

University of Hawai'i at Mānoa Study Abroad Center



Faculty-Sponsored Study Tour (FaSST) Faculty Handbook

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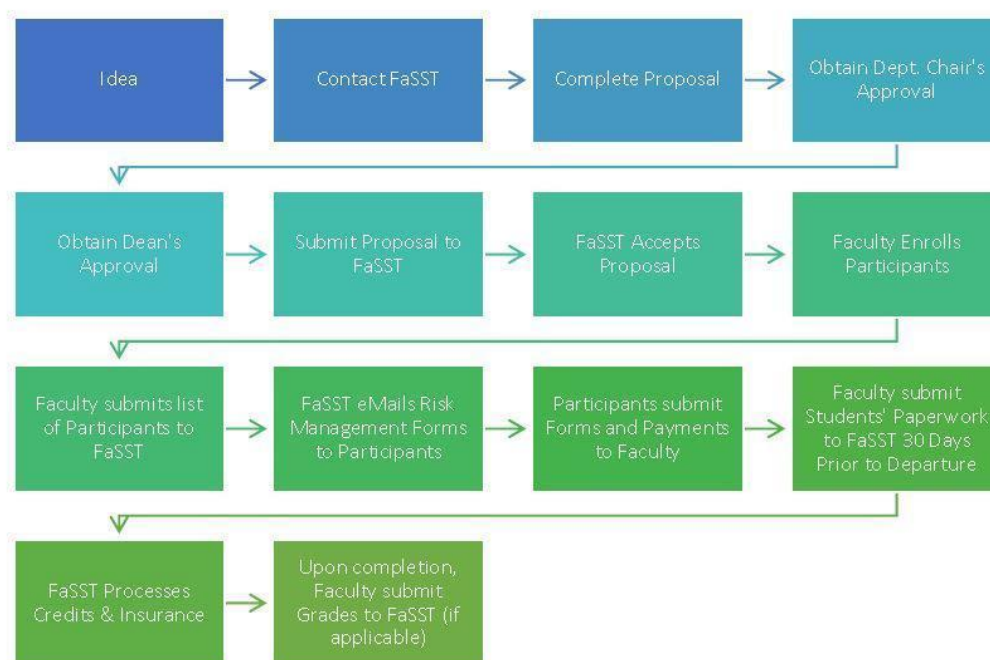
FaSST Summary

The University of Hawai'i at Mānoa (UHM) Study Abroad Center (SAC) encourages UHM faculty to offer study tours or overseas activities as part of or in addition to their academic course offerings during the academic year (semester, Winter Break, Spring Recess, and/or summer). SAC will support and facilitate faculty members' endeavors overseas.

Unlike traditional SAC programs, these individual faculty-sponsored study tours (FaSST) are faculty initiatives. Thus, the sponsoring faculty will be responsible for course content, all logistical arrangements (flights, accommodations, meals, ground transportation, etc) and pre-departure preparation. SAC will provide risk management, insurance coverage, and registration for students participating in FaSST. In addition, SAC can assist faculty members with budget-planning, coordinating logistics and will provide pre-departure information concerning health/safety issues abroad.

Should a FaSST proposal duplicate the curricular content and location of an existing traditional Study Abroad Program, then SAC will not support the application. Second, generally if the U.S. Department of State Travel Advisory has issued a **Level 3 (Reconsider Travel)** warning and the Center for Disease Control (CDC) Travel Health Notice has been issued **Warning Level 3 (Avoid Non-essential Travel)**, then SAC will not support the application. However, if there is an explanation concerning health, safety, access to medical facilities and ways of mitigating in-country risks then the proposal will be considered. Thus, it is important to include information in your application.

FaSST Process from Start to Finish



1. Faculty initiates ideas (location, activity) for a study tour.
2. Faculty contacts and/or meets with FaSST regarding study tour parameters, costs, logistics, etc.
3. Faculty completes FaSST Application Form, obtains approval from Department Chair and Dean/Director, and submits the application to FaSST.
4. FaSST reviews applications, and may contact faculty to clarify information.
5. FaSST accepts faculty's proposal.
6. Faculty enrolls participants for the study tour.
7. Faculty submits the list of participants to FaSST.
8. FaSST distributes Risk Management forms to accepted participants via email.
9. Faculty collects participants' paperwork.
10. Faculty submits participants' paperwork to FaSST 30 days prior to departure.
11. FaSST processes registration and/or insurance for participants.
12. Faculty attends the Study Abroad Center Risk Management Training for Faculty Members, and the Pre-Departure Health & Safety Training with their participants.
13. Bon Voyage!
14. Upon completion of study tour and/or return to Honolulu, Faculty submits grades to FaSST.
15. Faculty submits report/summary of the tour with student feedback to FaSST.

Designing a FaSST Program

Interested UHM faculty members are encouraged to contact the SAC immediately after their decision to initiate a study tour so that the SAC can provide guidance for program development, advertising, and student recruitment. For inquiries and/or to schedule a

meeting, please email fasst@hawaii.edu. In addition, you may also visit our website (studyabroad.hawaii.edu/fasst/) to read our “[Frequently Asked Questions](#)” page.

FaSST at a Glance

	Option A <i>SAC Registers Students for Credits</i>	Option B <i>SAC Does Not Register Students for Credits</i>
Best for	Faculty who wants to: <ol style="list-style-type: none"> 1. Teach and/or take a group of students (usually during the summer session). Specifically, design a program that is not offered through the Study Abroad Center. 2. Sponsor students studying abroad independently for one semester or academic year. 3. Sponsor students conducting practicums and/or internships overseas who require UHM credits. 	Faculty or UHM Department who wants to: <ol style="list-style-type: none"> 1. Offer out-of-class experiential learning activities as part of a course taught on-campus during the semester. 2. Sponsor students conducting practicums and/or internships overseas but do not require UHM credits. 3. Lead a group of students and participants overseas as part of a University-sponsored activity but do not require UHM credits.
Registration Method	Students register in course(s) opened by SAC through Outreach College	Not Applicable
Study Abroad Fee	Summer: \$128 per credit hour Semester: \$147 per credit hour \$384 or \$441 per 3-credit course, per participant. <i>Minimum 3 credits per participant.</i>	<ul style="list-style-type: none"> • Short-term study tour (1-8 weeks) - \$76 per participant. • Long-term study tour (9-15 weeks) - \$456 per participant.
Assistance with Financial Aid	Yes <i>SAC will develop and submit FaSST budget and the list of student(s) to UHM Financial Aid Services</i>	No
Assistance with Advertising	Yes	Yes
Pre-Departure Risk	Yes	Yes

Management Training for Faculty	<i>Attendance is mandatory.</i>	<i>Attendance is mandatory.</i>
Pre-Departure Risk Management Training for Students	Yes <i>Attendance is mandatory for participants and faculty.</i>	Yes <i>Attendance is mandatory for participants and faculty.</i>
Study Abroad Health Insurance for Participants.	Yes <i>Mandatory.</i>	Yes <i>Mandatory.</i>
Custom Study Abroad Sash for Commencement	Yes	No

Logistics

A faculty member designing a FaSST program has freedom to develop the logistics of his/her study tour. The country, host institution (if any), flights, accommodations and ground transportation, can all be decided by the sponsoring faculty. The FaSST Coordinator is able to offer advice or assistance in determining the appropriate logistics for the program. However, if SAC does not have any resources in that specific country, then the sponsoring faculty will be responsible for making all the arrangements.

The majority of FaSST programs take place during the summer since most faculty and students are able to travel for longer periods. When planning, take into consideration that students may wish to participate in summer sessions on campus. Thus the FaSST program should not overlap dates with summer sessions. Different dates will enhance student participation.

Budget Development

All FaSST programs must submit an itemized budget list to the FaSST Coordinator, especially if the program is based on Option A. For Option A programs, the SAC submits the itemized Cost/Budget Sheet to UHM Financial Aid Services with a list of the program participants so any student on financial aid will have their financial package adjusted appropriately.

Please submit two separate itemized budgets: one for the faculty costs and one for the student participant costs. We recommend that you consider the minimum and maximum number of students that will make your program financially sustainable. In the event that a sponsoring faculty does not receive a grant or department support to fund overseas expenses, the cost can be divided among the participating students. The budget may be

updated upon confirmation of the number of students participating in the study tour. The Faculty and Student Participant budgets should include the following items:

A. Faculty Costs [cost you expect to incur overseas]

1. Estimated Airfare
2. Accommodation
3. Meals
4. Ground Transportation
5. Other

B. Student Participant Costs [estimated costs for each student participant]

1. Institutional Cost*
2. Overseas University Tuition
3. Study Abroad Fee (Option A or B) – **MANDATORY**
4. Estimated Airfare
5. Accommodation
6. Meals
7. Student Visa
8. Activities/Excursions (if any; list activities/places and costs)
9. Ground Transportation
10. Study Abroad Health Insurance Plan** – **MANDATORY**
11. International Student Identity Card + Travel Insurance: \$25 - **Recommended**

*Institutional Cost is the overhead cost incurred by the faculty and/or the department to lead the study tour, or the Faculty Costs in item A above. This overhead cost should be divided among the number of participants.

**Cost of the Study Abroad Health Insurance Plan is calculated at \$1 per day for the duration of the study tour overseas. Count the departure date from the U.S. as the first day, e.g., Jan 10 – Jan 20 = 11 days.

Syllabus Design

All FaSST programs wherein students receive course credits while abroad (Option A) must have a complete syllabus. The syllabus should outline as much information as possible, including but not limited to: coursework, schedule, required readings, etc. The credits received should reflect the amount of work students are doing during the study tour. All FaSST programs in Option A must offer a minimum of 3 credits, but be aware that Financial Aid Services and many scholarships offer aid to *full-time* students. During the summer, “full-time” is an undergraduate student who is enrolled in six UHM course credits, or four credits for graduate students. It is recommended that courses, whenever possible, incorporate UHM major, general education, or focus requirements, (e.g. DS, DH, WI, E, O) to maximize the appeal to students.

The course syllabus should reveal considerable thought regarding how the content relates to the specific study abroad locale. The course syllabus may be posted on the

Study Abroad Center website so that students are informed of the course requirements. In all other respects, it should contain *all* the following and represent a finished product.

- a. Description of the purpose or objectives of the course(s) and student learning outcomes (SLOs) for the proposed course. (refer to the “[Writing Student Learning Outcomes](#)” section below for examples/suggestions)
- b. Course alpha, number, title(s) and the number of credits.
- c. Detailed course description(s); syllabus/syllabi and student learning outcomes including reading lists.
- d. Number of contact hours.
- e. Pre-requisites, if any.
- f. Appropriateness of the course(s) in relation to the overseas setting. For example, please describe how the environment, people, university or college resources may be utilized to maximize the potential outcome of the course(s).
- g. The criteria by which the students will be evaluated (e.g., exams, term papers, attendance, etc.). Indicate percentage for each criteria (totaling 100 per cent). An undergraduate course cannot simultaneously be approved for graduate course credits. The applicant must propose two levels of courses with appropriate requirements at each level.

Writing Student Learning Outcomes

While not required, it is strongly recommended that the Student Learning Outcomes (SLO) be tailored to the host country and the unique opportunity to study the intended subject abroad. Listed below for your reference are the four Study Abroad SLOs. These may be modified for your specific course/country depending upon the “in-class” or “out-of-class” assignments that you list on your syllabus.

1. Demonstrate awareness of your own cultural values and biases and how these impact your ability to work with others.
2. Demonstrate knowledge of diversity with a focus on the population or topic of interest in your Study Abroad program.
3. Communicate appropriately and effectively with diverse individuals and groups.
4. Demonstrate an increased capacity to analyze issues with appreciation for disparate viewpoints.

Learning Outcomes for your UHM Study Abroad Course(s):

To get started, ask: What is essential for my students to learn and be able to accomplish by the end of my course? How will I facilitate their maximum learning outcomes thereby to enhance their Study Abroad experience with me as their sponsoring faculty? What elements would the students have missed had I not been the Faculty Resident Director of this specific course at this Study Abroad site?

Learning outcomes

Statements that specify what students will learn and accomplish as a result of an activity, homework assignment, or field trip. These should be expressed as knowledge, skills, attitudes, dispositions.

Characteristics of well written Learning Outcomes

- Action must be observable
- Action must be measurable (consistently by different observers/scorers)
- Action verbs are used (for example, can use words in Bloom's Taxonomy). Avoid verbs that are unclear and subject to different interpretations, such as: know, become aware of, appreciate, learn, understand, be familiar with

Learning Outcomes	
<i>Instructor-Centered</i>	<i>Student-Centered</i>
Students will understand the nine reasons for studying the European monetary system.	Students will list and explain nine reasons for studying and understanding the European monetary system.
Students will develop an appreciation of cultural diversity in the workplace.	Students will summarize in writing their positive and negative feelings about cultural diversity in the workplace.

Writing Learning Outcomes Template

Students will be able to <insert action verb> to describe knowledge, skills, attitudes, dispositions.

Here are some of Bloom's Taxonomy action verbs that can be used to write measurable learning outcomes:

- For KNOWLEDGE (remembering): define, describe, identify, state, write, label, recall, etc. (students will recall facts without necessarily understanding the concept).
- For COMPREHENSION (understanding): distinguish, discuss, interpret, translate, differentiate, etc. (asks students to summarize main ideas without relating it to anything else).

- For APPLICATION (transferring): apply, compare, contrast, construct, demonstrate, relate, use, etc. (helps students apply learning to his/her own life experiences).
- For ANALYSIS (relating): analyze, diagram, investigate, prioritize, separate, transform, etc. (students can break materials into parts, describe patterns and relationships among parts).
- For SYNTHESIS (creating): assemble, combine, compose, formulate, generalize, organize, revise, etc. (students can create something new by combining parts to form a unique solution to a problem).
- For EVALUATION (judging): assess, appraise, critique, evaluate, reject, recommend, compare/contrast, etc. (allows students to express their own opinion, judge or value based on ideas, criteria, methods, etc.)

*Modified from California Lutheran University Website on Assessment
www.callutheran.edu/assessment/student_learning_outcomes/writing.php
 February 2009

Credits

The number of credits in a study abroad course is determined by the total number of contact hours. As is customary, a 3-credit course requires a minimum of 45 contact hours.

A faculty offering a FaSST course may compute “field trips” as part of the total contact hours if such trips are essential to the course. Field trip credit hour computation is based on laboratory classes. Generally, a lab offered for 1 semester hour of credit meets three “class hours” per week over a 15-week period (IRO, 2002, p. 9). Therefore, a 1-credit field trip/lab course must have a total of 45 contact hours for study abroad programs.

An undergraduate course cannot simultaneously be approved for graduate course credits. The applicant must propose two levels of courses with appropriate requirements at each level.

There are two ways that a faculty may initiate courses to be taught in a FaSST program.

- propose existing courses listed in the UHM catalog and tailor them to the overseas setting
- propose a new course

If a new course (not listed in the UHM catalog) is being proposed, then the faculty must follow standard departmental/college and administrative channels for the approval of new courses before submitting the proposal to the Study Abroad Center.

Submitting a FaSST Application

The FaSST Application should be submitted to the FaSST Coordinator *as early as possible*. Ideally, applications should be submitted to SAC before commencing student recruitment. It is not necessary to confirm participants before submitting an application, and there are no consequences if the program ultimately does not happen due to low enrollment or other unavoidable circumstances.

The application is form-fillable and can be submitted by email, but please be cautious of using electronic signatures and make sure they do not lock the document before all four signatures are complete. A printed hard-copy submitted to the office is also acceptable. Applications can be submitted to fasst@hawaii.edu or to the main office in **Moore Hall 115**.

Application and Review

The FaSST Application contains all the details about the program you designed. SAC will use this information to evaluate the program and offer suggestions if corrections need to be made. The FaSST Application should be submitted as early as possible (at least **two months** before departure) with the following items:

1. Completed application form with all three signatures.
2. Itemized Budget for students and faculty
3. Program rationale with details of activities
4. Option A: All syllabi for the credits earned, unless the students are receiving language credits only.

Review should take no more than two weeks. SAC will contact faculty to clarify information if there is a need to do so.

Acceptance and Recruitment

When a FaSST application is accepted, an email confirmation and a PDF of the acceptance letter will be sent to the sponsoring faculty, department chair or director, and dean. A hardcopy of the acceptance letter will be sent to the sponsoring faculty via Campus Mail.

After acceptance, the sponsoring faculty may begin recruiting students for his/her program. Most faculty recruit participants from their current students. Students from outside the UH system are also eligible to join. Some examples of recruitment activities are creating your own website; creating fliers and posting around campus; requesting colleagues within your own department to speak to their students in class; hosting information sessions; contacting your professional colleagues and asking them to help

with your recruitment efforts; using all social media platforms available to you; etc. SAC can also assist in student recruitment via our website and/or flyers (if any are available) posted on our bulletin boards.

Student Application and Screening

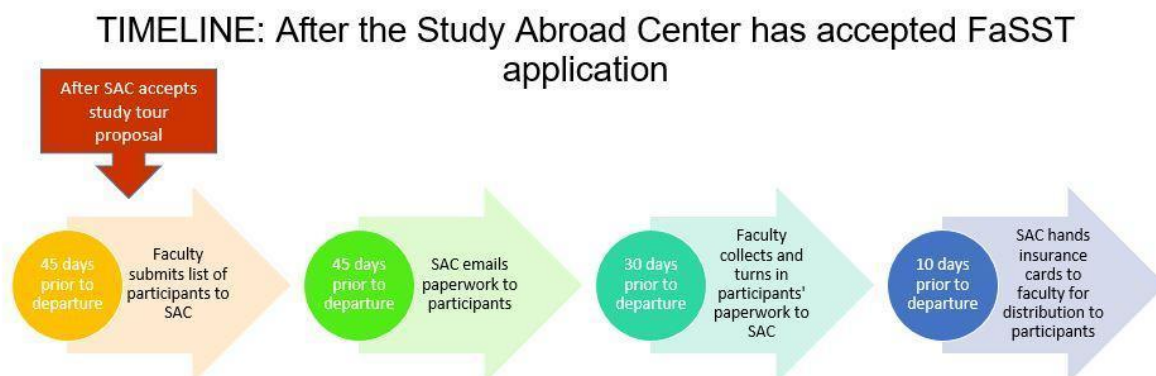
FaSST students do not need to adhere to the SAC's eligibility requirements (3.0 GPA, recommendation letters, etc). The sponsoring faculty must determine the eligibility of students for the program, so it is recommended that criteria and application deadline are set beforehand. The sponsoring faculty must submit the final student list to the FaSST Coordinator at least **45 days** before departure. This is to ensure enough time to organize pre-departure activities such as risk management training and insurance.

Pre-Departure

The sponsoring faculty is expected to be heavily involved in FaSST pre-departure activities. The FaSST Coordinator will work with the sponsoring faculty to ensure students complete their cross-cultural training and are prepared to be representatives of the University of Hawai'i at Mānoa while abroad.

Timeline After SAC has Accepted the for FaSST Application

Below is a general timeline after SAC has accepted the FaSST application.



- a. 45 days/7 weeks before departure
 - i. Faculty submits list of participants to SAC
 - ii. SAC emails document packet to participants
- b. 30 days/5 weeks before departure
 - i. Faculty collects and turns in participants' document packets
 - ii. SAC processes insurance
 - iii. SAC processes registration (if any)
 - iv. SAC submits list of participants and budget to Financial Aid Services, when appropriate
- c. 10 days/1 week before departure
 - i. SAC hands insurance cards to faculty for distribution to participants

FaSST Risk Management Packet

All FaSST students are emailed a FaSST Risk Management Packet once the FaSST Coordinator receives the final student list. The FaSST Coordinator will include instructions on how students should properly fill out the packet. The packet is vital in gathering information for student safety and covering liability that protects the faculty, the SAC, and the university. A completed packet requires the following items:

1. Agreement and Release
2. Acknowledgement of Risks and Release of Responsibility
3. Notification in Case of Emergency
4. Insurance Certification
5. Health, Emergency, Evacuation, Repatriation & Travel Assistance Insurance
6. General Student Information
7. Disclosure of Information
8. Letter of Authorization
9. Confidential Physician's Report
10. SAC/Outreach Registration Form (Option A students only)
11. Refund and Withdrawal Policies
12. Outreach College Application (for non-UH-system students only)
13. Photocopy of the biographical page of passport
14. Insurance Payment (\$1/day, posted to a student's MyUH account)
15. Study Abroad Fee
 - a. Option A: per credit, to be charged to a student's MyUH account
 - b. Option B: \$76 or \$456, to be charged to a student's MyUH account

Students must submit their completed packets to the sponsoring faculty by the given deadline, and the sponsoring faculty must double-check that the forms are filled out properly. The FaSST Coordinator will provide the sponsoring faculty a document explaining how to review the forms and collect the packets.

Risk Management and Liability

The University of Hawai'i at Mānoa Study Abroad Center's policy is to provide a standard of care that demonstrates the intent of care which provides a safe and secure learning and living environments for UHM participants and faculty during the official period of the entire Study Abroad or FaSST programs. The period of a Study Abroad or FaSST term begins and ends with the official arrival and departure dates. These include in-country orientation, instruction, excursions, and program-related activities. The SAC also provides risk management training tailored to FaSST needs for both the students and the sponsoring faculty.

Faculty Risk Management Training

Before going abroad, all FaSST faculty members are **required** to participate in the Study Abroad Center's Faculty Risk-Management Training. This training can be done individually or in a group setting with other FaSST faculty. If the Sponsoring Faculty and Accompanying Faculty are different people, they should **both** attend the training. At this training, the sponsoring faculty will acquire skills concerning his/her responsibilities abroad including but not limited to the following:

- Risk Management
- Liability while abroad
- FERPA and HIPAA
- Title IX and the Manoa Advocate
- Incident Response Procedure

Pre-Departure Health and Safety Training

All FaSST students must participate in discussion-based training before going abroad. The sponsoring faculty in charge of the program (and Accompanying Faculty if a different person) is **required** to attend. At this meeting, a SAC representative will lead a student discussion. Students will gain knowledge in the following:

- Culture-shock and how to handle it
- Being a student representative of UHM
- Being a representative of his/her home country
- Student responsibilities while abroad
- Rights as a UHM student and their applications abroad
- Office of Student Conduct and the Manoa Advocate
- Grade Grievance - for students enrolled in course only
- Available resources

FaSST sponsoring faculty lead his/her own pre-departure cross-cultural training/meetings concerning the specific details of the program and country. The sponsoring faculty is considered the "expert" on the program and host country. The Study Abroad Center's Pre-Departure Health and Safety Training may also be incorporated in one of these meetings. SAC's Health and Safety training will be conducted by SAC.

Faculty On-Site Responsibilities

The faculty member who is appointed as the sponsoring faculty on a FaSST program will find responsibilities much broader than those accorded to the classroom instructor. The faculty member, for example, may find that she/he/they is expected to be a leader, counselor, advisor and administrator for students overseas. As a result, the faculty is

requested that she/he/they not just simply adhere to her/his/their academic role. Because of this broader role, the FaSST faculty sponsor leading the program is self-selected and approved by his/her/their Department Chair and Dean on the basis of her/his/their ability to function effectively in these areas. The following are guidelines to help faculty operate within the expectations of the Study Abroad Center in an overseas setting.

- a. The faculty member is expected to balance her/his/their demeanor as on-site program administrator and instructor with sensitivity to student needs and interests associated with that of a professional counselor.
- b. The faculty is expected to enforce program rules. The Study Abroad Center recognizes that the faculty has latitude in enforcing these regulations on a case by case basis. The program rules, academic calendars, FaSST Student handbook, and the UHM Student Conduct Code are given to students and the faculty when the Risk Management packets are distributed.
- c. It is intended that the faculty member will help resolve student related issues and or problems on their own authority and within a reasonable period of time. The issues and problems are categorized in the following areas: personal, academic, student behavior (as stated in the UHM Student Conduct Code). The faculty may consult the Study Abroad Center Director at any time.
- d. Students may consult with in-country support personnel to resolve problems such as living arrangements, sickness, etc. However, it is expected that the faculty Resident Director facilitates communication between the student and in-country program personnel. Please note that students must also adhere to the host institution's rules and regulations concerning academic standards, student conduct, classroom conduct and participation, and refund policies.
- e. The same provisions which govern the relationships between faculty and students on the UHM campus apply to the UHM Study Abroad and FaSST Programs overseas. Study Abroad and FaSST Programs generally require that faculty members increase their involvement with students to help them overcome cultural alienation or "culture-shock". However, it is vital that the faculty exercise caution and sound judgment in dealing with students. As a precaution, faculty must avoid any violation of the Federal Family Education Rights and Privacy Act (FERPA) governing areas of disclosure of a student's information without the individual's written consent (do not divulge in unauthorized sharing of information); any act which is, or could be construed as, sexual harassment; or any discriminatory act reflecting prejudice based on sex, age, race, or religious beliefs. Observe the Gender Violence and ADA Federal law requirements.
- f. Faculty is expected to maintain regular contact with the students and, of course, meet with students by appointment when necessary.

- g. Faculty is requested to adhere to the dates set and specified on the budget sheet and the refund and withdrawal policy in regards to adding/dropping of courses, changes of grade options, and withdrawal dates. They will be available to students and faculty when the Risk Management packet is distributed.
- h. Faculty members are required to report student grades within forty-eight hours after the last day of class or final exams. Study abroad student grades are not to be uploaded by the instructor. The grades are to be reported to the FaSST Coordinator at fasst@hawaii.edu.

If grades cannot be reported within 48 hours the faculty must inform the Center.

Reporting of Violation of Student Conduct Code including Sexual Assault to the Office of Student Conduct

Effective August 16, 2020 Federal law exempts Study Abroad Center from Reporting on sex discrimination to the Campus Title IX Coordinator. Rather the alleged victim must file a **formal report** to the Office of Student Conduct to start an investigation. The said office is not able to act on receiving an “informal and/or for your information,” communication. The formal reporting is **not** confidential. Study Abroad students must understand the distinction between the “formal report” vs “informal fyi” information.

Reporting Sexual Assault on a Study Abroad Program

If a student reports sexual harassment by her/his/their peer the Resident Director must take immediate and appropriate actions.

If the UHM faculty Resident Director is the alleged harasser, students are informed at the pre-departure training sessions to report to the Director of the Study Abroad Center.

Steps to Follow

Should a student on a Study Abroad program report sexual assault, the Faculty Resident Director must take immediate and appropriate action. These are:

1. Provide help and support to the student accessing the resources available on site
2. Inform the host institution and follow procedures of the host institution
3. Inform the student that he/she/they may make a formal report to the UHM Office of Student Conduct - this process is not confidential
4. Inform the student about confidential resources available at UHM and the UH System
5. Inform the student to consider reporting the assault to the overseas Police Station and upon return filing a report with the the Honolulu Police Department

Formal Reporting at UHM: Office of Student Conduct

1. A formal report is necessary to initiate an investigation.
2. There is no informal process
3. The Office of Student Conduct will make referrals if there are Title IX issues to the Title IX office on campus. However, it should be understood that the Title IX Office has no jurisdiction when the incident occurs at a Study Abroad location overseas.
 - a. If students involved are all UHM students then the investigation will move forward under the Office of Student Conduct
 - b. If UHM students and non-UHM students are involved then the investigation would not move forward.
 - i. In such an instance, then the host University overseas must be informed and further investigation will be conducted

Contact:

Leslie Mitchell, Ph.D. (she/her/hers)
Interim Director, Office of Student Conduct
University of Hawai'i at Mānoa
2600 Campus Road, QLC 207
Honolulu, HI 96822
Main: [808-956-4416](tel:808-956-4416)
Fax: [808-956-2537](tel:808-956-2537)

Advocates Office of Support and Resources

For informal and complete confidential support the Advocates Office on campus may be contacted by the students.

Confidential Resources

The alleged victim may speak with on-campus licensed professional counselors and their staff; on-campus health service providers and their staff; and on-campus advocates. These individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediate threat or danger or abuse of a minor, or when required to disclose by law or court order. Going to a Confidential Resource will not put the University on notice of a specific allegation under this Policy.

Campus mental health counselors and campus advocates are available to help free of charge and may be consulted during normal business hours.

Manoa Advocate

This office was formerly known as the Office of Gender Equity. The Manoa Advocate offers direct services to victims and survivors of sexual harassment and sexual assault. Services offered include crisis screening and assessment, case referral, safety planning and risk assessment. Others include:

- Sexual or Gender-Based Harassment
- Sex or Gender Discrimination
- Sexual Assault
- Dating or Domestic Violence
- Stalking

Contact:

Jamie Newalu

Telephone: 808-956-9499

Email: manoaadv@hawaii.edu

Queen Lili'uokalani Center for Student Services 210

2600 Campus Road

Honolulu, Hawaii 96822

Website: <https://blog.hawaii.edu/genderequity/>

Criminal Investigation

Please be aware that a criminal investigation is separate and distinct from UH Manoa's institutional response. Victims may choose both, and/or, or neither of these options depending on individual decisions. These options are available simultaneously, and UH Manoa will cooperate with law enforcement agencies if a criminal investigation occurs.

Student Participant's Responsibilities

While the sponsoring faculty is expected to instruct, administer, listen to students having problems, and help students interpret host country behaviors, it should be recognized by all concerned that the students themselves are responsible for their own experiences abroad and thus the consequences as well. The program cannot guarantee or eliminate all risks associated with the overseas environment. The facilitating role of the FaSST Sponsor should not be confused by the student to be that of someone who will "make things better" or solve problems on their behalf-no matter what. The goal is to direct the students to achieve some degree of independence so that they can effectively take

responsibility for themselves while the sponsoring faculty remains as the "facilitator." It is recommended that you periodically remind the students of the following:

1. They are responsible for their own daily personal decisions, choices, activities, and thus the consequences.
2. They are responsible for, and that we cannot control and/or prevent them from engaging in illegal, dangerous or unwise activities.
3. The program cannot assure that US standards of due process apply, or provide, or pay for their legal representation.
4. Students need to understand that they may experience frustration and anger because their home/home cultural values differ from those of the host's.
5. Students are responsible for their own health and safety. However, the program will do what it can to meet the health and safety needs of the students.
6. Read the FaSST Student Handbook.

Upon Return to Hawai'i

Site Report

Submit a final program site report to the Study Abroad Center. You may email your site report to fasst@hawaii.edu. ***Do not provide a copy of the site report to the host institution personnel.***

The site report should contain some of the following:

- a. State the program objectives and how the host institution or program meets them.
- b. Describe the quality of the academic program, effectiveness and the learning outcomes of the students.
- c. State the comparability of the academic program to that offered at UHM Mānoa in light of the educational goals.
- d. Describe the facilities within the school or education site and the surrounding areas (library, computing, learning resources, gyms, health care facilities, shopping centers -list hospitals nearby if known).
- e. Identify the host instructors (if applicable), the host administration and support personnel. What role did they play in the program?

- f. Evaluate the effectiveness of the excursions (if applicable).
- g. Describe the accommodations (and how they are reviewed by the host institution or relevant personnel, be they homestays, dormitories, or hotels).
- h. How does the host institution or the program demonstrate a standard of care to provide a safe and secure learning environment for the participants? All aspects of the program should be addressed, such as academics, accommodations, relevant facilities, excursions, etc.
- i. Describe your role as the sponsoring faculty and how you facilitated in meeting the goals of the program related to the students and their learning outcomes.
- j. Describe your professional and personal benefits from the program. E.g., were you able to make progress on your scholarship, research, engagement with the academic community?
- k. In what ways was this a transformative term abroad for both you and the students?
- l. Describe strengths and weaknesses of the program if applicable. How would you correct the weaknesses if any?

Submitting Grades

If students are earning course credit on your program, the sponsoring faculty is required to report student grades to the Study Abroad Center in a timely manner. Study Abroad student grades are not to be uploaded by the instructor. The grades are to be reported to the FaSST Coordinator at fasst@hawaii.edu.