

Pre-Trip Preparations for USF Sponsored Short Term Off-Campus (U.S. Domestic) Programs

The following guide is to help with your preparations before you leave on your USF sponsored off-campus program. Your faculty/staff coordinator may provide additional information or instructions.

IMPORTANT ADVISORY: PROGRAM CANCELLATION

There is a reasonable chance that your travel could be subject to change due to unforeseen circumstances.

All participants are advised to plan accordingly to include booking refundable flights or considering purchasing Trip Cancellation and Trip Interruption for Any Reason insurance if you are unable to participate, for any reason, such as testing positive for COVID-19, family emergencies, illness, or any other extenuating circumstances beyond your control. Such Trip Cancellation Protection plans must typically be purchased within 10 - 21 days of making your initial trip payment. *For quotes or to purchase a Trip Cancellation Protection Plan you may use a provider of your choice. One option can be found at [InsureMyTrip](#) or call 1-877-266-0741.*

USF Specific Requirements

- ✓ **Disciplinary Clearance (undergraduate students):** Participating in USF sponsored off-campus programs include demonstrating an ability to abide by the University's standards, policies and procedures as outlined in the Fogcutter Student Handbook. We will request conduct history information from the Office of Student Conduct, Rights and Responsibilities (OSCRR) prior to participating in the off-campus program. Students who are currently on probation (disciplinary, housing and/or university) will not be allowed to participate.
- ✓ **Travel During COVID-19 Guidelines:** USF travelers are required to familiarize themselves with the [travel guidelines and protocols](#). The University continues to assess travel guidance frequently as travel conditions evolve.
- ✓ **COVID-19 Vaccine Required:** [USF requires students to be fully vaccinated](#) including booster shots prior to departure. This does not include students with a medical or religious exemption. Vaccines are crucial to having a safe, healthy environment not only at USF but it mitigates risks to our travelers and the communities to which they travel.
- ✓ **Travel participants must self-test for COVID-19 only if they are not feeling well.** If a positive test results then USF faculty will need to be informed.

Student Conduct Expectations

USF sponsored off-campus programs are learning opportunities not personal vacation. You are representing the university and are expected to conduct yourself in a manner appropriate to that of a student and a guest in the host program or activities.

- ✓ By registering in an USF sponsored program you have agreed to abide by and conduct yourself in accordance with:
 - **USF's policies and procedures, including the "Standards of Non-academic Conduct", which appear in the Fogcutter Student Handbook;**
 - **All instructions presented by the class instructor, whether written or oral;**
 - **All ground rules as established in your pre-departure meetings and on-arrival orientation;**
 - **Local laws governing the host state and city.**
- ✓ Failure to comply with established program rules and what is outlined in the Behavior Contract may result in disciplinary action and consequences including the following:
 - **Immediate dismissal** for reasons of unacceptable behavior and serious offenses such as:
 - illegal drug use
 - failure to attend classes regularly
 - endangering the health and safety of others
 - alcohol use that impairs judgment and/or leads to improper social behavior including endangering oneself and others
 - disruption or obstruction of teaching
 - **Such dismissal will be without refund** and any expenses incurred for your return home will be your responsibility.
 - **Dismissal from the program will result in further academic and/or disciplinary consequences upon your return to USF.**

Staying Healthy and Medications

- ✓ **Participants are advised to voluntarily disclose any disabilities, medical or psychological issues that may need to be accommodated during the trip. Confidentiality will be assured and participant's disclosure will help to facilitate a safe travel experience.** Participants are urged to discuss travel plans, and the impact of extended travel with their physician and/or mental health practitioner, and strategies for managing their conditions and handling of medication. For example:
 - The program will be better able to serve the needs of participants who disclose they have food or drug allergies, or are asthmatic or diabetic.
 - In some cases, students may be required to obtain medical clearance from your physician allowing you to travel.
- ✓ If bringing any prescriptions or medications:

- Pack enough to last your trip; carry your meds in their original container and pack them in your carry-on in case your luggage is lost or delayed

COVID-19 Health and Safety Protocols

COVID-19 POSITIVE TEST - [Use the CDC Isolation and Exposure Calculator](#) - for the most current guidance based on variations.

- Any individual who tests positive will remain in isolation in a designated room for 5 days and monitor symptoms.
- USF faculty will conduct periodic wellness checks, provide meals and ensure student's personal needs are met including medical attention if symptoms worsen.
- If symptoms are improving and you are fever-free for 24 hours (without the use of fever-reducing medication) your isolation can end after 5 days.
- If symptoms do not improve, continue to isolate through day 10. Get a medical referral if you have a moderate or severe illness and consult with a doctor before ending isolation.
- Regardless of when you end your isolation and feel better, continue to wear a mask through day 10 or only after two sequential negative tests 48 hours apart.
- In the event the required isolation period is beyond the last day of the program the USF faculty or designated onsite staff will remain behind to provide assistance including access to COVID-19 testing and/or medical care.
- Expenses related to an individual's extended stay to isolate will be covered by the university.

Health Insurance and Medical Emergency

Students are required to have personal health insurance (i.e. USF Aetna, or coverage through parent's or spouse's insurance plan). **Please bring your health insurance card with you.**

If you have a medical emergency, call 911 or go to the nearest medical facility.

Packing Essentials, Money Matters and Staying in Touch

- ✓ Leave valuables at home including expensive jewelry and electronics. Put essential items like your ID cards, health insurance card, medicine – anything you could not do without – in your carry-on and/or in a secure wallet or purse just in case your luggage is lost or delayed.

- ✓ Your faculty may also suggest specific items to bring and/or clothing to pack.
- ✓ Make copies of your ID card, ATM, important bank telephone numbers to call in case of loss or theft. Keep in a safe place or store online (email).
- ✓ Provide your family members with your program's onsite contact information (i.e. hotel telephone, faculty/staff cell number, onsite coordinator telephone, etc.) in case of emergency.
- ✓ If needed, maintain open and regular communication with your family members back home via telephone, email or direct messaging apps like WhatsApp.

Program Rules, Student Safety, and Travel Tips

Here are some Do's and Don'ts to consider as a participant in the program. By following these program rules and travel suggestions you can minimize your exposure to unsafe situations:

Do's:

- Always exercise caution with regard to your personal safety and property at all times.
- Always travel as a group or with another student (Buddy-System)
- Always tell Faculty/Staff your whereabouts and the time of your return
- Always follow ground rules as set by your faculty. This may include curfew hours.

Don'ts:

- NEVER travel alone or stray away from the group.
- NEVER invite strangers into your student accommodations nor leave with a stranger.
No overnight guests allowed or cohabitation is allowed.
- Don't draw attention to yourself through inappropriate dress, personal accessories (jewelry, cell phone, ipad) or careless behavior.
- Don't impair your judgment through excessive alcohol consumption if you are over 21 years old. Alcoholic beverages cannot be consumed in student accommodations.
- No partaking of drugs in any kind of form including edible marijuana or vape pens.
- Never leave your student housing unlocked.
- Don't divulge information to strangers about your academic program and your fellow students – use common sense.
- Don't participate in extreme sports at any time during the program.

In case of emergency

If you need medical or urgent assistance no matter how minor or serious:

1. Call or find your faculty or onsite staff for assistance
2. Call 911 or go to the nearest medical facility in your area
3. Call USF Public Safety at +1 415-422-2911 for **emergencies** or for **non-emergencies** dial +1 415-422-4201. These phone lines are monitored 24/7.

Title IX and Other Forms of Discrimination

The University of San Francisco is committed to providing an environment free from gender-based discrimination or harassment. As such, USF does not tolerate any such behavior, which includes sexual assault, sexual harassment, and gender-based harassment.

In addition to gender-based misconduct the University takes other forms of bias-related harassment and discrimination very seriously. Misconduct on the basis of race, religious creed, color, national origin, ancestry, disability, marital status, medical condition (cancer-related or genetic-related), sexual orientation, gender and gender identity, sex, age, or any other protected status under federal, state or local law, ordinance or regulation applicable to the university, will not be tolerated and should be reported.

Anyone who believes they have been subject to any form of discrimination or harassment is encouraged to report these incidents. Upon receiving a report, the university will respond promptly, equitably, and thoroughly. In addition, the university will take steps to prevent the recurrence of the discrimination or harassment and correct its effects, as appropriate.

Pre-Departure Compliance, Registration and Payment Due

Complete the mandatory compliance requirements for your specific sponsored program. Requirements can be found and must be uploaded to the [Terra Dotta system](#).

- Disciplinary Clearance Form - mandatory for **undergraduate** students only
- Signed Waiver of Liability form
- Signed Trip Cancellation form
- Participant Information
- Emergency Contact Information
- Confirmation of Enrollment
- Domestic Health Insurance Information
- Behavior Contract
- Travel Intent
- Copy of flight itinerary

****Students who willfully refuse to comply with the above requirements will have their registration dropped and cannot participate in the program.**

- ☐ Make sure you are registered for the program and/or pay any required program fees prior to departure.
- ☐ Attend mandatory pre-trip meetings or orientation sessions as scheduled by your faculty or staff coordinator.

For Further Assistance

USF Center for Global Education – Lone Mountain Room 340

Office Hours: 9am – 5pm Monday thru Friday Main office: 415-422-6848

Contact: Shawn Dillard, Program Director for Short-term Programs and Immersions

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