



## **Handbook and Student Code of Conduct for International Travel Experiences**

### **WELCOME**

Congratulations on your decision to participate in Stevenson University's Learning Beyond program! A major part of the University's mission states that "The University encourages and supports a learning atmosphere based on core values, knowledge of its students, and the practicality of broadening students' horizons for adapting to the changing world in which we live." Learning Beyond is all about broadening horizons, and for that reason it is one of the vital programs at Stevenson University.

You have many exciting experiences and opportunities ahead of you. We want to encourage you to enjoy them to the fullest. At the same time, it is essential that you understand that even when you are outside of the classroom, you remain a student of Stevenson University. You are a representative and an ambassador. Your behavior reflects not only on you as an individual but also as a student of Stevenson University and, perhaps most importantly, it shapes the way people in other countries perceive Americans.

At all times during your Learning Beyond experience, you are expected to act in a manner that positively reflects the values and beliefs of Stevenson University.

If your professor or faculty advisor has given you this handbook, then you must assume that you are participating in a Learning Beyond experience that involves international travel and you are therefore required to read and understand this handbook in its entirety. If you are not sure why you have been given this handbook, please contact your professor or faculty advisor immediately.

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## Part I: Requirements

**Students wishing to participate in any Learning Beyond experience are required to have approval from the course instructor before registering for the course.**

Your Learning Beyond experience includes an academic travel component in which you will travel outside the United States in order to complete the Learning Beyond experience.

As a participant in an international travel component, you will receive from your professor/faculty advisor a list of important dates and deadlines, information regarding health insurance requirements, the itinerary and syllabus for the travel component, any pre-departure assignments from the faculty advisor, and a Learning Beyond Travel Contract that all participating students are required to sign.

You are required to understand any and all information the professor/faculty advisor gives you regarding the Learning Beyond experience.

You are required to meet all deadlines and complete all assignments in order to participate in the travel component. Failure to meet deadlines or complete assignments could result in your dismissal from the Learning Beyond experience.

## Part II: Academic Policies

Students are expected to adhere to the current Stevenson University Academic Integrity Policy at all times during participation in any Learning Beyond experience.

Violations of the Academic Integrity Policy at any time during any Learning Beyond experience will be addressed by the University in the same manner as a violation in a traditional classroom setting. The consequences of a violation could include dismissal from the Learning Beyond experience, a failing grade in the Learning Beyond component and/or parent-course, or even suspension from the University. For more information about the Academic Integrity Policy, please see the Stevenson University student handbook.

Any attempt to commit or success in committing the following constitutes a violation of the Academic Integrity Policy:

**Cheating:** Using unauthorized material to complete a test, quiz, examination, or assignment. Cheating includes, but is not limited to, copying from other students, relying upon aids or notes during a test, or consulting outside sources without the instructor's permission. Giving unauthorized assistance to other students also constitutes cheating.

**Plagiarism:** Representing the words, ideas, research, or works of another as one's own. Plagiarism can involve submitting work prepared entirely or in part by another person or commercial service or borrowing material as direct quotation, partial quotation, or paraphrase from published or unpublished



sources without proper acknowledgement. Students must document all print, online, and oral sources they use to complete assignments.

**Unauthorized Assistance:** Preparing an assignment with the help of another student or allowing another person, such as a tutor, to alter or revise an assignment beyond the scope of collaboration the instructor has defined.

**Fabrication:** Presenting false data, sources, or research results for academic credit.

**Multiple Submission:** Presenting the same work, in whole or in part, for credit in more than one course without the explicit permission of all interested instructors.

**Other Violations:** Including, but not limited to, lying, forgery, bribery, damaging or stealing University or another's property, physically abusing another person, or verbally threatening another.

Students must conduct themselves in an honest and ethical manner at all times. To do so requires more than simply avoiding any of the infractions listed above. Students must consider the significance of academic honesty and commit themselves to intellectual integrity at the University and beyond in order to facilitate the free exchange of ideas. Students must also be sure they understand the significance of academic integrity and must consult with instructors to clarify any questions or problems that may arise.

### Part III: Course-Specific Information

Each individual Learning Beyond experience is unique. Each experience will have its own set of assignments, requirements, and maybe even its own code of conduct. All student participants are expected to acknowledge and respect any additional policies or code of conduct materials that the professor/faculty advisor has created for that particular experience. If you feel that any additional materials conflict with this handbook, please speak with the professor/faculty advisor.

### Part IV: Costs and Financial Aid

All required costs and fees associated with Learning Beyond international travel are **nonrefundable**. It is the responsibility of the student to inform parents/guardians and/or any others assisting the student with financial planning of this policy.

#### **Tuition and Financial Aid**

Participation in any Learning Beyond experiences will not result in additional tuition costs to the student as long as the student does not exceed the 18 credit limit. A Learning Beyond experience will appear on the student's schedule and transcript as a course taken for credit and is therefore covered by the student's yearly tuition



payment. Students exceeding the 18 credit limit must pay the current per-credit rate established by Stevenson University for each credit beyond 18. Financial aid earned will not be affected by participation in a Learning Beyond experience.

### **Additional Costs for All Learning Beyond Experiences**

Participation in a Learning Beyond experience may result in additional (non-tuition) costs to the student. These costs might include purchasing additional supplies, purchasing appropriate clothing and/or gear, and purchasing gas for transportation to locations other than the University. Your faculty advisor will have a more detailed list of additional supplies students may have to purchase.

The University will not reimburse students for any such additional costs accrued during the Learning Beyond experience. These additional costs also include but are not limited to any costs arising from vehicle malfunctions during travel to outside locations and any costs arising from student negligence during participation.

### **Additional Costs for Travel Components**

Students participating in a Learning Beyond experience that includes a travel component, whether domestic or international, are required to pay for all travel costs and all personal costs accrued during the travel component (personal costs include additional transportation needs for free-time travel, souvenirs, additional food purchases etc.). In addition, some travel components will require that the student pay for some meals and on-site transportation to required activities. However, many travel components will have these elements built into the overall student cost. The professor/faculty advisor will have a detailed breakdown of the overall cost to show which elements are included.

Most travel components will require a 50% nonrefundable payment at a pre-determined deadline. Students who fail to make this payment will not be allowed to participate in the travel component. The professor/faculty advisor will give you a list of important dates and deadlines. Be sure to mark all important meetings and payment deadlines on your calendar!

**In the event that the travel costs exceed the budgeted cost per student, each student will be required to pay an equal amount to cover the total additional costs upon return.** Students who fail/refuse to pay the additional cost will receive a failing grade for the course. Seniors participating in travel components after commencement will still be required to pay any additional costs. At the request of the professor, the Registrar's Office has the authority to put a hold on graduation status and/or diplomas for any senior students who fail/refuse to pay additional costs after returning.

### **Personal Money**

The professor/faculty advisor will be able to give students an idea of how much money they should bring for personal use. It is recommended that students bring some cash in the event of an emergency, but students should avoid carrying large amounts of cash while participating in the travel component.



Students should notify their bank and any necessary credit card companies of their travel plans at least one week before the departure date. Failure to notify banks or credit card companies of travel plans could result in your account being frozen due to unusual activity while you are traveling.

## Part V: Health and Safety

The health and safety of students and faculty during Learning Beyond experiences is of the utmost concern to the University. All participating students and faculty are expected to act in a manner that is respectful to the health and safety of all Learning Beyond participants, all non-participants encountered during the experience, and all elements of the surrounding environment.

Traveling abroad is a great opportunity for any student. In order to have the best possible experience, you should take the time to educate yourself about how to stay healthy and safe while abroad. Being an informed and prepared traveler could be the difference between a great trip and a trip filled with problems.

### Safety tips from the Study Abroad handbook

#### General Safety Tips

- Use common sense.
- Be aware of your surroundings.
- Be as careful as you would in any large U.S. city.
- Plan ahead.
- Pay attention to warnings issued by local program administrators regarding safety and security issues.
- Keep up on current events. Try to get news from multiple sources, preferably one U.S. source and one local source.
- Report unusual or threatening behavior in or near program and residential facilities.
- Maintain a list of emergency phone numbers and carry them with you.
- Maintain a low profile on the street and in public facilities.
- Avoid political discussions with strangers.
- When possible, avoid institutions that might be associated with American governmental or corporate interests, or might serve as symbols of the same (Embassies, U.S. military installations, Hard Rock Café, McDonald's, etc.).
- Avoid dressing in a manner that broadcasts you as an American (U.S. University and or university clothing, heavily patriotic American clothes, baseball caps or U.S. sports teams' shirts or jackets, etc.).
- Avoid talking loudly with friends in public.
- Try to speak the local language in public, even when with Americans.



### Extracurricular Travel Safety

- Make sure someone, preferably the professor/faculty advisor, knows where you are going and when you plan to return every time you travel on your own or in small groups.
- Avoid solo travel.
- Use the buddy system or (at night) the group system.
- Travel during the day if possible.
- Carefully research security issues associated with your travel route, stopovers, and destination.
- Discuss your trip with someone who is familiar with the area or region (site staff, concierge, etc.)
- Keep a map of the area and maps of transportation (metro and bus stops) with you while traveling.
- Research alternative modes of transportation in the event that your primary mode breaks down.
- Make photocopies of your passport, other forms of identification, and travel documents (tickets, etc.) and leave copies in a safe place while you are away.
- Keep a separate record of traveler's checks so you have a record if checks are lost.
- Discuss with friends a place where you might all meet in the event of an emergency situation. Backup plans are also recommended.
- Have sufficient funds or a credit card on hand to purchase emergency items (train tickets, hospital bills, etc.).
- Do not leave bags or belongings unattended at any time.
- Do not agree to carry or look after packages or suitcases for anyone.
- Use a money belt or waist pouch and wear it under your clothes.
- Be careful how late you come home at night.
- Be careful to observe traffic and traffic lights. Drivers in big cities can be aggressive and erratic. Stay on sidewalks, away from the curb, and walk facing traffic when possible.
- Be careful with whom you ride in a car.

### Advice for Women

- Be aware of cultural differences. What may be appropriate or friendly in the U.S. may bring you unwanted or dangerous attention in another country.
- Try not to take offense at whistles or gestures, no matter what the intention. Gestures may be a part of the culture.
- If you feel that a situation is dangerous, trust your instincts and act as if it is.
- Be careful when giving your trust.

### Health Insurance

All students participating in a Learning Beyond experience that includes an international travel component are required to have valid health insurance for the duration of the travel component. Health insurance is not included in the student cost. Some US healthcare providers, including Blue Cross and Blue Shield, extend coverage to clients traveling overseas. Contact your health insurance agency to determine overseas coverage and the process by which medical care can be obtained overseas. If the student's current health insurance does not cover overseas travel, the Office of Experiential Learning can direct the student toward short-term health insurance plans.



## Part VI: Code of Conduct

### Standards and Values

Stevenson University has the highest expectations that its students will uphold the standards and values of the University:

- **Responsibility** – take the initiative to make a positive difference in the community
- **Adaptability** – be willing to change one's attitudes and behaviors to meet the needs of the University and community
- **Integrity** – conduct oneself with dignity and honesty while fulfilling obligations to the community
- **Respect** – respect and value everyone; celebrate differences while being inclusive
- **Excellence** – strive for continuous improvement while providing the best possible service to fellow students, faculty and staff, and the entire community through responsibility, adaptability, integrity, and respect.

While participating in an international travel component of a Learning Beyond experience, students are still expected to uphold all rules and regulations described in the Stevenson University Policies section of the student handbook.

From the Stevenson University Handbook:

University students are adults and, as such, are expected to take personal responsibility for their own conduct. Stevenson University reserves the right to suspend, dismiss, or otherwise discipline a student who violates the policies or regulations of the University with respect to conduct or with respect to academic procedure or achievement. In addition, the University may ask a student to withdraw for reasons of conduct detrimental to the spirit and operation of the University.

### Legal Consequences

Students are expected to take responsibility for their actions at all times. Students traveling overseas for any Learning Beyond experience are subject to full penalty of the laws of the host country. **Neither Stevenson University nor the United States embassy can protect students from the legal consequences of actions committed overseas.**

### Prohibited Behavior

- **Violence against others.** This is defined as striking or doing any other physical harm to another.
- **Verbal abuse of faculty, staff, or students.**
- **Obstruction of host university/institution/organization classes or activities.**
- **Theft, damage, or vandalism to property of Stevenson University, host institution, residence halls, host families, apartments, facilities used by VJC or the host institution, or fellow students.**



- Unauthorized entry or use of VJC or host institution facilities or technology.
- Disorderly, disruptive, threatening, or intimidating conduct, gestures, or actions.
- Violations of residential guidelines and/or rules established by your host, including, but not limited to unauthorized overnight guests, excessive noise, rowdy conduct, and drunkenness.
- Criminal behavior or violation of local laws.
- Failure to follow guidelines, directives, timetables, and instructions of the VJC Learning Beyond Handbook or VJC staff or faculty members.
- Obtaining unauthorized access to, viewing of, copying or distributing confidential VJC or host institution academic, administrative, or personal records.
- Falsification or alteration of academic or personal records, including, but not limited to, unauthorized alteration of transcript or grade reports, verbal or written misrepresentation of student records, falsification or unauthorized alteration of any portion of the application for admission or financial aid or other official documents required for participation in a Stevenson University study abroad program.
- Permanent or temporary diversion of academic materials needed by other students, including unauthorized removal of library materials, audio-visual materials, or technological materials.
- Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to, frequenting dangerous places, association with criminals, repeated intoxication, etc.
- Alcohol or drug policy violations (see below).
- Behavior deemed inappropriate or disrespectful, including violence, will be addressed by the faculty advisor and the Office of Experiential Learning. Inappropriate or disrespectful behavior will result in immediate disciplinary action and possible dismissal from the program.

All disciplinary reports will be given to The University's Dean of Students.

### **Drugs and Alcohol**

From the Stevenson University handbook:

The The University Community affirms unauthorized drug use to be contrary to the goals of the University. Therefore, possession, use, or distribution of unauthorized drugs by students, faculty staff, or University activity is strictly prohibited.



The health and safety of members of the Stevenson University community are the primary concerns of the University. It is the University's policy to uphold the alcohol laws [of the state of Maryland].

Students participating in a Learning Beyond experience that includes international travel will be subject to full penalty of the drug and alcohol laws of the host country.

***Neither Stevenson University nor the United States embassy can protect students from the legal consequences of drug and/or alcohol offenses committed***

Please be advised – an individual Learning Beyond experience may have a more in-depth Code of Conduct. All students participating in a Learning Beyond experience are expected to know and follow the Code of Conduct outlined in this handbook, as well as any additional, more specific Code of Conduct materials distributed by the professor or faculty advisor.

## **Part VII: Contact Information**

For all Learning Beyond experiences that involve traveling to locations other than the The University campuses, students will be required to complete a contact information sheet that includes the student's full contact information as well as the full contact information of two emergency contacts.

Stevenson University contact information:

University main line: 410-486-7000

Chris Noya,  
Office of Experiential Learning: 443-334-2247

Stevenson University Security: 443-334-2239

Stevenson University after-hours Security:

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