

Required Components of International Education Program Leader's Handbook

1. U.S. Department of State, Consulates and Embassies
 - a. Contact Information (Name of Contact, Phone Number)
 - b. Passport Replacement
 - c. Visa Requirements

2. Emergency Procedures
 - a. Crisis Management
 - b. Evacuation
 - c. Law Enforcement/ Security
 - d. Disciplinary Action

3. Medical
 - a. Health Care/Contact Information for Doctors, Hospitals, etc.
 - b. Specific Risks Associated with Country
 - c. Medical History/Medical Surrogacy
 - d. Physical Demands in Program

4. Academics
 - a. Program Focus
 - b. Classrooms/Costs
 - c. Access to AV Equipment, etc.
 - d. Internet Access/ Cost

5. Contacts in Country
 - a. Name, Address, Phone Number
 - b. Other relevant information about these contact(s)

6. Housing Accommodations
 - a. Address, Phone Number, Contact (if applicable)
 - b. Laundry
 - c. Home Stay/Hotel/Hostel
 - Special Accommodations
 - d. Disability Access

7. Food
 - a. How Meals are Handled
 - b. Restaurants Recommended
 - c. Grocery Stores in Vicinity

8. Communications
 - a. How to Dial Locally/Internationally
 - b. Cell Phone Use
 - c. Calling Cards

9. Transportation
 - a. Methods of Transportation (contact info)

10. Excursions
 - a. Overnight Excursions
 - b. Day Excursions
 - c. Special Presentations (speakers, etc.)
 - d. Free Time for Students
 - e. Suggested Reading, Films, Websites for Students

11. Financial Information
 - a. Pre-Departure Orientation for Students
 - Materials Distributed
 - b. On-Site Orientation
 - Materials Distributed

12. Itinerary/Calendar
 - a. Class Time
 - b. Excursions
 - c. Free Time