

# CSUB

## Off Campus Academic Programs

### Orientation Package

Following is a list of topics to address in writing and cover in the program orientation. Other topics may be added.

#### **#1 Off Campus Academic Program Mission Statement**

Describe the off campus academic program and how it serves the mission and objectives of the school and the requirements for degree programs.

#### **# 2 Required Meetings**

Include dates and times of meeting(s) scheduled at University and/or foreign sites.

#### **#3 Itinerary**

Include days, dates, activity(s), location, transportation, accessibility, free time, etc.

#### **# 4 Academic Program Information**

Include the course number, registration requirements and award of academic credit.

#### **# 5 Services Not Provided by University**

List services not available during program such as Library or Health Center as well as services that are not provided by the University as part of the program.

Examples include:

Transportation (Airplane, boat, train, bus, etc.)  
Accommodations (Hotels, hostels, etc.)  
Meals (Restaurants, vendors, markets and facilities)  
Independent activities and travel

#### **# 6 Participation Costs**

Identify academic fees, support fees, insurance costs, refund policies and procedures as well as supplemental costs for items or service not provided by University as part of the program. Supplemental costs may include expenses for a passport, visa, health certificate, inoculations, additional travel, housing, food, medical care, and incidentals.

## **# 7 Application**

Address policies and procedures including program application, admission, conduct, discipline/judicial processes, and financial aid.

Provide a copy of the Participant Agreement and Release. Explain that the Medical Disclosure and Waiver of Liability will be required after admission to the program. Completion of these forms is required prior to participation in the program.

Cover the requirements for participation including academic standing, passport, visa, vaccinations, insurance, required pre/post course work, etc.

## **#8 Cultural Overview and Safety Orientation**

Discuss personal safety, health, legal, environmental, political, cultural, and religious concerns.

Review and distribute current State Department and Center for Disease Control information. Web links for these agencies are provided on the attached Off Campus Academic Program Resources page.

Review the risks of participation including exacerbation of existing health conditions, illness, injury, and property loss/damage. Include detailed information about the local environment and program sponsored accommodations, events, and excursions.

## **# 9 Review of Off Campus Academic Program Emergency Plans**

A model emergency plan is attached.

## **# 10 Program evaluation process**

Explain evaluation and the process for granting credit.