

Off-Campus Spring Term Support from the CSO

We know that you put a lot of time and effort into making your off-campus Spring Term course a success. We are here to support you! Here is how we can work with you toward a safe and successful term off-campus.

Meeting with Faculty Spring Term Leaders. Faculty program leaders: please contact Carla Jensen to schedule a meeting to discuss how the CSO can best support your program. We will provide you with resources, including instructions for your students on how to create an off-campus study profile to complete the Spring Term student forms, and information for you on how you can log in to the web-based system to access student forms and monitor their progress.

Student Pre-departure Orientation Session (for International Programs). The date of the pre-departure orientation session will be announced on the Off-Campus Study website at the beginning of each Fall and Winter semester. Please require students participating in your program to attend – or make prior arrangements for CSO staff to meet with your group at another time.

Session includes information on the following:

- **Exploring Cultural Difference.** The stages of cultural adjustment; culture shock; host family/living arrangements
- **International Communications.** Making a communication plan; checking Alma email; emergency contact; excessive communication
- **Travel Health.** Health care; taking prescription medications abroad; travel health & immunizations; allergies and medical conditions; insurance
- **International Travel Safety.** Travel tips; passport & visa requirements; obeying local and national laws; drugs; risk of crime, violence & terrorism
- **Money Matters.** Budgeting for your time abroad; accessing and securing your money while abroad

Managing Student Health & Safety Information for Off-Campus Courses. We provide program leaders with secure, remote access to the information collected from students, including Medical & Emergency Health information and Participation Agreement/Waiver. You can log in to this system to track student progress completing their forms, or to access information in during an off-campus emergency.

Monitoring Security Information for Spring Term Destinations. CSO staff receive daily security updates from a number of sources. While we recommend signing up for security notifications yourself, the CSO will notify you if we become aware of a travel warning or other security concerns for your destination(s).

Supporting Faculty Leaders in the Event of a Critical Incident Off-Campus. If something goes wrong while you are abroad, we are here to support you and to coordinate with you to ensure a timely and effective response.

Travel Health & Safety Resources. You can visit www.alma.edu Off-Campus Study page (type “off-campus” into the search bar, or find us under Academics → Experiential Learning) to access information on: obtaining a passport or travel visa; travel information from the US Department of State; International Student ID Cards; Power of Attorney; and more...



ALMA COLLEGE
Center for Student Opportunity

Resources

Access Student
Spring Term Forms:
www.alma.abroadoffice.net

Off-Campus Study
Website:

[www.alma.edu/
academics/experiential-
learning/international-off-
campus-study.php](http://www.alma.edu/academics/experiential-learning/international-off-campus-study.php)

U.S. Dept. of State
www.travel.state.gov

Center for Disease
Control:
wwwnc.cdc.gov/travel/



Questions?

Contact the CSO:

Carla Jensen
Asst. Director, CSO
Venture Program &
Off-Campus Study
jensencr@alma.edu
(989) 463-7421

Off-Campus Spring Term Timeline and Checklist:

- **January:** Please make a one hour appointment to meet with Carla Jensen – Asst. Director of the CSO for Venture and Off-Campus Study
 - As soon as it is available, we ask that you provide the College with a copy of your course's itinerary, including: dates, travel arrangements, accommodations, and contact information.
- **January – February:** We will provide instructions that you can share with your students on how to create an off-campus study profile. By logging into this profile, students will be able to access and complete the required off-campus study forms. Forms should be completed prior to leaving for Winter Break. We recommend that profile creation be done all at once during a group meeting.
- **Late February:** You may log in to see whether your students have completed the required forms. Please encourage your students to complete the forms as soon as possible.
- **First week of March (International Spring Terms Only):** Please arrange for your students to attend the Pre-departure Orientation Session organized by the CSO – alternately, you may make prior arrangements for Carla Jensen to meet with your group at another time in March. Information for students travelling on domestic Spring Terms will be sent electronically.
- **Mid-March:** Please ask that all students register for the Department of State STEP (Smart Traveler Enrollment Program) program
- **Late March:** the CSO will provide you with an electronic copy of the following:
 - Completed student forms (Passport Form, Medical & Emergency Health Form)
 - Emergency contact information
 - EIIA emergency medical insurance coverage & contact information
 - EIIA WorldWatch Security Report for your destination
 - Alma College Off-Campus Study Emergency Response Plan* (*under development)
- **Prior to departure:** You may print any documentation that you want to bring with you in hard copy



TRAVEL AND CHANGE OF
PLACE IMPART NEW VIGOR
TO THE MIND.

- Seneca