

International Programs

Office of the Dean/Vice President for Academic Affairs

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By: VP/Dean Sternberg & International Programs Committee

Global Projects

DEFINITION

Global Projects are credit or non-credit experiences funded by Occidental College or facilitated by an Occidental professor or employee acting in the course and scope of their employment relationship with Occidental College. These experiences may include, but are not limited to, student research projects, internships, community placements, and project work that occurs all or in part outside the United States. Global Projects can include projects with a single student participating independently as well as group or team projects (for example, the Glee Club, Alternative Spring Break, Costa Rica research group, or Newman Club).

GOAL

The College oversees Global Projects in order to (1) reasonably ensure student safety and program quality; (2) limit institutional exposure to known risks of student participation in Global Projects; and (3) facilitate an educationally enriching experience for Occidental students abroad. Consistent with these goals, the College requires all students to complete a mandatory “clearance process,” set out in greater detail below, in order to participate in a Global Project. Global Projects operate within the College statements on [Location Safety](#) and [Travel Policy](#).

DEPARTMENT/IPO RESPONSIBILITIES

Each funding or sponsoring department is responsible for evaluating the merit of proposed student projects according to published program guidelines. If the funding department approves the Global Project, students proceed to the mandatory clearance process managed by the International Programs Office (“IPO”). IPO is responsible for assessing potential risks of the Global Project, including risks to health and safety. IPO may consider the nature and design of the project when assessing these potential risks. As a member of the Forum on Education Abroad, the College recommends that funding departments consult with IPO to meet the [Standards of Good Practice for Volunteer, Internship Experience and Work Programs Abroad](#).

CLEARANCE PROCESS & RESPONSIBILITIES

The mandatory clearance process engages students in a process designed to guide them to prepare themselves for their independent overseas experience. Students will demonstrate their efforts to take reasonable care in selecting the safety criteria used in order to select their housing and means for transportation. Additionally, students will provide on-site local contacts in the case of an emergency. Clearance elements include:

1. Global Project Travel Questionnaire
2. Health Report (self-disclosure)
3. Global Projects Agreement to Participate
4. Host Agreement/ Waiver (subject to funding program requirements)
5. Human Subject Approval (subject to funding program requirements)
6. Additional materials as required by College Policy

PROCEDURES

1. The funding department/program (*e.g.* Maes, Anderson, Young, Schwartz, URC) is responsible for reviewing and completing an initial assessment of an application or award for a Global Project. This initial assessment precedes the mandatory clearance process. To ensure students are aware of the clearance process, the funding department will:
 - a. include reference and/or links to the clearance process on their application/website;
 - b. notify students who have submitted a proposal for a Global Project that they will be required to complete the **IPO mandatory clearance process no later than 30 days prior to departure**; and
 - c. notify IPO of the names of approved student participants at least **6 weeks prior** of the student experience start date.
2. IPO's clearance review will take place in the 30-day window prior to a student's departure. This review requires clearance from several departments on campus, including IPO, Residential Education and Housing Services (including, specifically, the Office of Student Conduct), Title IX, and Emmons Health and Wellness Center, as well as consultation with IRB and the Crisis Management Team, as appropriate.
3. Successful completion of the clearance process is mandatory. If IPO notifies the funding department that a student has failed to complete the clearance process successfully, the funding department will rescind approval of the that student's proposed Global Project.
4. Students must be funded *before* they travel abroad, and retroactively funding students (*i.e.*, once the student is abroad or after the student has returned) is prohibited. A student's failure to complete the clearance process prior to departure does not change this policy.
5. IPO will enroll all Global Project students in overseas insurance. This insurance acts as special coverage for certain international situations, including medical evacuation. This insurance is active only for the program dates specified by the student. IPO currently (as of 2017) absorbs the cost of overseas insurance, and its continued subsidization of this cost is subject to budget availability.

PROCESS STEPS AND TIMING

Step #1

Include IPO Clearance Requirement on Funding Applications/Promotional Material (Web, Print)

Students read about the IPO Clearance requirement on their funding applications.

Inform applicants that acceptance/funding is contingent upon successful completion of the clearance process.

Step #2

Solicit and Review Applications

Consult with IPO if any aspect of a proposed project may be considered risky (location/methods).

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Step #3

Select Recipients & Notify IPO

- Departments review the applications and select recipients. Then:
- A) notify IPO at least 6 weeks prior to their departure date
 - B) remind students to complete the clearance 30 days prior to departure date

Step #4

Students Submit IPO Clearance 30 days prior to departure date.

Grant recipients submit IPO clearance online 30 days prior to their departure date. Students will be notified if their submission is incomplete or if there are follow-up questions regarding the information submitted.

Step #5

IPO Reviews Students' Clearance Files

IPO clearance review will take place in 30-day window. This process requires clearance from several departments on campus (IPO, Res Ed, title IX, Emmons, etc).

Step #6

IPO Notifies Funding Depts. & Students of Clearance Status

- Release the fund to students only when IPO notifies that grantee is CLEARED.
- Do not release the fund if students fail to complete the process.
- Retroactively funding students is prohibited to protect the student and the funding department and the College. Students will not receive funding after they return from abroad if they were unable to complete the clearance process as required.

Step #7

Students Go Abroad!

- IPO enrolls students in overseas insurance, which is a special coverage for international emergencies/situations.
- IPO enrolls students in the Smart Traveler Enrollment Program (STEP) through the U.S. Department of State. <https://step.state.gov/>

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