

WPI International Travel Risk Management Plan

The Interdisciplinary and Global Studies Division (IGSD) collaborates with:

- Faculty leading off-campus residential projects
- Student organizations traveling internationally
- Athletic teams traveling international

to approval travel through the Individually-Sponsored Residential Project (ISRP) process. This includes routine planning and risk management protocols employed for the Global Projects Program (GPP). Student preparation for off-campus travel begins two terms prior to the travel term. Deadlines are set to allow for appropriate pre-departure preparation. We appreciate your cooperation with the published deadlines.

What is the Interdisciplinary and Global Studies Division (IGSD)?

The IGSD administers two vital components of WPI's project-based learning model: the [Global Projects Program](#), WPI's signature study and work away program; and the [Interactive Qualifying Project](#), a distinctive interdisciplinary project experience that challenges students to examine the impact of science and technology on society to address social issues and human needs.

What is the Global Projects Program (GPP)?

WPI students travel to more than 40 off-campus locations across six continents. Immersed in new cultures, they tackle unstructured problems in ways that are meaningful to local sponsors in real communities. Our diverse project centers—strategically positioned in locations ranging from large international cities to small mountainside villages—are host to interdisciplinary and major capstone projects, and humanities and arts projects. As well, students can participate in language immersion and exchange programs.

Who is the WPI advisor?

The WPI advisor could be a faculty member, coach, etc. who is sponsoring the program.

Who is the student leader?

The student leader applies to club or athletic travel only. The student leader may be the President of the Club, Captain of the team, etc. The student leader liaisons between the club or team and the IGSD.

Instructions

1. **Gather and review basic information** regarding destination. Suggested resources:
 - [U.S. Department of State](#)
 - [Foreign Travel Advice](#)
 - [Travel Advice and Advisories](#)
 - [Smartraveller](#)
 - [Center for Disease Control](#)
 - [Crime & Safety Report](#)
2. **Summarize findings on this form** and submit to the [IGSD](#) by stated [deadline](#).

Form submission

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| Form must be submitted by the WPI advisor Name: Email: Department: | Click or tap here to enter text. |
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Travel Information

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| Destination City: Country: | Click or tap here to enter text. |
| Please provide the first name, last name and e-mail address for all students participating <i>Academic programs only: If you have not already selected students for your academic project, IGSD can make recommendations regarding your selection process. Once selected, all students will undergo an academic and judicial review before their participation can be confirmed. Faculty leaders will be notified if a meeting is required to follow up on a student's academic or judicial status.</i> | Click or tap here to enter text. |
| Student Leader (if applicable) <i>Student leader must be going on trip</i> Name: Email: | Click or tap here to enter text. |

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| Housing Name: Address: Phone number: Website: | Click or tap here to enter text. |
| Purpose of Trip *Must also send detailed itinerary of trip | <input type="checkbox"/> Humanities Project <input type="checkbox"/> IQP Project <input type="checkbox"/> MQP Project <input type="checkbox"/> WPI Course Trip* Name of course and professor: Click or tap here to enter text. <input type="checkbox"/> Club Trip* Club: Click or tap here to enter text. <input type="checkbox"/> Athletic Trip* Sport: Click or tap here to enter text. <input type="checkbox"/> Other* Please provide more details: Click or tap here to enter text. |
| Proposed Travel Dates | Click here to enter text. |

WPI Leadership

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| Please describe the WPI Advisor(s)' experience with off-campus trips (i.e. previous travel to this destination, previous travel leading students, etc.) | Click here to enter text. |
| Please describe the amount of time the WPI Advisor(s)' will be on-site with the students (i.e. the entire trip, part of the trip, etc.) | Click here to enter text. |
| Please list the names and roles for any other faculty/staff or guests traveling with the group | Click here to enter text. |
| Please list the names and roles for any onsite/remote advisors and/or sponsor liaisons | Click here to enter text. |

Travel and Transportation

Transportation considerations:

- When making transportation arrangements, we recommend utilizing public transportation in locations where it is considered safe. If cars or vans must be used, care must be taken to obtain vehicles with safety belts and headrests for every passenger and individuals are responsible for wearing belts at all times when the vehicle is in motion.
- Advisors may not drive students.
- Students may not operate a vehicle outside of the continental U.S.
- Students should not be required to drive or to ride as a passenger in a car with a student driver as the only means of transportation for a project/program.

If you have any questions about transportation, please contact IGSD.

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| <p>How are students traveling from WPI/home to the site? (i.e. air, train, etc.)</p> | <p>Click here to enter text.</p> |
| <p>Once on site, how are students expected to travel from their residence? If a driver will be used, how is the driver vetted?</p> | <p>Click here to enter text.</p> |
| <p>Will there be travel outside of the destination city? For what purpose: How long/for what dates:</p> | <p>Click here to enter text.</p> |

Communication

WPI requires that all participants and WPI advisors in undergraduate student off-campus travel carry a mobile phone that works at the destination for the duration of the off-campus experience. If using phones with rechargeable minutes, advisors and students are advised to keep a good reserve of minutes for use in case of emergencies. *Please contact IGSD if you need assistance creating a communications plan.*

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| <p>Are there any locations that you will visit during the program where mobile phone service may not be available? <i>If mobile phone service is not available, please describe your alternate method of communication during this time period. Please discuss satellite phone rental and daily check in practices if mobile service is not available.</i></p> | <p>Click here to enter text.</p> |
| <p>Is the WPI advisor available via e-mail for the duration of the trip?</p> | <p>Click here to enter text.</p> |

Financial Information

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| <p>Estimated Out-of-Pocket Expenses per student in U.S. dollars:</p> <ul style="list-style-type: none">• <i>Note that IGSD does not provide additional funding to support travel</i> | <p>Click here to enter text.</p> |
| <p>Will any funding be available to students? (i.e. scholarships, sponsor support, organization support, etc.)</p> | <p>Click here to enter text.</p> |

Risks/Response

Describe the conditions and possible events that may present a threat to the health, safety or security of participants, as well as response actions if the risk occurs. **Note that not all risks are applicable to all locations. In such cases, write "NA".**

| Description of Risk as Applicable | How You Will Mitigate Risk | Response Plans If Impacted By This Risk |
|--|--|--|
| Example: Health Risks Urban areas have high pollution | <i>Students with asthma will be strongly encouraged to discuss their travel with their physician and decide whether additional measures or medications may be required for travel.</i> | <i>If a student experiences an asthma attack, we will take him/her to the nearest hospital and contact International SOS as well as call the IGSD Emergency Phone.</i> |
| Health Risks Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Crime Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Potential for Political Unrest Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Terrorism or War Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| <p>Critical Environmental Conditions <i>(i.e. potential for a natural disaster)</i> Click here to enter text.</p> | <p>Click here to enter text.</p> | <p>Click here to enter text.</p> |
| <p>Everyday Environmental Conditions <i>(i.e. access to potable water, sanitation facilities, etc.)</i> Click here to enter text.</p> | <p>Click here to enter text.</p> | <p>Click here to enter text.</p> |
| <p>Transportation/Road Conditions/Safety Click here to enter text.</p> | <p>Click here to enter text.</p> | <p>Click here to enter text.</p> |
| <p>Housing Conditions and Security Measures Click here to enter text.</p> | <p>Click here to enter text.</p> | <p>Click here to enter text.</p> |
| <p>Working Conditions Click here to enter text.</p> | <p>Click here to enter text.</p> | <p>Click here to enter text.</p> |

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| <p>Cultural Differences <i>(i.e. attitudes towards Americans, females, LGBTQ individuals, ethnic or religious minorities, etc.)</i> Click here to enter text.</p> | <p>Click here to enter text.</p> | <p>Click here to enter text.</p> |
| <p>Considerations for Individuals with Disabilities or Other Special Needs Click here to enter text.</p> | <p>Click here to enter text.</p> | <p>Click here to enter text.</p> |
| <p>Other Risks Click here to enter text.</p> | <p>Click here to enter text.</p> | <p>Click here to enter text.</p> |

Emergency Contacts and Resources at Your Destination

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| <p>U.S. Embassy or Consulate Address: Telephone: Email: Hours:</p> | <p>Click or tap here to enter text.</p> |
| <p>Nearest Emergency Medical Facility (i.e where you would take a trauma case) Name: Address: Telephone: Languages spoken:</p> | <p>Click or tap here to enter text.</p> |
| <p>Nearest Non-Emergency Medical Facility (i.e where illnesses or injuries could be treated) Name: Address: Telephone: Languages spoken:</p> | <p>Click or tap here to enter text.</p> |
| <p>Emergency Meeting Point/Group Assembly Point Name: Address: Telephone:</p> | <p>Click or tap here to enter text.</p> |
| <p>Nearest Mental Health Facility Name: Address: Telephone: Languages spoken:</p> | <p>Click or tap here to enter text.</p> |

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| <p>U.S. National Sexual Assault Hotline</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> | <p>RAINN: Rape, Abuse, & Incest National Network https://rainn.org 1-800-656-4673 *Phone and online chat available 24/7</p> |
| <p>Nearest Dental Facility</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Languages spoken:</p> | <p>Click or tap here to enter text.</p> |
| <p>Nearest Police Station</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> | <p>Click or tap here to enter text.</p> |
| <p>Nearest Fire Station</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> | <p>Click or tap here to enter text.</p> |
| <p>Local Emergency Services (911 equivalent)</p> | <p>Click or tap here to enter text.</p> |
| <p>Local Contact (if applicable) (i.e. NGO, sponsor, etc.)</p> <p>Name:</p> <p>Relationship to program:</p> <p>Email:</p> <p>Telephone:</p> | <p>Click or tap here to enter text.</p> |

Pre-departure Requirements

Students are required to complete the following prior to departure:

1. Welcome Orientation (including a Travel Health Orientation led by Health Services)
 - a. Students are required to fill out a series of forms found on the [Global Portal](#). They will receive a Welcome Kit at the Welcome Orientation which will outline what forms are needed and when they are due. An overview can be found in the appendences. Academic International Travel Checklist (Appendix A), Academic Domestic Travel Checklist (Appendix B), Club Travel Checklist (Appendix C) and Athletic Travel Checklist (Appendix D)
2. Predeparture Orientation (including a Sexual Assault Awareness and Prevention Orientation conducted by the Student Development and Counseling Center and a Site Specific Orientation conducted by the IGSD) **Advisors will need to attend the Site Specific portion*
3. Online orientation and quiz module

IGSD will inform students and advisors of the dates for orientations. Advisors should emphasize the importance of participating in all sessions.

Advisors are required to complete the following prior to departure:

1. Site Specific Orientation conducted by the IGSD
2. Site Specific Handbook (Appendix E). This will be completed at a later date.

Is there anything else IGSD should know in evaluating this plan?

[Click here to enter text.](#)

Please save and email as an attachment to [IGSD](#)

Please print, sign and send the appropriate proposal page to Candace Ruta, IGSD, 2nd floor Project Center

ISRP Proposal for an IQP Project: Page 11

ISRP Proposal for a MQP or Humanities Project: Page 13

ISRP Proposal for Student Organization or Other Academic-Related International Travel: Page 15

ISRP Proposal for Graduate student travel: Page 17

ISRP Proposal for Athletic Team International Travel: Page 19

Please print, sign and send via interoffice mail to Candace Ruta, IGSD, 2nd floor Project Center

ISRP Proposal for an IQP Project

I have read the Off-Campus IQP Advisor Job Description (Appendix F) and I understand my responsibilities as the lead advisor for this Individually-Sponsored Residential Project, including the following:

To be completed 3 terms prior to the off-campus term:

- Complete WPI International Travel Risk Management Plan
- Meet with Erin Bell to discuss housing and complete WPI IGSD Housing Form

To be completed 2 terms prior to the off-campus term:

- Complete ISRP Going Global Handbook for students

During the Preparatory term:

- Attend IGSD Orientations and lead discussion on safety and behavior standards
- Review student health information and address any conditions of concern
- Review all student travel information
- Attend off-campus advisor pre-departure meeting
- Conduct PQP
- Develop plan to advise students on site or remotely

Off-Campus Term:

- Advise student projects on site or remotely
- Send email to global@wpi.edu to confirm the safe arrival of all students
- Within 3 days of arrival, collect all local cell phone information and submit to global@wpi.edu
- Conduct welcome orientation for all students, or arrange for a local contact to do so, reviewing key safety messages and emergency response plans
- Collect weekend travel information

Ongoing:

- Address any safety/behavior/team dynamics issues as they arise
- Report all incidents in a timely manner according to IGSD policies

I understand that WPI will withdraw its sponsorship of this activity and that students will not receive academic credit if these forms are not received by the [specified date](#).

Lead Advisor

[Click here to enter text.](#)

Print Name

Signature

Date

Final approval is always contingent upon submission of completed required forms and attendance at all orientation sessions by the student participants. Registration forms may not be signed until each student turns in their completed forms.

ISRP Proposal for an IQP Project

I approve this proposal for an Individually-Sponsored Residential Project.

Executive Director, Global Projects Program

Print Name

Signature

Date

Dean of IGSD

Print Name

Signature

Date

Comments:

Please print, sign and send via interoffice mail to Candace Ruta, IGSD, 2nd floor Project Center

ISRP Proposal for a MQP or Humanities Project

I have read the Off-Campus MQP Advisor Job Description (Appendix G) and I understand my responsibilities as the lead advisor for this Individually-Sponsored Residential Project, including the following:

To be completed 3 terms prior to the off-campus term:

- Complete WPI International Travel Risk Management Plan
- Meet with Erin Bell to discuss housing and complete WPI IGSD Housing Form

To be completed 2 terms prior to the off-campus term:

- Complete ISRP Going Global Handbook for students

During the Preparatory term:

- Attend IGSD Orientations and lead discussion on safety and behavior standards
- Review student health information and address any conditions of concern
- Review all student travel information
- Attend off-campus advisor pre-departure meeting
- Conduct PQP
- Develop plan to advise students on site or remotely

Off-Campus Term:

- Advise student projects on site or remotely
- Send email to global@wpi.edu to confirm the safe arrival of all students
- Within 3 days of arrival, collect all local cell phone information and submit to global@wpi.edu
- Conduct welcome orientation for all students, or arrange for a local contact to do so, reviewing key safety messages and emergency response plans
- Collect weekend travel information

Ongoing:

- Address any safety/behavior/team dynamics issues as they arise
- Report all incidents in a timely manner according to IGSD policies

I understand that WPI will withdraw its sponsorship of this activity and that students will not receive academic credit if these forms are not received by the [specified date](#).

Lead Advisor

[Click here to enter text.](#)

Print Name

Signature

Date

Final approval is always contingent upon submission of completed required forms and attendance at all orientation sessions by the student participants. Registration forms may not be signed until each student turns in their completed forms

Please print, sign and send via interoffice mail to Candace Ruta, IGSD, 2nd floor Project Center

ISRP Proposal for Student Organization or Other Academic-Related International Travel

I have read the Student Organization or Other Academic-Related International Travel Advisor Responsibilities (Appendix H) and I understand my responsibilities as the lead advisor for this Individually-Sponsored Residential Project, including the following:

To be completed 3 terms prior to the off-campus term:

- Complete WPI International Travel Risk Management Plan
- Meet with Erin Bell to discuss housing and complete WPI IGSD Housing Form

To be completed 2 terms prior to the off-campus term:

- Complete ISRP Going Global Handbook for students

During the Preparatory term:

- Attend IGSD Orientations and lead discussion on safety and behavior standards
- Review student health information and address any conditions of concern
- Review all student travel information
- Attend off-campus advisor pre-departure meeting
- Develop plan to advise students on site or remotely

Off-Campus:

- Advise student projects on site or remotely
- Send email to global@wpi.edu to confirm the safe arrival of all students
- Within 3 days of arrival, collect all local cell phone information and submit to global@wpi.edu
- Conduct welcome orientation for all students, or arrange for a local contact to do so, reviewing key safety messages and emergency response plans

Ongoing:

- Address any safety/behavior/team dynamics issues as they arise
- Report all incidents in a timely manner according to IGSD policies

I understand that WPI will withdraw its sponsorship of this activity and that students will not receive academic credit if these forms are not received by the [specified date](#).

Lead Advisor

[Click here to enter text.](#)

Print Name

Signature

Date

Final approval is always contingent upon submission of completed required forms and attendance at all orientation sessions by the student participants. Registration forms may not be signed until each student turns in their completed forms.

Please print, sign and send via interoffice mail to Candace Ruta, IGSD, 2nd floor Project Center

ISRP Proposal for Graduate Student Travel

I understand my responsibilities as the lead advisor for this Individually-Sponsored Residential Project, including the following:

To be completed 3 terms prior to the off-campus term:

- Complete WPI International Travel Risk Management Plan
- Meet with Erin Bell to discuss housing and complete WPI IGSD Housing Form

To be completed 2 terms prior to the off-campus term:

- Complete ISRP Going Global Handbook for students

During the Preparatory term:

- Attend IGSD Orientations and lead discussion on safety and behavior standards
- Review student health information and address any conditions of concern
- Review all student travel information
- Attend off-campus advisor pre-departure meeting
- Develop plan to advise students on site or remotely

Off-Campus:

- Advise student projects on site or remotely
- Send email to global@wpi.edu to confirm the safe arrival of all students
- Within 3 days of arrival, collect all local cell phone information and submit to global@wpi.edu
- Conduct welcome orientation for all students, or arrange for a local contact to do so, reviewing key safety messages and emergency response plans

Ongoing:

- Address any safety/behavior/team dynamics issues as they arise
- Report all incidents in a timely manner according to IGSD policies

I understand that WPI will withdraw its sponsorship of this activity and that students will not receive academic credit if these forms are not received by the [specified date](#).

Lead Advisor

[Click here to enter text.](#)

Print Name

Signature

Date

Final approval is always contingent upon submission of completed required forms and attendance at all orientation sessions by the student participants. Registration forms may not be signed until each student turns in their completed forms

Please print, sign and send via interoffice mail to Candace Ruta, IGSD, 2nd floor Project Center

ISRP Proposal for Athletic Team International Travel

I have read the Athletic Team International Travel Advisor Responsibilities (Appendix I) and I understand my responsibilities as the lead advisor for this Individually-Sponsored Residential Project, including the following:

To be completed 3 terms prior to the off-campus term:

- Complete WPI International Travel Risk Management Plan
- Meet with Erin Bell to discuss housing and complete WPI IGSD Housing Form

To be completed 2 terms prior to the off-campus term:

- Complete ISRP Going Global Handbook for students

During the Preparatory term:

- Attend IGSD Orientations and lead discussion on safety and behavior standards
- Attend off-campus advisor pre-departure meeting

Off-Campus:

- Send email to global@wpi.edu to confirm the safe arrival of all students
- Within 3 days of arrival, collect all local cell phone information and submit to global@wpi.edu
- Conduct welcome orientation for all students, or arrange for a local contact to do so, reviewing key safety messages and emergency response plans

Ongoing:

- Address any safety/behavior/team dynamics issues as they arise
- Report all incidents in a timely manner according to IGSD policies

I understand that WPI will withdraw its sponsorship of this activity and that students will not receive academic credit if these forms are not received by the [specified date](#).

Lead Advisor

[Click here to enter text.](#)

Print Name

Signature

Date

Final approval is always contingent upon submission of completed required forms and attendance at all orientation sessions by the student participants. Registration forms may not be signed until each student turns in their completed forms.

Appendix A: Academic International Travel Checklist for Students

Application Questionnaire(s)

- Off-Campus Travel
- Arrival & Travel to Project Center
- Emergency Management Information
- Passport Information
- Photographic Consent & Project Information Release
- Post Project Center Travel

Signature Documents

- Transcript and Judicial Release
- Disability Disclosure Statement
- Informed Traveler Statement
- Visa Requirements
- WPI Cell Phone Policy

Material Submissions

- Acknowledgement & Release Form
- Form B: Health Information Form
- Form D: Health Care Provider Evaluation Forms (if required)
- Copy of Passport

Appendix B: Academic Domestic Travel Checklist for Students

Application Questionnaire(s)

- Off-Campus Travel
- Arrival & Travel to Project Center
- Emergency Management Information
- Photographic Consent & Project Information Release
- Post Project Center Travel

Signature Documents

- Transcript and Judicial Release
- Disability Disclosure Statement

Material Submissions

- Acknowledgement & Release Form
- Car Responsibilities at a Project Site
- Form B: Health Information Form
- Form D: Health Care Provider Evaluation Forms (if required)

Appendix C: Club Travel Checklist for Students

Application Questionnaire(s)

- Off-Campus Travel
- Arrival & Travel to Project Center (if traveling individually and not as a group)
- Emergency Management Information
- Passport Information
- Post Project Center Travel (if traveling individually and not as a group)

Signature Documents

- Transcript and Judicial Release
- Disability Disclosure Statement
- Informed Traveler Statement
- Visa Requirements
- WPI Cell Phone Policy

Material Submissions

- Acknowledgement & Release Form
- Form B: Health Information Form
- Form D: Health Care Provider Evaluation Forms (if required)
- Copy of Passport
- Pre-Departure Orientation
- Student Activities Assumption of Risk and General Release Form

Appendix D: Athletic Travel Checklist for Students

Application Questionnaire(s)

- Off-Campus Travel
- Arrival & Travel to Project Center (if traveling individually and not as a group)
- Emergency Management Information
- Passport Information
- Post Project Center Travel (if traveling individually and not as a group)

Signature Documents

- Transcript and Judicial Release
- Disability Disclosure Statement
- Informed Traveler Statement
- Visa Requirements
- WPI Cell Phone Policy

Material Submissions

- Acknowledgement & Release Form
- Copy of Passport

Appendix E: Site Specific Handbook

- **Introduction**
 - Please include any information you would like as an introduction
- **Dates**
 - Please include the dates students should arrive and depart
- **Arrival**
 - Please include any information regarding their arrival
- **Housing**
 - Please include any information regarding the housing
- **Money Matters**
 - Please include any information regarding money
- **Communication**
 - Please include any information regarding communication with sponsors, advisors, family/friends at home
- **Travel/Transportation**
 - Please include any information regarding travel or transportation
- **Weather/ Clothing/Dress**
 - Please include any information regarding the weather and appropriate clothing
- **Electrical Information**
 - If an international location, please include any information about converters/adapters

Appendix F: Off-campus IQP Advisor Job Description

Overview: Advisors work with students at WPI IQP center destinations to advise student project teams. Most sites involve 6-7 projects with 24-28 students, co-advised by 2 faculty advisors. These enrollment levels are set so that both advisors can be fully involved in each project.

Responsibilities

Before and During the Preparatory Term:

- Participate in annual IGSD Advisor Retreat in early May of the year preceding the advising assignment.
- Work with ID2050 instructor to coordinate IQP registration process.
- Meet weekly with the teams and ID2050 instructor during the preparation term to be involved in project and proposal formulation. Involvement is formalized by a 1/6 unit Pre-Qualifying Project (PQP) that should involve about 8 hours of time per week. This activity does not come with a course release.
- Read ID2050 instructor comments on proposal drafts, coordinating feedback with the co-advisor and ID2050 course instructor.
- Become familiar with student teams, individual student roles and contributions, and address any group dynamics issues that arise. Raise any serious student concerns to the Executive Director, Global Projects Program.
- Assist students with preparing IRB applications.
- Attend final presentations.
- Review student health information provided by IGSD and discuss student preparation for travel with students who have disclosed medical conditions of special concern.
- Assist site director with making student room assignments for off-campus housing.
- Participate in IGSD-administered student preparation and orientation activities.
- Attend off-campus advisor pre-departure meeting.
- Participate in meetings with students/IGSD staff/other campus representatives regarding student judicial records or academic progress issues.

During the Term Off-Campus:

- **Arrive in advance of the student arrival date, and stay until the student departure date. Advisors are expected to be on site and available to students during the work week (Monday through Friday), and reachable on weekends. Any exceptions should be coordinated with both the co-advisor and the Executive Director, Global Projects Program.**
- Conduct welcome orientation at project site, reinforcing key safety messages, cultural issues, and emergency response plans.
- Observe student behavior and monitor general participation and well-being of all students.
- Address safety concerns and/or behavioral issues as they arise and report all incidents in a timely manner according to IGSD incident reporting guidelines.
- Collect local contact information at start of term and weekend travel information each week.
- Work with co-advisor to respond to student writing and guide the students' research through regular written and oral feedback. Advisors should collaborate on this process, and each be reading all student work and be equally engaged in each project.
- Meet at least once weekly with each student team and sponsor liaisons, and be available to student teams and individuals for informal meetings as needed.

- Critique oral presentations.
- Assist project teams to resolve group dynamics, sponsor relationships, or other issues that arise.
- Support students to learn about and navigate local culture, customs, and organizations.
- Collaborate with co-advisor to coordinate enrichment activities such as meals or cultural events.
- Coordinate final presentation event on site.

Other Opportunities

- To the extent that time allows, faculty are encouraged to enhance their professional development by giving invited talks, collaborating at local universities, drawing on local sources of information and data to pursue scholarly interests, and furthering writing projects. If you are interested in engaging professionally at the site and would like assistance or introductions, please contact the site's Center Director(s).
- Off-campus advising presents multiple opportunities to represent WPI locally, such as interacting with local alumni and prospective students and developing relationships with potential project sponsors. These activities are encouraged to the extent that advisors have time and interest to pursue them.

Appendix G: Off-campus MQP Advisor Job Description

Overview: Advisors work with students at WPI MQP center destinations to advise student project teams. Many advisors work remotely and do not travel to the project site for the duration of the term. Some will visit at the beginning of the term to get students started or at the end of the term to be there for final presentations.

Note: Institutional support for MQPs is given to departments based on the number of majors and nature of the discipline. IGSD receives no funding to support off-campus MQPs. Some centers operate with sponsor fees, some with departmental support, and some operate with no significant costs.

Responsibilities

Before and During the Preparatory Term:

- Participate in annual IGSD Advisor Retreat in early May of the year preceding the advising assignment.
- Coordinate MQP registration process.
- Meet weekly with the teams during the preparation term to be involved in project and proposal formulation. Involvement is often formalized by a 1/6 unit Pre-Qualifying Project (PQP), corresponding to 8-10 hours of effort per student per week.
- Become familiar with student teams, individual student roles and contributions, and address any group dynamics issues that arise. Raise any serious concerns to the Executive Director, Global Projects.
- Assist students with preparing IRB applications, if applicable.
- Review student health information provided by IGSD and discuss student preparation for travel with students who have disclosed medical conditions of special concern.
- Assist site director with making student room assignments for off-campus housing.
- Participate in IGSD-administered student preparation and orientation activities.
- Attend off-campus advisor pre-departure meeting.
- Participate in meetings with students/IGSD staff/other campus representatives regarding student judicial records or academic progress issues.

During the Term Off Campus:

- **Advisors are expected to be sufficiently available to students during the work week (Monday through Friday) to ensure project progress. Either the advisor or a local contact should be reachable on weekends. Any exceptions should be coordinated with the Executive Director, Global Projects Program.**
- Conduct welcome orientation at project site, or arrange for a local contact to do so. Orientation should reinforce key safety messages, cultural issues, and emergency response plans.
- Monitor general participation and well being of all students.
- Address safety concerns and/or behavioral issues as they arise and report all incidents in a timely manner according to IGSD incident reporting guidelines.
- Collect local contact information at start of term and weekend travel information each week.
- Consult at least once weekly with each student team (and if appropriate, sponsor liaisons), typically via email or Skype, and be available to student teams and individuals for informal consultations as needed.
- Assist project teams to resolve group dynamics, sponsor relationships, or other issues that arise.
- Support students to learn about and navigate local culture, customs, and organizations, or arrange such support locally.

Appendix H: Student Organization or Other Academic-Related International Travel Advisor Responsibilities

Before and During the Preparatory Term:

- Participate in annual IGSD Advisor Retreat in early May of the year preceding the advising assignment.
- Become familiar with student teams, individual student roles and contributions, and address any group dynamics issues that arise. Raise any serious student concerns to Executive Director, Global Projects Program.
- Review student health information provided by IGSD and discuss student preparation for travel with students who have disclosed medical conditions of special concern.
- Participate in IGSD-administered student preparation and orientation activities.
- Attend off-campus advisor pre-departure meeting.
- Participate in meetings with students/IGSD staff/other campus representatives regarding student judicial records or academic progress issues.

During Time Off-Campus:

- Conduct welcome orientation at project site, or arrange for a local contact to do so. Orientation should reinforce key safety messages, cultural issues, and emergency response plans.
- Monitor general participation and well being of all students.
- Address safety concerns and/or behavioral issues as they arise and report all incidents in a timely manner according to IGSD incident reporting guidelines.
- Collect local contact information at start of term and weekend travel information each week.
- Consult at least once weekly with each student team (and if appropriate, sponsor liaisons), typically via email or Skype, and be available to student teams and individuals for informal consultations as needed.
- Assist project teams to resolve group dynamics, sponsor relationships, or other issues that arise.
- Support students to learn about and navigate local culture, customs, and organizations, or arrange such support locally.

Appendix I: Athletic Team International Travel Advisor Responsibilities

Before and During the Preparatory Term:

- Participate in IGSD-administered student preparation and orientation activities.
- Attend off-campus advisor pre-departure meeting.
- Participate in meetings with students/IGSD staff/other campus representatives regarding student judicial records or academic progress issues.

During Time Off-Campus:

- Conduct welcome orientation at project site, or arrange for a local contact to do so. Orientation should reinforce key safety messages, cultural issues, and emergency response plans.
- Monitor general participation and well being of all students.
- Address safety concerns and/or behavioral issues as they arise and report all incidents in a timely manner according to IGSD incident reporting guidelines.
- Collect local contact information at start of term and weekend travel information each week.
- Consult at least once weekly with each student team (and if appropriate, sponsor liaisons), typically via email or Skype, and be available to student teams and individuals for informal consultations as needed.
- Assist project teams to resolve group dynamics, sponsor relationships, or other issues that arise.
- Support students to learn about and navigate local culture, customs, and organizations, or arrange such support locally.