minimum, you must adhere to the WPI Acceptable Use Policy (http://www.WPI.EDU/Pubs/Policies/AUP/) whether using WPI computer resources or your housing provider or sponsor’s resources. Your housing provider or sponsor may have more restrictive computer and web use policies and those must be followed. It is your responsibility to determine what your housing provider or sponsor’s policy is and to comply with it. Using a housing provider or sponsor’s network(s) or computer(s) for recreational use (defined as non-project related use – on or off the web) is not permitted. Violators will be subject to disciplinary actions.
Protocol for WPI Recommended Cell Phones for Overseas Project Centers

WPI strongly recommends that students who participate in the overseas Global Perspective Program carry a cell phone provided by Roadpost Company (product – Brightroam. It is expected that the following protocol will be followed and the students using the cell phones will assume proper fiscal responsibility.

*If students choose not to take advantage of the negotiated opportunity for a Brightroam cell phone outlined below, it is the student’s responsibility to return the appropriate form indicating that they will not be participating.*

**Procedure**

1. Students are required to contact Roadpost (877-236-4121 X324 Josee-Anne Collin jcollin@roadpost.com) and provide their name, school (WPI), address and phone number and she will call you back to get your credit card information.
2. Students are responsible for the cell phone assigned to him or her.
3. Students are responsible for meeting the specified deadline for contacting Roadpost and securing their cell phone.

**Receiving the cell phone**

1. Students must contact Roadpost to arrange for direct delivery of the cell phone.

**Using the cell phone while on site**

1. You should carry the cell phone with you at all times – including when traveling on weekends or away from the project site.
2. All students must supply the on-site faculty advisor(s) with a written itinerary if you plan to travel overnight at any time during the project experience. (The required form is at [http://www.wpi.edu/Academics/Depts/IGSD/Students/travelform.pdf](http://www.wpi.edu/Academics/Depts/IGSD/Students/travelform.pdf))
3. If you travel to a location where your cell phone does not function you must call the on-site faculty advisor upon arrival with a phone number where you can be reached.
4. You are financially responsible for ALL CALLS made to and from your cell phone. (Do NOT lend your phone to others as you will pay for the call.)
5. WPI and Roadpost have an agreement where students will be billed for the cost of renting the phone and loss/theft/damage insurance for the period required at the project site at a reduced rate. All other are your responsibility and will be billed separately by Roadpost.

*Rates and product may vary by country.*

**Advisors**

As you know, WPI is no longer in the cell phone business. We have moved to a policy of strongly recommending that students carry a cell phone, but we no longer require them to carry one. At many sites there may be appropriate local solutions for cell phone communications that will obviate the need to carry a state-side phone.

However after much thought and consideration of emergency situations when you as the advisor might need to be contacted, or to contact others, we believe that each advisor should have a phone. If you plan to acquire a local cell phone on site, please do, and tell us as soon as possible what the number is so that you can be contacted in an emergency. If you would prefer not to get a local phone, we ask that you use one of the T-Mobile phones available through the ATC. The rental will be covered by WPI as will all urgent calls. However, we would expect that advisors would use their COBLA to cover personal calls if they choose to use the phone for those calls. Either way, we ask that you carry a cell phone while on site, and let your students know the number.
**On Site Travel Policy**

Students are required to keep the resident faculty advisors informed of their whereabouts. Each weekend every student must be accounted for – whether traveling or staying in residence (see On Site Travel Form – Appendix E). An On Site Travel Form with every student’s name must be on file with the resident advisors.

The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time. If students are delayed they MUST contact your resident faculty advisor to inform them that they are safe.

**WPI’s Policy Regarding White Water Rafting in Costa Rica**

WPI has received information regarding the dangers involved in participating in white water rafting activities in Costa Rica. After assessing the risks, WPI’s policy is that no participants in the Costa Rica Project Center will participate in white water rafting activities.

All participants are expected to abide by this policy.

**Out-of-pocket Expenses for Students**

Current WPI policy states that students are expected to contribute $25 per person per 1/3 unit of IQP work toward any out of pocket expenses encountered. This means that each student is expected to pay $75.00 towards the completion of the IQP before asking for reimbursement of any kind. If you have a project team of 4 students, then the total contribution before being reimbursed is $300. If you anticipate that your expenses will exceed this expectation, then you must submit a budget for your project. The on-site faculty advisor and Center Director must approve this budget prior to submission of any expenses to the IGSD. (Commuting costs are not reimbursable.)
Mandatory Paperwork for Students

The following forms must be on file in the IGSD office before faculty and students leave WPI for their off-campus project experience. If any forms are missing, students are in jeopardy of not being allowed to participate at off-campus programs.

*All students are given a hard deadline that they must meet. Please reinforce the importance of meeting these deadlines with your students. The IGSD will deliver to each advisor a complete set of forms for every student the week before departure.*

The IGSD strongly recommends that faculty advisors fill out the Travel Information Form and the Health Update Form as well. We will then have a record of important information in the case of an emergency concerning a faculty member.

Travel Information Form (Appendix A)

The IGSD must have a completed Travel Form from each student on file before the student leaves for a site. The office keeps a copy of this itinerary and we send a copy with you, the faculty advisor. By doing this, the IGSD staff, the advisor and the local coordinator all know when and where every student will arrive and will be alerted if a problem arises. Whenever possible, students will be met at a pre-agreed location depending on their itinerary.

Any students traveling outside the United States to a WPI project site must supply the IGSD with a photocopy of the information page of their passport. Copies are sent with you, the faculty advisor and kept on file in the IGSD. If a passport is stolen or lost while outside the U.S., having copies of this document will greatly facilitate having a new one issued while overseas. Another thing that one can do to facilitate having to process a new passport while overseas is to carry duplicates of passport photos with the passport number written on the back. However, these photos must be carried securely, yet separate from your passport.

Faculty advisors should plan to arrive on site earlier than the students. Students should understand that they are responsible for making their own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date. If you are traveling by air, you must have confirmed reservations. Flying stand-by is not acceptable.

Students and their families should also understand that while WPI encourages students to travel during their free time, the university takes no responsibility for the student’s safety during independent travel. The student must inform you, the faculty advisor, of any travel plans and when they should be expected back on site. Faculty advisors should also inform the students if the advisor plans to be away from their residence overnight. Students should be given a phone number that they can call in an emergency.

Students may not take vacation days off from their project work, even if they have the permission of their project mentor. If they have an urgent family or academic or job-related need to travel away from their project site on a project workday, they must consult with the faculty member in residence before making any travel.
Health Update and Records Release Form (Appendix B)

The IGSD must have a completed Health Update and Records Release Form on file for each student before the student leaves for her site. The IGSD keeps a copy and sends a copy with you, the faculty advisor in case of an emergency. The student should list any medical conditions that could affect the student while off-campus (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, the student must list any changes in their health not noted on medical records on file with WPI Health Services. Medical allergies must be listed, as well as prescription medications.

The IGSD strongly recommends that every student who plans to travel outside of the United States should read closely all information put forward by the Center for Disease Control specific to the geographic area where they will be going.

When traveling abroad it is a good idea to take a supply of prescription medications sufficient to last for the entire length of the trip. Prescription medicines should always be kept in the original containers with the prescription label intact to avoid problems with customs officials. It is also important to take along a copy of the prescription from the student’s physician, clearly written, in generic terms, and with an indication of the condition being treated. Emergency contact information must also be provided to the IGSD on this form: name, relationship, address, and phone (home and work).

Faculty advisors, students and their families should understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for every activity or medical need. It is the faculty advisor’s and the student’s responsibility to carry medical insurance that is valid at the off-campus site for the length of the stay.

Faculty and students must accept all financial responsibility for any medical treatment received while at the program site. Everyone should understand that to obtain medical care abroad it is usually necessary to pay when the care is administered and then seek reimbursement from the insurance company upon return home.
Acknowledgment and Release Form

All participants are required to sign a Voluntary Acknowledgment Form that will be kept on file in the IGSD. The text of the form is below for your convenient referral. We hope that by asking participants to read and sign such a form that we remind them of the nature of their participation and the responsibilities which are assumed by the individuals.

ACKNOWLEDGEMENT and RELEASE

I acknowledge that I am voluntarily participating in the __________________________ (the “Program”), which is being offered by Worcester Polytechnic Institute (WPI). I further acknowledge that WPI has provided me with adequate information about the Program, both verbally and through written materials, and that I have read and understand such information. I agree to comply with any immunization or medical treatment necessary to participate in this program. I also acknowledge that any laptop computer (or other form of computer or digital storage device) that I may take abroad cannot contain any restricted information as such action may be considered an export subject to Federal control and regulation.

Assumption of Risk and Release of Claims. Knowing the risks described, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Program. To the maximum extent permitted by law, I release and indemnify Worcester Polytechnic Institute, and its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the Program (including periods in transit to or from any site in country where the Program is being conducted).

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS.

Participant Signature     date

Printed Name     date of birth*

*If participant is under 18 years of age, both parents and/or legal guardians must also read and sign this form.

I am the parent or legal guardian of the above Participant, have read the foregoing Acknowledgement and Release Form (including such parts as may subject me to personal financial responsibility), and will be legally responsible for the obligations and acts of the Participant as described in this Acknowledgement and Release Form, and agree, for myself and for the Participant, to be bound by its terms.

X

Signature of Parent / Guardian     Date

X

Signature of Parent / Guardian
Informal Hearing Procedure at Off-Campus Residential Program Sites

Students at off-campus residential program sites, accused of violating the WPI code of conduct or any other WPI policy as outlined in the annual Campus Planner shall be accorded an informal on-site hearing before a WPI representative designated by the dean of Interdisciplinary and Global Studies Division. The following guidelines will be applicable.

(a) Students will be informed of the complaint pending and the time, date and location of the informal hearing, in writing, at least two (2) days prior to the hearing. This notice should include a full description of the incident, names of witnesses, if any, and a reference to the section(s) of the campus code allegedly violated.

(b) The informal hearing shall be conversational in nature and non adversarial.

(c) Before the hearing, the student shall be given the opportunity to consult with an on-site advisor of their choice or a member of the WPI community.

(d) During the hearing, the WPI representative shall elaborate on the nature of the complaint and present any evidence or witnesses in support of that complaint.

(e) The accused student shall have an opportunity to respond to the complaint and present any evidence or witnesses in response to the complaint.

(f) The WPI representative will make a determination of the student’s responsibility for the complaint based on the outcome of the informal hearing.

(g) If the student is found responsible, the WPI representative must contact the dean of students or her/his designee to review the student’s past record, if any, before a sanction is determined. The WPI representative must then consult with the Dean of Students Office and the Director of global operations in Interdisciplinary and Global Studies Division to determine an appropriate sanction for the offense.

(h) All decisions shall be final and not subject to appeal on site. The decision may be appealed to the Dean of Interdisciplinary Studies Division once the student has returned to the WPI campus. Appeals may be submitted in writing to the Dean of Interdisciplinary Studies Division within seven (7) days of the start of classes of the term following the off campus project experience. The appeal must be specific and contain a full description of the basis for the appeal. A given case may be appealed only once. Grounds for an appeal must be based on one or more of the following criteria:

   a. Failure to follow the procedures outlined in the Campus Planner and Resource Guide;
   b. Inappropriate gravity of the sanction in relationship to the offense;
   c. That no reasonable person could conclude, on the basis of the evidence presented, that the accused was responsible.

The appeal will not be reviewed until after the start of the term following the off campus project experience when all parties involved have returned to the WPI campus.

(i) If the on-site WPI representative determines that continued presence at the project center by the student would constitute a danger to the safety of persons or property on the premises of the project center, a recommendation for interim suspension may be made to the vice president for student affairs.

Note: WPI’s Academic Honesty Policy and the procedures described therein also apply to the off campus residential programs. The WPI representative must communicate with the Dean of Interdisciplinary and Global Studies Division and Student Life Office before taking action.
International Teacher Identity Cards (ITIC)

All WPI personnel advising abroad are advised to get the ITIC. In some countries, the discount network is highly developed, and an ITIC will entitle holders to reduced entrance fees at museums and theaters, special rail or bus passes, and even discounts at hotels and shops. While it cannot be guaranteed that you'll get discounts wherever you go, the ITIC is the most accepted card for international access to all discounts that are available. The IGSD will provide this free of charge to the resident faculty advisor. You must supply the IGSD with two photos at the time of application. These photos can be purchased in the IGSD Office for a nominal fee of $2.00.

With the International Teacher Identity Card, you gain access to a 24-hour, toll free help line that can provide aid in the case of a medical, financial or legal emergency while abroad. You can call the ITIC Help Line from the United States at 800-626-2427. Outside of the United States, call collect at 713-267-2525. The call is free, but be prepared to provide your card number to the ITIC Help Line.

The most important reason for the ITIC requirement is the additional insurance coverage that you get. The ITIC provides a basic sickness and accident insurance policy to students while traveling outside the United States. International Teacher Identity Cards also provide the holder with emergency evacuation insurance, if due to injury or sickness, a legally licensed physician certifies the severity of your condition is such that you must be evacuated for medical treatment. In addition, cardholders are eligible to have expenses covered for the repatriation of remains in the unlikely event of death while abroad.

Students who are traveling to sites outside of the United States are required to carry with them an International Student Identity Card (ISIC). The cost of this card is built into the expenses associated with going off-campus and does not require additional fees to be charged to the student. However, students must supply the IGSD with two photos in order to process the card. These photos can be purchased at the IGSD Office for a nominal fee of $2.00.

Students are required to come to the IGSD, located in the Project Center, to fill out an application form for the ISIC and turn in their photos (extra passport photos will suffice as well, but please keep in mind the need to carry two other passport photos with you when traveling). IGSD staff will process your card, which will be given to you when all mandatory paperwork mentioned previously has been completed and turned in to the IGSD. If you need the number from your ISIC to book your flight, a photocopy of your card can be provided to you at your request. For more specific information about discounts go to www.isic.org.
Passports

Who needs a passport?
Every US citizen needs a passport to depart or enter the United States and to depart and enter most foreign countries. US Immigration requires you to prove your US citizenship and identity when you reenter the United States.

If you are not a United States citizen, contact the embassy or consulate of the country you are planning to travel to, as well as the United States Embassy in order to receive specific entry instructions. International students can consult with Mr. Tom Thomsen, Director of the International Students and Scholars Office about these issues. His contact information is listed under the heading WPI Offices.

Beware of a passport that is about to expire. Certain countries will not permit you to enter and will not place a visa in your passport if the passport is valid for less than 6 months. If your passport is expiring in less than the 6 months, you will need to get a new one. If you return to the United States with an expired passport, you are subject to a passport waiver fee of $100, payable to US Immigration at the port of entry.

It is the responsibility of all faculty members and students to acquire a passport. The IGSD does not administer this process.

Visas

A visa is an endorsement or stamp placed in a passport by a foreign government that permits one to visit that country for a specified purpose and a limited time. You should obtain all necessary visas before you leave the United States, because you will not be able to obtain visas for some countries once you have departed. Apply directly to the embassy or nearest consulate of each country you plan to visit. Passport agencies cannot help you obtain visas. It is the traveler’s (either advisor or student) responsibility to determine if a visa is needed or not.

In the case of Thailand, where everyone (students and advisors) must have a visa to enter the country, the IGSD will facilitate this process for the faculty advisor. All passports, fees, photos and other paperwork will be sent together to the Consulate from the IGSD. The faculty advisor(s) are responsible for collecting this information from the students.

Registration at the Consulate or Embassy

In the case of overseas project programs, all students are required to register at the nearest consulates or embassy. In order to expedite that procedure, the IGSD has identified consulates that have made the registration possible over the web. The IGSD will assemble the information and register each participant at the appropriate embassy or consulate.
Safety

It is expected that upon arrival at the off-campus site at the first group meeting, the on-site advisor will review some common safety precautions with the group. You should use following information to guide your conversation. The advisors should also review with all participants what the proper protocol is in the event of an emergency or the need to evacuate a site (see Section 2 of this handbook).

When traveling to an off-campus project site, there are a number of precautions you should follow in order to travel safely:

- **Do not leave your bags or belongings unattended at any time.** Security in airports and train stations are instructed to remove or destroy any unattended baggage. Do not agree to carry or look after packages or suitcases for individuals you do not know well. If someone approaches you to make such a request, tell security immediately. Make sure that no one puts anything in your luggage without your knowledge. Take all questions from airport personnel seriously and do not make jokes in response to security questions.

- **Safeguard your passport!** Your passport is the most valuable document you will carry abroad. It is your best form of identification and confirms your citizenship, you must guard it carefully. Do not lend it to anyone or use it as collateral for a loan of any sort. You will need it when you check into hotels, embassies or consulates, or when cashing travelers checks. Some countries require that you carry it with you at all times as a means of identification. When you carry your passport, hide it securely on your person. Do not leave it in a handbag, book-bag, backpack or in an exposed pocket.

- **Never keep all of your documents and money in one place or suitcase.** You should make a list of all of your important numbers - your passport information as well as credit cards, travelers’ checks and airline ticket numbers. Leave a copy at home, and carry a copy with you, separate from your valuables.

- **Carry your cell phone at all times.** Make sure it is charged and turned on.

- **Know how to contact someone for help!** Carry the emergency contact cards and local phone numbers cards in your wallet at all times.

- **Always keep the resident faculty advisors informed of your whereabouts.** If you plan to travel during the term, you must give your advisor an itinerary in writing. All students need to be accounted for every weekend whether you are traveling or not (Appendix E – On Site Travel Form).

- **The resident advisors will keep the students informed if the advisor will be off site overnight or for an extended period.** Contact information for the advisor or a local coordinator in the event of an emergency will be provided to all students in a timely manner.
• **The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time.** If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.

• **Have sufficient funds** or a credit card on hand to purchase emergency items such as train or airline tickets.

• **Always be careful about traveling alone.**

• **All WPI students who are participating in Any Project Program are expected to behave in a manner so as not to put them at risk.**

  *Note to advisors:* If a student participates in behavior that you deem is “risky” (alcohol abuse, drug use of any kind, disregard for established policies and protocols), then you should address the problem with the student(s). Contact Natalie or Paul in the IGSD and we can give you resources to help deal with the problem (sample contracts, etc.). Any issue of this kind must also be documented. Email back to WPI is fine as are copies of any notes of meetings you may have with the student(s), copies of contracts that they sign, etc.

• **All students have an obligation to look out for each other and themselves.** This means that if one student observes another engaging in risky behavior, that student should report the behavior to either of the faculty advisors. The faculty advisor must then address the issue with the student at risk. Repeated behavior identified as risky can be cause to be sent home.

• **Be as inconspicuous in dress and demeanor as possible.** If the host country nationals do not wear baseball caps and sneakers, you will stand out as a foreigner if you do.

• **Do not flash money or documents in public places.** Be discreet in displaying your passport.
Safety Tips from the US State Department

Crime in many parts of the world seems to be increasing.

Visitors should take common sense precautions:

- Safety begins when you pack. Leave expensive jewelry behind. Dress conservatively; a flashy wardrobe or one that is too casual can mark you as a tourist. Use travelers’ checks, not cash. Leave photocopies of your passport personal information page and your airline tickets with someone at home and carry an extra set with you.

- Use a money belt or a concealed money pouch for passports, cash and other valuables.

- In a car, keep doors locked, windows rolled up and valuables out of sight. A common trick is for a thief to reach through a car window and grab a watch from a persons’ wrist or a purse or package from the seat while you are driving slowly or stopped in traffic.

- When you leave your car, try to find a guarded parking lot. Lock the car and keep valuables out of sight.

- When walking, avoid marginal areas of cities, dark alleys and crowds. Do not stop if you are approached on the street by strangers, including street vendors and beggars. Be aware that women and small children, as well as men, can be pickpockets or purse-snatchers. Keep your billfold in an inner front pocket, carry your purse tucked securely under your arm, and wear the shoulder-strap of your camera or bag across your chest. To guard against thieves on motorcycles, walk away from the curb, carrying your purse away from the street.

- Use official taxi stands rather than cruising taxis. Illegal taxis can be decoys for robbers.

- Whenever possible, do not travel alone. If you travel in isolated areas, go with a group or a reputable guide.

- Avoid travel at night.

- Money exchangers on the street pass off counterfeit U.S. dollars and local currency. Credit card fraud is growing.

- Do not take valuables to the mountains or on excursions.

Any U.S. citizen who is criminally assaulted should report the incident to the local police and to the nearest U.S. embassy or consulate.
Avoiding Foreign Travel Risks

Prepared By:
William L. Granahan CIC, LIA, CMC, Senior Consultant
J.H. Albert International Insurance Advisors, Inc.
Two Chestnut Place
72 River Park
Needham Heights, MA 02494-2631

Planning and Preparing:

• Do not display provocative luggage tags, overly patriotic displays or any other indications that you are from the United States;
• Do not pack anything that could be construed as a weapon, including knives, nail files, razors or other sharp instruments;
• Arrive at the airport at least three hours in advance of your flight.

Air and Ground Travel:

• Dress casual and look like a traveler; do not dress like a “flamboyant” US patriot;
• Spend little time in foreign airports or public transportation areas that carry a high risk of or invite terrorist attacks;
• Avoid air, rail and local ground carriers from countries where terrorist groups are based or have grievances;
• Avoid flights or trains with intermediate stops, especially stops in hostile countries, which would allow terrorists to board.

In the Country:

• Avoid countries, areas of countries and regions, even for leisure travel on weekends, that are hostile or likely to be hostile to Americans;
• Study and understand the customs and political environment of the country(s) you are visiting;
• Be prudent in your choice of eating and drinking establishments;
• Avoid political discussions, confrontation and arguments;
• Do not reveal personal information to casual acquaintances;
• Beware of overly friendly or flirtatious persons;
• Always travel in groups of two or more people;
• Should you find yourself present during a coup, uprising or riot, remain in a safe harbor, such as your hotel or residence, that is not apt to be a military target;
• Carry the phone number and address of the American Embassy and local police – and a cell phone if possible;
• Return to your apartment or living quarters at a reasonable, early hour every night.
Rental Car Issues
Please refer to Appendix F for specific information regarding insurance coverage for faculty and staff while renting a car on WPI business.

WPI students working on an academic project while on site are strongly discouraged from renting a car during their time in the program. Known risks include road safety, familiarity with road conditions, condition of the vehicles available for rent and the possibility of identifying yourself as a tourist. If students choose to rent a car, they do so at their own risk.

Safety If You Rent a Car
The following information was taken from the US State Department’s website and should be read carefully.

When you rent a car, don't go for the exotic; choose a type commonly available locally. Where possible, ask that markings that identify it as a rental car be removed. Make certain it is in good repair. If available, choose a car with universal door locks and power windows, features that give the driver better control of access to the car. An air conditioner, when available, is also a safety feature, allowing you to drive with windows closed. Thieves can and do snatch purses through open windows of moving cars.

- Keep car doors locked at all times. Wear seat belts.
- As much as possible, avoid driving at night.
- Don't leave valuables in the car. If you must carry things with you, keep them out of sight locked in the trunk.
- Don't park your car on the street overnight. If the hotel or municipality does not have a parking garage or other secure area, select a well-lit area.
- Never pick up hitchhikers.
- Don't get out of the car if there are suspicious looking individuals nearby. Drive away.

Patterns Of Crime Against Motorists
In many places frequented by tourists, including areas of southern Europe, victimization of motorists has been refined to an art. Where it is a problem, U.S. embassies are aware of it and consular officers try to work with local authorities to warn the public about the dangers. In some locations, these efforts at public awareness have paid off, reducing the frequency of incidents. You may also wish to ask your rental car agency for advice on avoiding robbery while visiting tourist destinations. Carjackers and thieves operate at gas stations, parking lots, in city traffic and along the highway. Be suspicious of anyone who hails you or tries to get your attention when you are in or near your car. Criminals use ingenious ploys. They may masquerade as good Samaritans, offering help for tires that they claim are flat or that they have made flat. Or they may flag down a motorist, ask for assistance, and then steal the rescuer's luggage or car. Usually they work in groups, one person carrying on the pretense while the others rob you. Other criminals get your attention with abuse, either trying to drive you off the road, or causing an "accident" by rear-ending you or creating a "fender bender."

In some urban areas, thieves don't waste time on ploys, they simply smash car windows at traffic lights, grab your valuables or your car and get away. In cities around the world, "defensive driving" has come to mean more than avoiding auto accidents; it means keeping an eye out for potentially criminal pedestrians, cyclists and scooter riders.
WPI Offices

Interdisciplinary and Global Studies Division
Project Center, 2nd Floor
T 508-831-5547
F 508-831-5485
  • Prof. Rick Vaz, Dean
    x 5344, vaz@wpi.edu
  • Natalie A. Mello
    Director of Global Operations
    x 5852, nmello@wpi.edu

Academic Advising
Daniels Hall
T 508-831-5381
F 508-831-5486
  • Dale Snyder, Director
    X5281, dsnyder@wpi.edu

Accounting Office
Boynton Hall, 2nd Floor
T 508-831-5754
F 508-831-5064
  • Janet Whittier
    Accounts Receivable Manager
    x 5741, whittier@wpi.edu

Central Mailing Services
Campus Center, 1st Floor
T 508-831-5523
F 508-831-5753
  • Celia McLaren, Supervisor
    x 5683, cmclaren@wpi.edu

Financial Aid
Boynton Hall, Lower Level
T 508-831-5469
F 508-831-5039
  • Monica Blondin, Director
    x 5469, mmlucey@wpi.edu

International Students and Scholars Office
28 Trowbridge Road
T 508-831-6030
F 508-831-6032
  • Mr. Tom Thomsen, Director
    x6030, hartvig@wpi.edu

Academic Technology Center
Fuller Labs, 1st Floor
T 508-831-5220
F 508-831-5881
  • Mary Beth Harrity, Director
    X5810, mharrity@wpi.edu

Registrar’s Office
Boynton Hall, 1st Floor
T 508-831-5211
F 508-831-5931
  • Alaina Wiehn, Registrar
    x 5211, awiehn@wpi.edu
  • Marjorie Roncone
    x 5457, mroncone@wpi.edu

Residential Services
Ellsworth Residence, Institute Road
T 508-831-5175
F 508-831-5870
  • Naomi Carton, Director
    x 5175, letendre@wpi.edu

Student Development and Counseling Center
157 West Street
T 508-831-5540
F 508-831-5139
  • Charles Morse, Director
    x 5540, cmorse@wpi.edu

Student Life Office
Campus Center, Main Level
T 508-831-5520
F 508-831-5581
  • Philip Clay, Dean of Students
    X 5507, pclay@wpi.edu
WWW Addresses

The following are web addresses that you may find helpful, particularly before you leave for your site.

<table>
<thead>
<tr>
<th>Health &amp; Safety Sites</th>
<th>Travel Sites</th>
</tr>
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<tbody>
<tr>
<td><strong>Center for Disease Control (CDC)</strong>&lt;br&gt;[<a href="http://www.cdc.gov/travel/">http://www.cdc.gov/travel/</a>]</td>
<td><strong>U.S. Customs Office</strong>&lt;br&gt;[<a href="http://www.customs.ustreas.gov/travel/trtext.htm">http://www.customs.ustreas.gov/travel/trtext.htm</a>]</td>
</tr>
<tr>
<td><strong>Travel Safe: AIDS and International Travel</strong>&lt;br&gt;[<a href="http://www.ciee.org/travelsafe.cfm">http://www.ciee.org/travelsafe.cfm</a>]</td>
<td><strong>Important Telephone Numbers</strong>&lt;br&gt;[<a href="http://www.travel.state.gov/about/contact_how.html">http://www.travel.state.gov/about/contact_how.html</a>]</td>
</tr>
<tr>
<td><strong>Lonely Planet</strong>&lt;br&gt;[<a href="http://www.lonelyplanet.com/">http://www.lonelyplanet.com/</a>]</td>
<td><strong>Links to U.S. Embassies and Consulates Worldwide</strong>&lt;br&gt;[<a href="http://travel.state.gov/visa/questions_embassy.html">http://travel.state.gov/visa/questions_embassy.html</a>]</td>
</tr>
<tr>
<td><strong>The Travel Clinic</strong>&lt;br&gt;[<a href="http://www.drwisetravel.com/index.html">http://www.drwisetravel.com/index.html</a>]</td>
<td><strong>Services and Information for American Citizens Abroad</strong>&lt;br&gt;[<a href="http://travel.state.gov/travel/abroad.html">http://travel.state.gov/travel/abroad.html</a>]</td>
</tr>
<tr>
<td><strong>Travel Health Online</strong>&lt;br&gt;[<a href="https://www.tripprep.com/scripts/main/default.asp">https://www.tripprep.com/scripts/main/default.asp</a>]</td>
<td><strong>Travel Warning on Drugs Abroad</strong>&lt;br&gt;[<a href="http://travel.state.gov/travel/livingabroad_drugs.html">http://travel.state.gov/travel/livingabroad_drugs.html</a>]</td>
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<tr>
<td><strong>U.S. State Department</strong>&lt;br&gt;[<a href="http://travel.state.gov">http://travel.state.gov</a>]</td>
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<tr>
<td><strong>Association for Safe International Road Travel (ASIRT)</strong>&lt;br&gt;[<a href="http://www.asirt.org/">http://www.asirt.org/</a>]</td>
<td></td>
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<tr>
<td><strong>NAFSA: Association of International Educators</strong>&lt;br&gt;[<a href="http://www.nafsa.org/">http://www.nafsa.org/</a>]</td>
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<tr>
<td><strong>StudyAbroad.com Handbook</strong>&lt;br&gt;[<a href="http://www.studyabroad.com/handbook/safety.html">http://www.studyabroad.com/handbook/safety.html</a>]</td>
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<td><strong>Women’s Sites</strong></td>
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<td><strong>Journeywoman</strong>&lt;br&gt;[<a href="http://www.journeywoman.com">http://www.journeywoman.com</a>]</td>
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<td><strong>Disability Sites</strong></td>
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<td><strong>Access-Able</strong>&lt;br&gt;[<a href="http://www.access-able.com/tips/">http://www.access-able.com/tips/</a>]</td>
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<td></td>
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<tr>
<td></td>
<td><strong>Air Travel Tips and Resources</strong>&lt;br&gt;[<a href="http://www.miusa.org">http://www.miusa.org</a>]</td>
</tr>
</tbody>
</table>
Section 2 – Crisis Management Plan

IGSD Emergency Response Facilitators

*Individuals are listed in order that they should be called if one cannot be reached*

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Home</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natalie Mello, Director</td>
<td>508-831-5852</td>
<td>508-793-9623</td>
<td>508-769-0117</td>
</tr>
<tr>
<td>Rick Vaz, Dean</td>
<td>508-831-5344</td>
<td>508-757-9738</td>
<td>508-340-6748</td>
</tr>
</tbody>
</table>

WPI Emergency Numbers

**Campus Police**
- Emergency: 508-831-5555
- Office: 508-831-5433

Identify yourself as an off-campus faculty advisor, specify the site, the nature of the emergency and leave a phone number at which you can be reached.

**Health Services**
- 508-831-5520

**Student Development & Counseling Center**
- 508-831-5540

Student Life Emergency E-mail and Telephone Listing

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet Richardson, Vice President</td>
<td><a href="mailto:jbrich@wpi.edu">jbrich@wpi.edu</a></td>
<td>508-831-5201</td>
</tr>
<tr>
<td>For Student Affairs and Campus Life</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philip Clay, Dean of Students</td>
<td><a href="mailto:pclay@wpi.edu">pclay@wpi.edu</a></td>
<td>508-831-5201</td>
</tr>
<tr>
<td>Student Life Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charlie Morse, Director, Student Development &amp; Counseling Center</td>
<td><a href="mailto:cmorse@wpi.edu">cmorse@wpi.edu</a></td>
<td>508-831-5540</td>
</tr>
<tr>
<td>Regina Roberto, Director, Health Center</td>
<td><a href="mailto:rroberto@wpi.edu">rroberto@wpi.edu</a></td>
<td>508-831-5520</td>
</tr>
</tbody>
</table>
**IGSD Crisis Team Members**

<table>
<thead>
<tr>
<th>Office</th>
<th>Cell</th>
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</thead>
<tbody>
<tr>
<td>Natalie Mello, Director of Global Operations of the IGSD</td>
<td><a href="mailto:nmello@wpi.edu">nmello@wpi.edu</a></td>
</tr>
<tr>
<td>Rick Vaz, Dean of the IGSD</td>
<td><a href="mailto:vaz@wpi.edu">vaz@wpi.edu</a></td>
</tr>
</tbody>
</table>

Faculty Advisor on site and the **Director of Project Center where incident occurred:**

- **Bangkok, Thailand**
  - Chrys Demetry: cdemetry@wpi.edu, 508-831-5195
  - Rick Vaz: vaz@wpi.edu, 508-831-5344

- **Boston, MA**
  - Fabio Carrera: carrera@wpi.edu, 508-831-6059

- **Budapest, Hungary**
  - Gabor Sarkozy: gsarkozy@cs.wpi.edu, 508-831-5449

- **Cape Town, Africa**
  - Scott Justo: sjusto@wpi.edu, 508-831-5393
  - Peder Pedersen: pedersen@wpi.edu, 508-831-5641
  - Tom Thomsen: thartvig@wpi.edu, 508-831-6030

- **Copenhagen, Denmark**
  - Chrys Demetry: cdemetry@wpi.edu, 508-831-5195
  - Rick Vaz: vaz@wpi.edu, 508-831-5344
  - Rick Brown: drb@wpi.edu, 508-831-5351
  - Kevin Clements: clements@wpi.edu, 508-831-5399
  - Ted Clancy: ted@wpi.edu, 508-831-5778
  - Paul Davis: pwdavis@wpi.edu, 508-831-5212
  - Joel Brattin: jib@wpi.edu, 508-831-5572

- **Gallo Wineries, CA**
  - David DiBiasio: ddbiasio@wpi.edu, 508-831-5372

- **Gillette Boston**
  - Robert Norton: norton@wpi.edu, 508-831-5537

- **Hong Kong, China**
  - Creighton Peet: cpeet@wpi.edu, 508-831-6730

- **Kyoto, Japan**
  - Robert Lindeman: gogos@wpi.edu, 508-831-6712

- **Limerick, Ireland**
  - Rick Vaz: vaz@wpi.edu, 508-831-5344
  - Rick Brown: drb@wpi.edu, 508-831-5351

- **London, England**
  - Paul Davis: pwdavis@wpi.edu, 508-831-5212
  - Joel Brattin: jib@wpi.edu, 508-831-5572

- **Melbourne, Australia**
  - Jonathan Barnett: jhbarnett@wpi.edu, 508-831-5113
  - Holly Ault: hakult@wpi.edu, 508-831-5491

- **Morocco**
  - Bland Addison: addison@wpi.edu, 508-831-5190
  - Terri Camesano: terric@wpi.edu, 508-831-5380

- **Nancy, France**
  - Holly Ault: hakult@wpi.edu, 508-831-5491

- **San José, Costa Rica**
  - Sue Vernon-Gerstenfeld: sver@wpi.edu, 508-831-5708

- **San Juan, Puerto Rico**
  - Sue Vernon-Gerstenfeld: sver@wpi.edu, 508-831-5708

- **Silicon Valley, CA**
  - Sue Vernon-Gerstenfeld: sver@wpi.edu, 508-831-5708

- **Venice, Italy**
  - Fabio Carrera: carrera@wpi.edu, 508-831-5372

- **Wall Street**
  - Art Gerstenfeld: aag@wpi.edu, 508-831-5471

- **Washington, DC**
  - David DiBiasio: ddbiasio@wpi.edu, 508-831-5372

- **Winkhoek, Namibia**
  - Art Gerstenfeld: aag@wpi.edu, 508-831-5471
  - Creighton Peet: cpeet@wpi.edu, 508-831-6730

- **Wuhan, China**
  - Kevin Rong: rong@wpi.edu, 508-831-6020

**Other Contacts:**

- Janet Richardson, Vice President for Student Affairs & Campus Life: jbrich@wpi.edu, 508-831-5201
- Philip Clay, Dean of Student Life: pclay@wpi.edu, 508-831-5201
- Charlie Morse, Director of Counseling and Student Development Center: cmorse@wpi.edu, 508-831-5540
Crisis Resource Staff

Interdisciplinary and Global Studies Division
Project Center, 2nd Floor
P 508-508-831-5344
F 508-508-831-5485
Rick Vaz, Dean
vaz@wpi.edu
C 508-340-6748

Natalie A. Mello, Director of Global Operations
nmello@wpi.edu
T 508-831-5852
C 508-769-0117

Academic Advising
Daniels Hall
T 508-831-5381
F 508-831-5486
Dale Snyder, Director
X5381, dsnyder@wpi.edu

Campus Police
35 Dean Street
T 508-831-5433
F 508-831-5882
Cheryl Martunas, Director
x 5433, cam@wpi.edu
EMERGENCY 508-831-5555

Health Center
Stoddard C
T 508-831-5520
F 508-831-5953
Regina Roberto, Director
X5520 rroberto@wpi.edu

Business Affairs – Risk Management
Boynton Hall, 2nd Floor
T 508-508-831-6919
F 508-508-831-5774
Mike Curley, University Compliance Officer
x 6919, mjcurley@wpi.edu

Student Development & Counseling Center
157 West Street
T 508-831-5540
F 508-831-5139
Charlie Morse, Director
cmorse@wpi.edu

International Students and Scholars Office
28 Trowbridge Road
T 508-831-6030
F 508-831-6032
Tom Thomsen, Director
x6030, hartvig@wpi.edu

Academic Technology Center
Fuller Labs, 1st Floor
T 508-831-5220
F 508-831-5881
Mary Beth Harrity, Director
X5223, mharrity@wpi.edu

Plant Services
27 Hackfeld Road
T 508-831-5130
F 508-831-5855
Dave Messier, Safety Officer
X5216 dmessier@wpi.edu
## Embassy and Consulate Listings

### Africa
- **Windhoek**
  14 Losen Street
  Private Bag 12029,
  Windhoek, Namibia
  Tel [264] (61) 295-8500
  Fax [264] (61) 295-8603

- **Cape Town**
  PostNet Suite 50, Private Bag x26,
  Tokai 7945
  2 Reddam Ave, Westlake 7945
  Tel: (27 21) 702-7300
  Fax: (27 21) 702-7493

### Australia
- **Canberra**
  Moonah Pl, Yarralumla, A.C.T. 2600
  Tel [61] (2) 6214-5600
  Fax 6214-5970
  info@usembassy-australia.state.gov

- **Melbourne**
  553 St. Kilda Road, Melbourne, Vic 3004
  Tel [61] (3) 9526-5900
  Fax 9510-4646

- **Sydney**
  MLC Centre Level 10, 19-29 Martin Place, Sydney N.S.W. 2000 Australia
  Tel [61] (2) 9373-9200

### China
- **Wuhan**
  United States Embassy of Beijing, China
  Ambassador Clark T. Randt, Jr.
  Xi Shui Bei Jie 3, 100600
  Tel: (86-10) 6532-3831

### Costa Rica
- **San José**
  Calle 120 Avenida 0
  Pavas, San José, C.R.
  APO AA 34020,
  Tel (506) 519-2000
  Fax 519-2305

### Denmark
- **Copenhagen**
  Dag Hammarskjolds Alle 24,
  2100Copenhagen
  Tel (45) 3341-7100,
  Fax (45) 3543-0223

### France
- **Paris**
  American Embassy
  2 avenue Gabriel
  75382 Paris, Cedex 08
  Switchboard (33) 1 43 12 22 22
  Fax (33) 1 42 66 97 83 From the U.S.: Paris Embassy
  PSC 116 B210 APO AE 09777

### Hungary
- **Budapest**
  Szabadság tér 12., H-1054
  Budapest
  Tel (36-1) 475-4400
  Fax (36-1) 475-4764

### Ireland
- **Dublin**
  U.S. Embassy, Dublin Ireland
  42 Elgin Road
  Ballsbridge
  Dublin 4
  Tel: +353 1 668-8777
  Fax: +353 1 668-9946

### Italy
- **Rome**
  Via Vittorio Veneto 121-00187
  Roma, Italia
  Tel [39] (6) 46741
  Fax 488-2672 or 4674-2356

- **Milan**
  Via Principe Amedeo, 2/10,
  20121, Milano, Italy
  Tel [39] (2) 290-351
  Fax [39] (2) 2903-5273

- **Florence**
  Lungarno Vespucci, 38, 50123
  Firenze, Italia
  Tel [39] (55) 266-951
  Fax [39] (55) 215-550

- **Naples**
  Piazza della Repubblica-80122
  Napoli, Italy
  Tel [39] (81) 5838-111
  Fax [39] (81) 583-8275 / [39] (81) 761-1804

### Japan
- **Kyoto**
  U.S. Consulate-General, Osaka-Kobe
  American Citizen Services
  Tel: 06-6315-5912
  Fax: 06-6315-5914
  email: aok@state.gov

### North Africa
- **Morocco**
  8, Boulevard Moulay Youssef
  Casablanca 20000
  Morocco
  Fax: 212-2-220-4127

### Thailand
- **Bangkok**
  95 Wireless Rd.,
  10330, Thailand
  Bangkok
  Tel [66] (2) 205-4049
  Fax [66] (2) 254-1171

- **Chiang Mai**
  387 Wichayanond Rd., Chaing Mai
  50300, Thailand
  Tel [66] (53) 252-629
  Fax [66] (53)252-633

### United Kingdom
- **London, England**
  24 Grosvenor Sq., London, W1A 1AE
  United Kingdom
  Tel [44] (20) 7499-9000

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*Going Global WPI Operational Handbook and Natalie Mello 4/3/2007*

*Use and adaptation welcome, but please acknowledge WPI and tell us of your use (nmello@wpi.edu)*
**Standard Operating Procedure for an Incident or General Emergency**

**Reporting of an Incident**
If an incident should occur resulting in property damage, bodily injury, or the seeking of medical attention for *any* participant (including faculty, staff and students) at an off campus project site then an IGSD Incident Report (Appendix G) must be submitted. The original form must be transmitted within 24 hours of the incident to Natalie Mello in the IGSD and copy to Chief Martunas. If follow-up is necessary then the on site resident advisor will be contacted. These forms are supplied in this handbook and are available on the web at [http://www.wpi.edu/Academics/Depts/IGSD/incident.pdf](http://www.wpi.edu/Academics/Depts/IGSD/incident.pdf) Examples of things that must be reported include, but are not limited to: car accidents where WPI students or advisors are driving; car accidents where WPI students or advisors are passengers; burglaries; muggings; theft; robberies; athletic injuries requiring medical attention; serious illness where medical attention is sought and someone is admitted to a hospital; and vandalism.

**Accusations of Harassment**
If a student accuses another student, the local coordinator, the agency liaison or anyone else on site of sexual harassment, all allegations are to be taken seriously. Judging the student or the student’s behavior is not appropriate. The advisor must follow a process of staying in touch with IGSD and WPI. The advisor must respond to the student’s concerns and seek the appropriate support and expertise both on campus and on site.

**WPI’s Harassment Policy**
If any of our community members believe that they have been subjected to sexual harassment, it is our policy to provide them with the right to file a complaint with our university. This may be done in writing or orally. Individuals who believe they have been subject to sexual harassment should make it clear to the offender that such behavior is offensive to them and unwelcome, and should immediately bring the matter to the attention of the Provost, 508-508-831-5222 (in the case of a member of the faculty charged with harassment); or Assistant Vice President for Student Affairs/Dean of Student Life, 508-508-831-5201 (in the case of a student charged with harassment) who will make an independent inquiry into any allegations. When we receive the complaint, we will promptly investigate the allegation in a fair and expeditious manner. Our investigation would include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment.

If our investigation reveals that sexual harassment did occur, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action which could include termination from employment or the college. When we have completed our investigation, we will inform the person filing the complaint of the results of that investigation.

**Disciplinary Action**
If sexual harassment has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such actions may include: counseling, informal or formal reprimands, written or verbal warnings, suspension, reduction in pay, reduction in duties, transfers, and other formal sanctions including termination from employment. Students who violate this policy will be subject to discipline up to and including suspension or expulsion.
**Serious Illness, Injury, Assault, Sexual Assault, Death, Disappearance, Threat to the Safety of Participants**

The following policy was developed to respond to any serious emergency at any of our off-campus residential sites. This procedure should be followed whenever there is an emergency involving a serious illness, injury, assault, death, disappearance or threat to the safety of our students or faculty.

The faculty advisor and local coordinator on site should first take any steps deemed immediately necessary to stabilize the situation. This would include obtaining emergency medical care, police intervention, securing the students' safety or providing victim support.

At the first possible opportunity, the Interdisciplinary and Global Studies Division (IGSD) should be notified. First notification should be made to the Director of Global Operations of the IGSD. The Director of Global Operations will notify the Dean of the IGSD immediately.

The IGSD will immediately notify the victim’s family in the event of a death, injury or illness.

In the event of a crime (including sexual assault), the IGSD will immediately establish contact with the victim, and with his/her consent, the victim’s family.

In events deemed a crisis situation, the IGSD will set up a Crisis Management Team (CMT). The individuals on the CMT will be contacted within 12 hours to determine: a. who should be asked to join the CMT and b. what information, if any, should be kept confidential. Depending on the nature and seriousness of the situation, the initial CMT would consist of the following campus representatives or a designated substitute in their absence:

- Director of Global Operations of the IGSD
- Dean of the IGSD
- Faculty Advisor on site
- Director of Project Center where incident occurred
- Vice President for Student Affairs & Campus Life
- Director of Counseling and Student Development Center
- Assistant VP of Communications
- Academic Department Head of Faculty at the off-campus site
- Academic Advisor of the student involved
- Provost
- Assistant Provost
- Director of Public Safety
- Director of Academic Advising
- Legal Advisor
- Medical Advisor

Depending on circumstances, this list could include others, for example:

- Dean of Students
- Campus Ministry Representative
- Provost
- Assistant Provost

The CMT will plan and implement an appropriate method of notification and response based on the circumstances surrounding the particular incident. The CMT’s actions will probably include, but are not limited to:

- Assessing what type of additional assistance may be needed to support the faculty and students at the site. This could be additional personnel or emergency funds.
- Providing assistance in evacuating the group from the site.
- Assisting the victim’s family in dealing with the hospital, US Embassy or Consulate, or government offices.
- Notifying students at the site about the incident and/or at other off-campus sites and assessing the need to provide them with support to deal with the situation. A crisis counselor could be sent to the site if needed.
- Notifying appropriate individuals off-campus, such as US Embassy or Consulate in foreign sites, church, insurance company, etc. In the case of an international student, the student’s embassy or sponsor.
- Notifying appropriate individuals on campus, such as academic advisor, roommates, professors, Residential Advisor, extracurricular organizations, etc.
- Organizing and providing counseling or support services for members of the WPI community who may be involved by affiliation through residence on campus or off, Greek affiliation, extracurricular activities, academic affiliation, or the WPI community at large.
- Working with Communications to coordinate the release of information. All dealings with the media and all release of information to the campus community should be coordinated through Communications.
- Consulting the University’s legal counsel.

In the event of a student death

At the first possible opportunity, the Interdisciplinary and Global Studies Division (IGSD) should be notified. First notification should be made to the Director of Global Operations of the IGSD. The Director of Global Operations will notify the Dean of the IGSD immediately.

The IGSD will immediately notify the victim’s family in the event of a death, injury or illness.

The family should be notified that a death has occurred only after the death has been verified and the deceased student has been properly identified.

If possible, someone from WPI who is personally known to the family will be asked to make the notification in person. If this is not immediately possible, local clergy, relatives, police or others who could notify the family in person may be contacted.

The initial contact should include only the necessary information giving the cause of death and location of the body. The family should also be given the name, title and telephone number of a WPI administrator that they can communicate with.

Follow up contact must occur shortly after when the family has had a short time to absorb the news. This contact will be to answer questions and offer assistance with travel plans, etc.

Outside the US, the US Embassy or Consulate nearest to the site will be notified. In the event of the death of an international student, the Embassy or Consulate of the student’s home country should be notified.

Campus notification should include a letter to the campus community.

Meetings should be organized with groups close to the student such as the residence hall, student organization, athletic team, fraternity/sorority house, and departments.

Counselors and Student Life Office staff will be available and on extended hours if needed.

Arrangements should be made for members of the campus community to attend the memorial service and / or funeral if possible.

A memorial service should be organized on campus.
Student’s name should be deleted from all mailings, corrections made in the student information systems, and all student organizations that the deceased belonged to should be notified to delete name from mailing lists.

The family should be reimbursed for any tuition or fees as appropriate and a scholarship fund considered if appropriate.

The student’s family may need help coordinating the collection of personal belongings, closing of bank account, sale of motor vehicle, etc. In situations where a victim’s family is not local they may need assistance with local banks, landlords, utility companies.

**In the event of a serious crime involving a student**

The faculty advisor and local coordinator on site should first take any steps deemed immediately necessary to stabilize the situation. This would include obtaining emergency medical care, police intervention, securing the students’ safety or providing victim support.

At the first possible opportunity, the Interdisciplinary and Global Studies Division (IGSD) should be notified. First notification should be made to the Director of Global Operations of the IGSD. The Director of Global Operations will notify the Dean of the IGSD immediately.

The IGSD will immediately notify the victim’s family in the event of a death, injury or illness.

In the event of a crime (including sexual assault), the IGSD will immediately establish contact with the victim, and with his/her consent, the victim’s family.

Support for the victim should be provided including assistance with repatriation if necessary.

Support should be provided to the community involved on and off-campus.

Student Life staff, counseling staff and others providing the support should not get involved in any aspect of the criminal investigation.

Campus police should coordinate all aspects of the criminal investigation.

Outcomes of the investigation may need to be shared with the campus community, depending on circumstances.

Continued counseling and support should be provided for the victim and others impacted directly by the incident.

Arrangements for academic accommodation may be necessary such as a leave of absence.
**In the event of suspension of the program and a need to evacuate students and faculty:**

Criteria for suspension or cancellation of program and evacuation of the students:

- Serious threat to the health or safety or welfare of participants or to the ability to conduct the educational program.

*The decision to suspend or cancel WPI's off-campus programs will be based on information gathered from*

- The local coordinators in-country,
- Colleagues at other universities that have programs at the same site,
- US Embassy officials in-country,
- Other officials from US agencies,
- The appropriate US State Department country Desk Officer(s)

*Coupled with the IGSD's own assessment of such events as (not in rank order):*

- Declaration of war that may involve the host country
- Terrorist activity in the program city
- Protracted or indefinite closure of the sponsoring agencies
- Disruption of public utilities and/or services
- Wide-spread civil unrest, violence and/or rioting
- A declaration of martial law in the program city
- Recommendation of suspension/cancellation by the local coordinator and faculty advisor at the site
- Travel warning and/or specific directive by the US State Department and/or US Embassy
- The event of a major natural disaster including, but not limited to, earthquakes, tornados, hurricanes, floods, tsunamis, volcanic eruptions, etc.
Procedure

1. The IGSD and WPI’s Emergency Procedures will be in effect.

2. Specific procedures for all sites:

   A. If the students are on an organized excursion outside of the program city and there is a civil emergency, the faculty advisor and local coordinator (if present and available) in charge of the excursion will take the group to a secure hotel and will call the IGSD Emergency Response Facilitators (Natalie Mello, Rick Vaz or Pam O’Bryant) for instructions.

   B. If the students are traveling independently, an effort will be made to contact them according to the contact information and itineraries they have left with the faculty advisor. The students will be advised as to the proper course of action.

   C. If the students are in the program city, the faculty advisor will gather the students at the student housing facility as soon as practical and will notify IGSD as each student is accounted for.

      • If an airport is open and flights are operating, the IGSD will arrange for air transportation of the group to either the U.S. or another destination as soon as the determination to evacuate has been made. In the event that the students cannot fly out as a group, they will depart as seats are available.

      • If the airport is not open or if no flights are available, the IGSD, in consultation with the US Embassy and the resident faculty advisor, will consider ground transportation to the closest international airport for air evacuation from there.

Communication Protocols

   • Communication with the off-campus students, parents, the local coordinator and the on-site faculty advisor will be through the IGSD through email, phone, and/or fax.

   • Communication will occur in as timely a manner as possible in the following order:

      1. Dean of the IGSD, Director of Global Operations, On Site Faculty Advisor, Local Coordinator, Center Director, Parents, Students on site, President, Provost and VP for Student Affairs or Dean of Student Life.

      2. The Cabinet, the Student Development Center, other Center Directors, IGSD faculty and staff

      3. WPI community – students, faculty and staff.
Section 3 – Transition Issues

Students and faculty alike are bound to experience some sort of reaction or response to being off-campus for an extended period of time. The following information is provided to help you as the faculty advisor to recognize the signs of these reactions, commonly referred to as culture shock.

Experiences in Transition
adapted from an article by Janet Bennett, Intercultural Communication Institute, Portland OR

Culture Surprise
Culture surprise are the reactions which occur shortly after arrival in a different culture when we see things that are different than we are used to. It usually occurs within the first few days after arrival as we become aware of superficial differences: modes of dress, signs in a different language, nonverbal behaviors.

Culture Stress
Culture stress manifests itself in the fatigue that occurs when we practice new behaviors in a different culture. This occurs as we respond to the behavior of the new culture and try to fit in by doing our own shopping, understanding comments made about us in the local language, learning to navigate public transportation and other attempts to adjust to the new culture.

Culture Shock
Culture shock is a state of loss and disorientation precipitated by a change in our environment which requires adjustment. It results from confronting values different from our own and from the loss of a familiar network and environment. It is a normal healthy reaction to the stress of living in a different culture. Everyone who has spent time living in another culture experiences some form of culture shock.

Symptoms of Culture Shock
Symptoms can be both physical and psychological, and can include: headaches, stomach aches, dizziness, rashes, nausea, irritability, insomnia or excessive sleepiness, depression, loneliness, withdrawal paranoia, anger, aggression, hatred, fear, crying, complaining, self-doubt, boredom, helplessness, confusion, and feelings of inadequacy. This list is not exhaustive.

Prescription for Culture Shock
adapted from an article by Bruce LaBrack, Summer Institute for Intercultural Communication
1. Understand the symptoms and recognize the signs of culture stress.
2. Realize that some degree of discomfort and stress is natural in a cross-cultural experience.
3. Recognize that your reactions are largely emotional and not easily subject to rational management.
4. Gather information before you go so at least the differences will be anticipated. Knowledge is power.
5. Look for the logical reasons behind host culture patterns. Discover why things are done the way they are.
6. Relax your grip on your normal culture and try to cheerfully adapt to new rules and roles.
7. Don’t give in to the temptation to disparage what you do not like or understand. It probably won’t change.
8. Identify a support network among colleagues in your agency, team members, other students and faculty advisor. Use this network, but do not rely on it exclusively.
9. Understand that this is a passing phase of what will be, in retrospect, a time of great learning and personal growth.
10. Give yourself quiet time, some private space, and don’t be too hard on yourself.
In preparation to return home

“In a sense, it is the coming back, the return, which gives meaning to the going forth. We really don’t know where we’ve been until we come back to where we were - only where we were may not be as it was because of who we’ve become, which, after all is why we left.” - Bernard, *Northern Exposure*

Just as participants can be expected to experience a reaction to being off-campus, coming back to WPI, can be just as problematic. The IGSD does host (along with the Student Development and Counseling Center) a re-entry meeting for students when they return. Faculty advisors are welcome to attend these meetings and we hope that they will encourage the students who have been off campus with them to attend as well.

Reentry Challenges and Suggestions
adapted from articles by Dr. Bruce LaBrack, School of International Studies, University of the Pacific

There are lots of reasons to look forward to going home, but there are also a number of psychological, social and cultural aspects that can prove difficult - often because they are unanticipated. Reentry into your home culture can be both as challenging and frustrating as living overseas, mostly because our attitude toward going home is that it should be a simple matter of getting resettled, resuming earlier routines, and reestablishing your relationships. Research has shown that reentry has its own set of special social and psychological adjustments which can be facilitated by being aware of the process and following some advice from those who have already returned.

The following list of issues and suggestions was generated by interviewing students who have been through the experience of off-campus study. Their advice is to take the process seriously by being realistic and thinking about it and your possible reactions.

Prepare for the adjustment process and allow enough time
The more you think about what is to come, and know how returning home is both similar to and different from going away, the easier the transition will be. Anticipating is useful. The process of reentry will take time, just like adjusting to the new culture did. Give yourself time to relax and reflect on what is going on around you, how you are reacting to it, and what you might like to change.

Overcoming boredom
After all the newness and stimulation of your time away, a return to family, friends, and old routines (however nice and comforting) can seem very dull. It is natural to miss the excitement and challenges which characterize project work off-campus, but it is up to you to find ways to overcome such negative reactions - remember a bored person is also boring.

“No one wants to hear”
One thing you can count on upon your return: no one will be as interested in hearing about your adventures as you will be in sharing those experiences. This is not a rejection of you or your achievements, but simply the fact that once others have heard the highlights, any further interest on their part is probably unlikely because they have no frame of reference for your experiences. Be realistic in your expectations of how fascinating your journey is going to be for everyone else. Be brief.

Cultivate sensitivity and interest
Showing an interest in what others have been doing while you have been gone is the surest way to reestablish your rapport. Much frustration can be avoided if you become as good a listener as a talker.

You can’t explain
Even when given a chance to explain all the things you saw, felt and experienced while off-campus, it is likely to be at least a bit frustrating to relay them coherently. It is very difficult to convey this kind of experience to people who do not have similar frames of reference, no matter how sympathetic they are as listeners. You can tell people about your trip, but you may fail to make them understand exactly how or why you felt a particular way. It’s okay.
Reverse homesickness
Just as you probably missed home for a time after leaving campus, it is just as natural to experience some “reverse” homesickness for the people, places and things that you grew accustomed to while away from WPI. Feelings of loss are an integral part of returning from an off-campus sojourn and must be anticipated and accepted as a natural result of study away.

Beware of comparisons
Making comparisons between cultures is natural, particularly after residence abroad; however, the tendency to be an “instant expert” is to be avoided at all costs.

Relationships have changed
It is inevitable that when you return you will notice that some relationships with friends and family will have changed. Just as you have altered some of your ideas and attitudes while away, the people at home are likely to have experienced some changes as well. These changes may be positive or negative, and may seem even trivial to you, but expecting no change is unrealistic. The best preparation is flexibility, openness, minimal preconceptions, and tempered optimism.

Feelings of alienation
Sometimes the reality of being back home is not as natural or enjoyable as the place you had imagined. When real daily life is more demanding than you remembered, it is natural to feel some alienation, see faults you never noticed before, or even become quite critical of everyone and everything for a time. Mental comparisons are fine, but keep them to yourself until you regain both your cultural balance and a balanced perspective.

Remain flexible
Keeping as many options open as possible is an essential aspect of a successful return home. Attempting to re-socialize totally into old patterns and networks can be difficult, but remaining isolated and aloof is counterproductive.

Loss/compartmentalization of experience
Being home, along with the pressures of school work, family and friends, often combine to make returnees worried that somehow that will “lose” the experience; somehow becoming compartmentalized like souvenirs only occasionally taken out and looked at. You do not have to let that happen. Maintain your contacts. Talk to people who have experiences similar to yours. Practice your skills. Remember your hard work and the fun you had while off-campus. There are lots of people on campus who have gone through their own re-entry and have had experiences similar to yours. Seek out other returned students from other sites, and look into becoming involved with the Global Ambassadors.
Section 4 – Appendices

Appendix A – WPI Off-Campus Study Travel Information Form

2007 - 2008 Academic Year

All students intending to complete a project at a WPI project site are asked to provide the IGSD with information about their travel arrangements. This will notify the faculty advisor, on-site coordinator and IGSD staff of your expected arrival date and time and alert them if a problem arises. For some sites this information is needed in order to arrange to have students met at the airport.

You must bring your passport into the IGSD to be scanned, unless you are participating in a project program within the U.S.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Site:</th>
<th>Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival Date on site:</td>
<td>Arriving from (city):</td>
<td></td>
</tr>
<tr>
<td>Mode of travel (air, train, bus, car):</td>
<td></td>
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<tr>
<td>If traveling by air:</td>
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<tr>
<td>Airline:</td>
<td>Flight Number:</td>
<td>Airport Destination:</td>
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<td>Departure time:</td>
<td>Arrival time:</td>
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<td>Scheduled return date:</td>
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<tr>
<td>Airline:</td>
<td>Flight Number:</td>
<td>Airport Destination:</td>
</tr>
<tr>
<td>Departure time:</td>
<td>Arrival time:</td>
<td></td>
</tr>
<tr>
<td>If you plan to travel independently either before or after the program, please tell us your tentative plans:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You must attach a copy of your travel itinerary provided by your travel agent or airline, in addition to completing this form. No handwritten itineraries will be accepted.
Appendix B – Off-Campus Students’ Health Update and Records Release
2007 – 2008 Academic Year

Name Project Site Term

All students traveling off-campus to participate in a WPI program are required to carry medical insurance that is valid at the program site for the entire length of the program. Please verify this with your insurance company and list the name of your carrier and your policy number.

Carrier Policy Number:

Do you have any medical conditions that could affect you while off-campus of which you would like to make the IGSD aware? (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, please list any changes in your health not noted on your medical records on file with WPI Health Services.

Are you allergic to any medications? If so, please list them.

List any prescription medicines you are currently taking.

When traveling abroad it is a good idea to take a supply of your prescription medications sufficient to last for the length of the trip. Prescription medicines should always be kept in the original containers with the prescription label to avoid problems with customs. It is also important to take along a copy of the prescription from your physician, clearly written, in generic terms, and with an indication of the condition being treated.

In the event of an emergency, please contact:

1. Name Relationship to Student
   Address
   Phone
   Email

2. Name Relationship to Student
   Address
   Phone
   Email

I hereby authorize WPI health services to release my medical records to the Interdisciplinary and Global Studies Division in the event of a medical emergency while studying off-campus. I hereby acknowledge that it is my responsibility to contact my health insurance provider to determine that I am covered while at an off-campus project site.

Signature Date
Appendix C – Protocol for PCs for Off-Campus Project Centers
(one per team)

After you have turned in this completed form to the IGSD, at least one member of your group (although we suggest the entire group come so that the entire group takes equal responsibility for the equipment) is required to go to the ATC and reserve a laptop BEFORE pick-up on the specified date.

Students who participate in the Global Perspective Program are offered the opportunity to borrow laptop personal computers from WPI. This is not an entitlement to students, but rather a privilege extended to students. It is expected that the following protocol will be followed and the proper responsibility will be assumed by the students taking advantage of this opportunity. WPI does not have an unlimited supply of laptop computers to loan to students. If student teams are unable or unwilling to comply with the dates specified by the Academic Technology Center (ATC), the ATC reserves the right to refuse to accommodate that request. One PC per project team for each site as available:

Procedure
1. Each team will fill out an ATC Team Form (Appendix C). Barbara Riley Milanese (from the IGSD) will send approved names to ATC. Every team member must meet all IGSD paperwork deadlines before names are sent to the ATC.
2. Person(s) responsible for PC will be required to register at the ATC and sign a statement accepting responsibility for the PC.
3. Person(s) responsible for PC should be the member of the team with the tightest travel schedule. Arrangements can be made for one person to pick up the PC and another member of the team to return the PC but, BOTH people must register when the reservation is made with the ATC.
4. It is strongly recommended that everyone in the group sign the ATC’s reservation form. The ATC will hold only signing parties financially responsible for damage beyond normal wear and tear and/or any fees incurred.

Reservations
1. Make your reservation early for your PC. You must go to the ATC to make your reservation with your WPI ID card. At the time of reservation you must be specific about the dates and times of pick-up and return of the equipment and about your hardware requirements. Be as specific as possible about what you will be using the PC for: (e.g. word processing, spreadsheets, data analysis, etc.) PCs are reserved on a first-come, first-serve basis. Avoid last minute changes as they may not be able to be accommodated.
2. If two people are responsible (one for pick up, one for return) BOTH must go to the ATC to register before leaving campus. If arrangements have been made for a faculty member to return the PC, then the faculty member must send confirming email to Mary Beth Harrity (mharrity@wpi.edu) before the PC will be released.
3. Modems, ethernet cards and other misc. hardware are in limited supply and must be requested at the time the reservation for the PC is made.
4. Upon request, the ATC can provide external floppy and/or zip drives that can be attached to the laptop.
5. Pick-up and Return deadlines will be strictly enforced. If the laptop computer is not returned to the ATC on the agreed upon date, your group will be charged a $50 per business day late fee.

Software
1. All PCs will be loaded with Windows, MS Office, Netscape and communications software. The ATC does not provide or load software other than this.
2. If students load their own software it must be removed prior to returning the PC to the ATC.
3. If you significantly alter the original configuration of the laptop (e.g. install a different operating system), your group will be charged a $50 software re-installation fee.

Picking up the PC
1. You must have your WPI ID card in order to pick up the PC assigned to you.

Acceptable Use Policy Regarding Computers (WPI laptops, sponsor PC’s, WWW use)
At a minimum, you must adhere to the WPI Acceptable Use Policy (http://www.WPI.EDU/Pubs/Policies/AUP/) whether using WPI computer resources or your housing provider or sponsor’s resources. Your housing provider or sponsor may have more restrictive computer and web use policies and those must be followed. It is your responsibility to determine what your housing provider or sponsor’s policy is and to comply with it. Using a housing provider or sponsor’s network(s) or computer(s) for recreational use (defined as non-project related use – on or off the web) is not permitted. Violators will be subject to disciplinary actions.
Appendix D – Cell Phone Protocol Recognition

Please turn in this form (completed) to Barbara Milanese in the IGSD with your other mandatory paperwork.

Last Name               First Name               student number

I have read the “Protocol for WPI Recommended Cell Phones for Overseas Project Centers” and I understand that I am responsible for choosing whether or not to take advantage of the services provided by Roadpost.

All arrangements must be made directly with Brightroam for the delivery of the cell phone

I HAVE CAREFULLY READ THIS AND FULLY UNDERSTAND ITS CONTENTS.

Participant Signature         date         date of birth*

☐ By checking this box, I am indicating that I choose not take advantage of the cell phone services provided by Roadpost.

*If participant is under 18 years of age, both parents and/or legal guardians must also read and sign this form.

I am the parent or legal guardian of the above Participant, have read the foregoing “Protocol for WPI Provided Cell Phones for Overseas Project Centers” (including such parts as may subject me to personal financial responsibility), am and will be legally responsible for the obligations and acts of the Participant as described in this “Protocol for WPI Provided Cell Phones for Overseas Project Centers,” and agree, for myself and for the Participant, to be bound by its terms.

X
Signature of Parent / Guardian   Date

X
Signature of Parent / Guardian   Date
**Appendix E – On Site Travel Form**

Name ___________________________ Cell phone number ___________________________

Destination ___________________________

Date & time of departure ___________________________ Date & time of return ___________________________

**Mode of Transportation – Roundtrip**

<table>
<thead>
<tr>
<th>Mode of Transportation</th>
<th>Train</th>
<th>Bus</th>
<th>Air</th>
<th>Car</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**Departing from the Site Information**

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

**Departing from (name of airport, station, terminal)**

*Connection Information if applicable:*

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
</tr>
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<tbody>
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<td>□</td>
<td></td>
</tr>
</tbody>
</table>

**Returning to the Site Information**

**Returning from:**

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
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<td>□</td>
<td></td>
</tr>
</tbody>
</table>

**Returning from (name of airport, station, terminal)**

*Connection Information if applicable:*

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td></td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

**Lodging** (please call advisor with any changes to your reservations)

<table>
<thead>
<tr>
<th>Name of hotel</th>
<th>Address</th>
<th>City and country</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List other students who are traveling with you on this exact itinerary:

________________________________________________________________________

________________________________________________________________________

Check this box if you are staying on site in WPI provided housing for the entire weekend.

☐

Student Signature ___________________________ Date __________

Every student or group of students must turn this form into an advisor before 12:00 noon every Friday – in other words, every student must be accounted for.
Appendix F – Memo regarding Insurance Coverage for Rental Vehicles

TO: Employees Traveling on WPI Business
FROM: Danielle L. Cove, Assistant Treasurer
SUBJECT: Insurance Coverage for Rental Vehicles

LIABILITY – (Domestic Travel)

WPI provides liability coverage for bodily injury and property damage claims arising out of your operation of a rented auto while on WPI related trips. You do not need to purchase liability insurance through the rental agency.

COLLISION/COMPREHENSIVE – (Domestic Travel)

WPI does not provide coverage for damage to a rented vehicle as a result of collision with another auto (generally referred to as collision coverage in Massachusetts), nor coverage for theft, fire, or windshield damage (generally referred to as comprehensive coverage in Massachusetts). Thus, WPI recommends the following:

1. If you are using a WPI corporate American Express card to rent a vehicle, collision/comprehensive damage coverage is provided under that card’s agreement. Coverage is automatically activated when you decline the collision damage waiver (or similar option) offered by the rental agency. The agreement provides coverage for up to 42 consecutive days (based on daily or weekly rental rates only).
2. If you use a personal credit card to rent a vehicle, collision damage coverage may be provided under that card’s agreement. Please verify that your card provides collision as well as comprehensive coverage and check the deductible (if any) that would apply to an accident.
3. If you do not have coverage under your personal credit card, you should purchase collision/comprehensive (CDW) coverage from the rental agency or check your personal auto policy for possible coverage.

LIABILITY – (Foreign Travel)

WPI provides excess liability coverage for bodily injury and property damage claims arising out of your operation of a rented auto while on WPI related trips in foreign countries. You do need to purchase primary liability insurance through the rental agency (minimum US$100,000/$300,000).

COLLISION/COMPREHENSIVE – (Foreign Travel)

WPI does not provide collision or comprehensive coverage for damage to a rented vehicle for employees traveling abroad. Again, WPI recommends the following:

1. If you are using a WPI corporate American Express card to rent a vehicle, worldwide collision damage coverage is provided under that card’s agreement. The agreement provides coverage for up to 42 consecutive days (based on daily or weekly rental rates only).
2. If you use a personal credit card to rent a vehicle, collision damage coverage may be provided under that card’s agreement. Please verify that your card provides worldwide coverage and check the deductible (if any) that would apply to an accident.
3. If you do not have worldwide coverage under your personal credit card, you should purchase collision/comprehensive (CDW) coverage from the rental agency.

If you have any questions about this summary or your own personal liability while driving a rented vehicle while on WPI business, please contact this office for clarification. If you should become involved in an automobile accident, whether in a rented or WPI-owned vehicle, please notify me immediately at extension 5860 or at dlcove@wpi.edu.
Appendix G – IGSD Incident Report

<table>
<thead>
<tr>
<th>WPI IGSD / GLOBAL PERSPECTIVE PROGRAM NOTICE OF OCCURRENCE/INCIDENT REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please complete this form within 24 hours and return to:</td>
</tr>
<tr>
<td>Original: Natalie A. Mello</td>
</tr>
<tr>
<td>WPI</td>
</tr>
<tr>
<td><a href="mailto:nmello@wpi.edu">nmello@wpi.edu</a></td>
</tr>
<tr>
<td>Copy: Cheryl Matiunas</td>
</tr>
<tr>
<td>Campus Police</td>
</tr>
<tr>
<td>WPI</td>
</tr>
<tr>
<td><a href="mailto:crmati@wpi.edu">crmati@wpi.edu</a></td>
</tr>
<tr>
<td>fax: 1-508-831-5486</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>TODAY'S DATE:</td>
</tr>
<tr>
<td>DATE OF INCIDENT:</td>
</tr>
<tr>
<td>TIME OF INCIDENT: AM/PM</td>
</tr>
<tr>
<td>LOCATION OF INCIDENT:</td>
</tr>
<tr>
<td>SITE:</td>
</tr>
<tr>
<td>□ residence</td>
</tr>
<tr>
<td>□ sponsor's office</td>
</tr>
<tr>
<td>□ other (please explain)</td>
</tr>
<tr>
<td>TYPE OF INCIDENT:</td>
</tr>
<tr>
<td>□ Major Incident</td>
</tr>
<tr>
<td>□ Death or life threatening crisis</td>
</tr>
<tr>
<td>□ Psychological crisis</td>
</tr>
<tr>
<td>□ Sexual assault</td>
</tr>
<tr>
<td>□ Racial/nate incident</td>
</tr>
<tr>
<td>□ Hostage/building takeover</td>
</tr>
<tr>
<td>□ Vehicular accident</td>
</tr>
<tr>
<td>□ General disorder (public event, demonstration or protest)</td>
</tr>
<tr>
<td>□ Natural disaster (blizzard, hurricane, earthquake, etc.)</td>
</tr>
<tr>
<td>□ Minor Incident</td>
</tr>
<tr>
<td>□ Minor property damage</td>
</tr>
<tr>
<td>□ Slip/fall with no injuries</td>
</tr>
<tr>
<td>□ Other (please describe):</td>
</tr>
<tr>
<td>BRIEFLY DESCRIBE THE INCIDENT (use additional pages if needed):</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>NAME OF INJURED (if applicable):</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Local Phone:</td>
</tr>
<tr>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Describe Injury:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Was injured treated?</td>
</tr>
<tr>
<td>□ yes</td>
</tr>
<tr>
<td>□ no</td>
</tr>
<tr>
<td>Where was injured treated?</td>
</tr>
<tr>
<td>□ at the scene by emergency personnel</td>
</tr>
<tr>
<td>□ at a hospital</td>
</tr>
<tr>
<td>Name and location of hospital</td>
</tr>
<tr>
<td>CONTINUED (page 1 of 2)</td>
</tr>
<tr>
<td>Was injured admitted to hospital?</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td>Were parents or guardians notified?</td>
</tr>
<tr>
<td>If so, by whom?</td>
</tr>
<tr>
<td>What was injured doing?</td>
</tr>
<tr>
<td>Conditions at Time of Injury:</td>
</tr>
</tbody>
</table>

**PROPERTY DAMAGE (if applicable):**
- Property Description:
- (Type, Model, etc.)
- Estimate Amount: 
- Where can property be seen?

**WITNESSES TO INCIDENT:**
1. Name & Address:
   - Local Phone: ( )
   - Cell Phone: ( )
2. Name & Address:
   - Local Phone: ( )
   - Cell Phone: ( )

**ADDITIONAL INFORMATION:**
- Did you contact a Crisis Response Facilitator? Yes | No
- If yes, please identify: 
- Did you contact local emergency number? Yes | No
- If yes, approximately how long did it take for help to arrive? 
- In your opinion, is any follow up action needed? Yes | No
- If yes, please explain: 

Thank you for your help in handling this situation.
If you have any comments or suggestions on our emergency response procedures, please contact one of the members of our Crisis Response Team.

**Name of Person Completing Report:** 
**Title:**  
**Site:**  
**Local Phone:**  
**Cell Phone:**  
**E-Mail:**  
bohydrate 7/1/2002 (page 2 of 2)