All of the information in this packet is accurate at the time of publication. As we have referenced in several other documents, forms and websites, the nature of the COVID-19 pandemic is such that all elements of our programs are subject to change. We will do our best to update this packet and notify you as changes occur.

Reference the most recent COVID-19 FAQs and Information for details about COVID-19 safety measures.

Updated 4/18/22
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# IMPORTANT CONTACTS

## INTERNATIONAL PROGRAMS OFFICE (TALLAHASSEE)

<table>
<thead>
<tr>
<th>Address</th>
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<th>Website</th>
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<tbody>
<tr>
<td>A5500 University Center</td>
<td>(850) 644-3272 or 1-800-374-8581</td>
<td>8:00 a.m. – 5:00 p.m., EST, Mon. – Fri.</td>
<td><a href="mailto:ip-info@fsu.edu">ip-info@fsu.edu</a></td>
<td>international.fsu.edu</td>
</tr>
<tr>
<td>282 Champions Way</td>
<td>(850) 644-8817</td>
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<td>P.O. 3062420</td>
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<td>Florida State University</td>
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<td>Tallahassee, FL  32306-2420</td>
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<tr>
<td>Louisa Blenman</td>
<td></td>
<td></td>
<td><a href="mailto:lblenman@fsu.edu">lblenman@fsu.edu</a></td>
<td></td>
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<tr>
<td>Associate Director</td>
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<tr>
<td>Carolyn Barringer</td>
<td></td>
<td></td>
<td><a href="mailto:ctbarringer@fsu.edu">ctbarringer@fsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Assistant Director of Program Management</td>
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<tr>
<td>Christina Carroll</td>
<td></td>
<td></td>
<td><a href="mailto:ccarroll@fsu.edu">ccarroll@fsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Director of Risk &amp; Emergency Management</td>
<td></td>
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<tr>
<td>Program Management Team</td>
<td></td>
<td></td>
<td><a href="mailto:IP-Faculty@fsu.edu">IP-Faculty@fsu.edu</a></td>
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BEFORE DEPARTURE & ARRIVAL

COVID-19 UPDATES AND POLICIES

You should expect to adhere to any entry requirements that may be in place within your host country at the time of your program. Program Leaders are expected to remain informed of the guidance and restrictions in place for their program location as the host country authorities could reimpose, extend, further ease, or otherwise amend restrictions in the time prior to departure. Updates to country-specific entry requirements prior to departure will be provided through the Faculty Portal.

For your return after the program, all air travelers arriving into the U.S. from a foreign country must provide a negative COVID-19 test result and must get tested before departure from the host country. International Programs will cover the cost of the faculty member’s required test prior to departure back to the U.S. Be sure to save all receipts prior to your return.

VISA & ENTRY REQUIREMENTS FOR US CITIZENS

All faculty must check their current passport to ensure they have at least 6 months validity after the departure date from their program location.
ON-SITE ORIENTATION

All study abroad programs are required to have an on-site orientation upon arrival. This is usually held the first or second day of the program. If the orientation is held on the second day, emergency information must be conveyed to students on the first day of the program. Emergency information must also be conveyed to students with each change in program location. Program Leaders must conduct these on-site orientations themselves and may incorporate program or local staff as appropriate.

GUESTS & CHILDREN

FSU International Programs tries to promote a family-oriented environment as much as possible for all visiting faculty. As you will surely understand, however, our highest priority remains the experience of the students. Faculty members must provide the names, and in the case of anyone under 18, the ages, of any people who will be accompanying them at any point during the program in the Guest Insurance Form located in the Faculty Portal. International Programs strongly recommends not bringing guests to class lectures or academic events, except where the faculty member is not responsible for the delivery of content, such as theatre performances.

Faculty members bringing minors must arrange daycare or babysitting services prior to departure from the U.S. FSU students and staff cannot babysit faculty members’, or their guests’ children.
Academic Information

International Programs is a strong proponent of the concept that “The World is Your Campus.” Class sessions need not meet solely in the classroom; we encourage you to use the host city as a living and interactive classroom. Courses taught internationally should be enhanced by their location, and we recommend that you take full advantage of all the resources available to you. The finest museums, theatres, and historical sites are at your disposal, so you will be expected to get your students out into the streets to explore all London has to offer.

Contact Hours

Course-related field trips incorporating academic lectures are classified as classroom contact time for the duration of the lecture or instruction. Faculty must accompany students with formal instruction on all course excursions during class time. Course-related field trips without formal accompanying instruction count as half class time for the period allotted by the instructor.

Helpful Information

The contact time required per credit hour is 750 minutes or 37.5 hours. You are able to utilize travel time to and from the location for instruction.

Academic Rigor

Distractions from academic work are part of a student’s life while studying abroad, due to the fact they are in a new and alluring environment. They invariably want to travel and explore. Personal travel and exposure to the culture are important to the educational experience, but this must not be at the expense of academic standards. The syllabus should make clear the final grade penalties that will be imposed for any unexcused absence during the session, such as personal travel.

Focusing outside class assignments on direct contact with the culture is a wise alternative. It would be a mistake to give assignments requiring the kind of library research expected on Florida State’s main campus. Whenever possible, assignments should be creative mixtures of traditional materials and the international environment. Some of your students take two courses, so you will need to keep that in mind when planning assignments and due dates.

When faculty applied to teach abroad, they were asked to submit course descriptions for all study abroad courses. As per the Higher Education Opportunity Act (2008), Section 112, information regarding materials for courses taught at our study abroad locations must be posted on the FSU Textbook Compliance Portal in Student Central before registration opens for the students. This ensures that students know about any required texts and course materials they will need to purchase before their departure. Before registration opens for students, in the spring semester, IP Program Management will request this textbook information from instructors to submit textbook or course materials information for their courses. International Programs will then enter this textbook information into Student Central. Faculty members are encouraged to use electronic resources including e-books, online readings, OERs, and/or scanned handouts/readings on Canvas to avoid students bringing textbooks overseas. Also, you can reach out to the FSU Distance Librarian to confirm if specific textbooks are already available for students to use at the study center library. If there are have any questions regarding Textbook Compliance, please contact IP-Faculty@fsu.edu.

Course Descriptions

Course descriptions are displayed on the International Programs website for all courses taught abroad. These descriptions are from the official course catalog. For special topics or Liberal Studies courses, a member of IP Program Management will contact the faculty member to confirm the correct description for the IP website.

Directed Individual Study (DIS)

Instructors may be asked to accept Directed Individual Study (DIS) requests from students going abroad. There is no additional compensation for accepted DIS courses. Instructors may also be asked to be a Professor of Record by a student participating in an IP International Internship.

Emergency Assignment

Due to the nature of COVID-19, we ask that you prepare an assignment that could be completed asynchronously, should you or a student have to be absent from the classroom owing to an emergency. Examples of such assignments include a visit to a museum or gallery with accompanying questions, a movie screening with guided reflection, or a piece of reading and short-answer questions.
SYLLABI

An electronic copy of the faculty member’s finalized syllabi must be provided to International Programs via the Faculty Portal at the conclusion of the first week of classes. Each syllabus should be as comprehensive as possible, clearly setting forth fully the requirements for the course. Course standards should be absolutely clear in each syllabus at the outset. Objections arise when new requirements are added mid-course. Grade appeals are often determined by the clarity of syllabi.

University and Faculty Senate policy require that a course syllabus be distributed at the beginning of the semester. Please visit the following link for further explanations: http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language

The syllabus is required to include:
- University Attendance Policy
- Academic Honor Policy
- Americans with Disabilities Act (ADA) Statement (updated 9/16/20)
- Syllabus Change Policy

The syllabus should also include:
- Information about Free Tutoring from FSU
- Written course objectives
- An evaluation/grading statement that indicates what procedures will be used to evaluate students. It should also be possible to discern the approximate weight of each grade component.
- A statement of the faculty member’s policies and/or expectations regarding classroom conduct and missed work.
- Information on your available office hours to meet with students

Additional helpful information to use when creating syllabi can be found at the following link: https://fda.fsu.edu/leadership-toolkit/syllabus_preparation

Please keep in mind that faculty members and Program Leaders may be required to provide Non-FSU students with a syllabus of their course(s) so these students can receive pre-approval from their home institution before going abroad.

There may be other required syllabi entries based on a course’s designation. For example, if a course is a Liberal Studies course, there may be additional requirements for the syllabus. Please check with your department as to any requirements specific course(s) may have.

SYLLABUS RECOMMENDATIONS

Dress Code Requirements
Consider adding a dress code note in your course schedule for excursions to include dressing appropriately as part of class participation for that day. For example, add a policy if your class will visit historic sites, museums, or churches, as shoulders must be covered to enter a church.

Transportation
If the use of public transportation will be required in order to participate in class excursions, consider adding a statement that reminds students to ensure they have their public transportation pass with funds loaded.

Alcohol Consumption
Depending on the country, most students will be of legal drinking age while participating in a study abroad program. In situations where alcohol is present, you are reminded to use your best judgement. Even during student free time, if you are present, you are responsible for student safety. If something appears dangerous, faculty should advise students against the activity. Set clear behavior expectations from the beginning; consider adding a policy in your syllabus that drinking during or before class is unacceptable.

Attendance
Due to the short nature of the program, missing even one class can cause students to fall behind. Consider incorporating a mandatory attendance policy within your syllabus.

GRADES

All instructors are required to submit their grades online. Grades are submitted through Student Central. For complete instructions on how to submit grades please visit the following link: www.sc.my.fsu.edu/Faculty/How-To/Use-Grade-Rosters-in-Faculty-Center. For “Incompletes,” “No Grades,” or any necessary changes to grades even after the term’s grades have been posted, please go to: sc.my.fsu.edu/Faculty/How-To/Request-a-Grade-Change.
SOCIAL/CULTURAL EVENTS

International Programs provides social/cultural events for all program participants as part of the program fee. These events may include theatre performances, visits to historical sites, or day-trips to towns outside of your program location. Program Leaders must attend all program-planned social/cultural events. Guests of faculty members are invited to participate in such trips on a space-available basis, but they must fund these trips/activities themselves.

ACADEMIC FACILITIES

Your academic facilities and classroom amenities will vary based on your program location. Please keep in mind that some facilities may not have free wifi or presentation equipment readily available. Connect with your program coordinator to discuss the specifics about the classroom resources available in your location.

EVALUATIONS

Program Evaluations
Each student is asked to complete evaluations of the program. Program evaluations are provided to students by an International Programs staff member through an online survey. These evaluations help us prepare a report on the program and hear student opinions in regard to their overall experience. Please remind students of the importance of these surveys in the final days of your class.

Course Evaluations
Students are asked to evaluate the courses they complete abroad, just as they evaluate courses on the main campus. Course evaluations are automatically ordered and provided to students electronically by FSU’s Office of Distance Learning.

Faculty Experience Survey
Faculty and Program Leaders will also receive a survey regarding their experience abroad. These evaluations help us assess our current processes and procedures and incorporate faculty feedback into future programs.
BANKING & CURRENCY

BANKING

We recommend you set up online banking for your bank account(s) prior to departure from the U.S. so you can monitor your account(s) while overseas. Many cities are moving away from using cash.

Before using an ATM or debit card overseas, we recommend the following:

- Make sure debit/ATM cards are linked to a checking account rather than to a savings account to have access to your funds.
- If you have a pin longer than 4 digits or based on letters, you may have trouble using it abroad. You will need to change your pin before departure.
- You should contact your financial institution for information regarding ATM transaction fees. You can limit the fees if your U.S. bank has a ‘sister’ bank in the host country and/or if you limit your withdrawals, though we do not advise keeping large sums of money on your person or stored in your residence, even if a safe is provided.
- Keep a record of all credit/debit/ATM card numbers and the phone numbers you would need to call, with area codes, if they are lost or stolen. Keep this record in a safe place separate from your cards, and you should provide a copy to family at home.
- Make sure you have a credit card in the event of an emergency. If you need to visit a doctor or hospital, you will likely have to pay prior to the service, and then submit an insurance claim afterward for reimbursement.
- Mastercard and Visa are the most widely accepted credit cards overseas. Past faculty members have had issues with American Express and Discover cards being accepted.
- A credit card with "chip and pin" technology is recommended, as this is the standard abroad.
- Consider applying for a credit card with no foreign transaction fees/international fees.

You will find many places no longer accept cash; it is advisable to ensure you have access to ways to pay with a card or electronically. The easiest way to make purchases is with a debit/credit card or using Apple Pay/Google Pay on your smartphone.

We do not recommend bringing sums of US dollars in cash to exchange in your location. This often involves paying an additional fee on top of a non-favorable exchange rate. If you must exchange cash, do so at a Post Office or bank. The best way to access cash is to use your debit card at any bank cashpoint (ATM); this will always give you the most current exchange rate. Check with your US bank how much the foreign transaction fee is for debit cards (this is usually around a $2.50 charge to withdraw cash from a non-US ATM).

FINANCIAL POLICIES

IP Credit Card:

Program Leaders will be issued an International Programs credit card. This credit card is to be used only for program-related expenses. Before you receive your card, you will be asked to sign a Credit Card Agreement form, which includes the policies and protocol for using your IP credit card.

Financial Record-Keeping:

Program Leaders will be asked to complete a standardized electronic expense report to account for all of the program-related expenses. An expense report template will be provided. Program Leaders will be expected to list details of each transaction including number of participants, purpose of expense, and names of any guests other than students and faculty, etc., and keep the expense report up-to-date throughout the program. Receipts should be obtained for all expenses. A receipt book will be provided to use to document any cash transactions when a receipt or invoice was not obtained. Examples might include payments/tips to local guides, donations given in lieu of an entrance fee, etc. When a receipt is written using the receipt book provided, Program Leaders are expected to have the receiving party sign the receipt or have another person such as the Program Assistant or a student sign as witness that the cash was exchanged. After the completion of the program, the expense report and all receipts must be returned to International Programs within two weeks of the program end date.
HEALTH & WELLNESS

INSURANCE INFORMATION

We encourage all faculty with underlying health issues that may increase the severity of infection should they contract COVID-19 to discuss their teaching abroad plans with their doctor/specialist.

International Programs will provide full medical/evacuation coverage for all faculty from the US through Cultural Insurance Services International (CISI) effective during your approved program dates. Students participating in all of our study abroad programs are also covered by this same insurance policy. It includes coverage for treatment of ill faculty members, including those with COVID-19, as well as COVID testing for those who are symptomatic, or those who have had a known exposure to a person who tested positive. This policy is NOT intended to replace your domestic coverage. For more information regarding your coverage, please see CISI’s insurance policy posted on IP’s website at:

CISI Insurance Plan

For IP faculty members on non-Study Center programs, IP provides coverage for all guests during your approved travel dates. Faculty members will receive a Guest Insurance Form in the Faculty Portal where this insurance coverage can be requested for additional guests. Faculty must complete the required form to notify IP of any guests accompanying them at any time during the approved travel dates and notify IP if they would like IP to enroll their guests in the CISI insurance plan by the posted deadline prior to departure.

VISIT A TRAVEL CLINIC

Travel clinic professionals will consider your health history, current medications, drug allergies, and travel plans when recommending shots and other medications. It is highly recommended to make an appointment as soon as possible so that you can get a scheduled appointment in time to complete any recommended immunization series. Many travel clinics often book far in advance (especially around the holidays), and some immunizations need to be started months in advance of your departure.

PRESCRIPTION MEDICATION

It is best to bring sufficient quantities of prescription medications to last for the duration of your stay. When you travel, make sure they are in the original containers with legible copies of the prescription in case you are asked any questions by Customs & Immigration. If you cannot obtain sufficient supplies in advance, be aware that many international doctors will not fill a US prescription. They will prescribe based on their diagnosis. Be aware that not all U.S. medications are available in the locations your are traveling. Research/discuss alternative options if you are unable to get permission for advanced prescriptions from your doctor.

MAPPING YOUR IDENTITIES GUIDEBOOK

Our Mapping your Identities Guide was developed for students to explore their identities and evaluate their overall wellness to aid in their preparation for a successful and enriching study abroad experience. It will also help you understand the students in your program and be better allies for them.
CELL PHONES & COMMUNICATION

CELL PHONES

Cell Phone Policy:

All Program Leaders are required to have a cell phone on which they can be reached 24-hours a day. Program Leaders must have a cell phone with local and international calling capabilities. Program Leaders will need to sign a Cell Phone Agreement form.

Program Leaders will need to test their phones upon arrival by calling the International Programs office in Tallahassee at 850.644.3272 and requesting that the office also calls them. This cell phone number will be given to all student program participants and International Programs staff members.

International Phone Service:

The simplest and most cost-effective way to use your cell phone abroad is to buy a local SIM card. Contact your cell phone provider before leaving the US to ensure your phone is unlocked. SIM cards are widely accessible and are generally low-cost (around $20 for one month of data, calls, texts).

If you will be using your US SIM card and do not have an international plan, make sure you turn off cellular data and cellular roaming before you land to avoid additional charges. You can then use the phone on Wi-Fi anywhere it is available. Wi-Fi availability will vary by location.

Options for international communication include WhatsApp, Skype, FaceTime, Viber, Rebtel, and many others. If you have a smartphone, download any or all of these apps before you travel abroad in order to activate the account.

If you want an alternative to a smartphone, you may prefer to have a Pay as You Go Top Up mobile phone.

Reimbursement:

International Programs offers all Non-Study Center Program Leaders a reimbursement of up to $10 per-day for cell-phone expenses abroad. You will need to submit your receipts with your expense report at the end of the program.
POLICIES & SAFETY

SAFETY & SECURITY

Our highest priority is the welfare and security of our students, faculty, staff, and facilities. We have emergency plans in place for each of our locations and work closely with our insurers and 24/7 emergency response providers to monitor and respond to all situations worldwide. It is our policy to follow guidance from the respective U.S. Embassies, U.S. State Department, as well as local officials, and to keep students, faculty, and staff apprised of any new information. For more information on IP’s security policies and procedures, please contact our Director of Risk and Emergency Management, Chris Carroll at (850) 644-7823 or ccarroll@fsu.edu.

SAFETY & SECURITY MEASURES

- Faculty members and their guests are subject to the laws of the country in which they travel.

- Encourage students to use the buddy system; bystander intervention is a powerful opportunity and responsibility for those within our community.

- FSU IP will keep a copy of your passport on file during your time abroad. It is still advisable to keep a copy on your own separate from your passport in your accommodation and another with a family member in the US.

- **Valuables.** If a safe is available in your housing, use it to store your valuable personal items and important documents. If a safe is not available, be sure to keep these items in a secure place. International Programs is not responsible for items lost or stolen during your time abroad. Be sure to also secure your money, passport, and other valuables if you are traveling on public transportation, especially overnight trains.

- **Pickpocketing.** In most large cities throughout the world, pickpocketing is the most common crime and can happen anytime, anywhere! We caution you to always be aware of your surroundings. Beware of strangers who try to distract you with papers, boxes, or strange gestures. Smartphones and purses are often stolen in crowded areas, cafes, restaurants, and pubs. Keep them close to you and within your sight, but out of the reach of strangers. Secure your valuables when you use public transportation, especially if you are traveling on an overnight train/coach.

- **Weapons.** Different weapons are illegal in the abroad than in the US. For example, guns, mace, pepper spray, disguised or flip knives are illegal in the UK. Do research before you travel to ensure you are complying with all local laws.

EMERGENCY PROCEDURES

All faculty members and Program Leaders teaching abroad are responsible for the pastoral care of their students..

Safety plans, emergency procedures, and emergency telephone numbers will be reviewed in the final meeting with your program coordinator prior to your departure. Any and all crimes and emergencies must be reported immediately to the International Programs office in Tallahassee, and to the local authorities. In the case of an emergency, first call the local emergency number (i.e. 911) before contacting International Programs.

RESOURCES

Even though you are not on the main campus, you have access to many resources should you encounter issues while abroad. International Programs has after-hours on-call staff members during all summer programs.

- **U.S. Embassies:** Be sure to make yourself familiar with the location of the nearest U.S. Embassy in your host country. Current addresses for the U.S. Embassy in specific locations can be found at [http://www.usembassy.gov/](http://www.usembassy.gov/).

- **Terra Dotta Alert Traveler App:** Florida State University has recently adopted the use of a new international travel software program called Terra Dotta. As part of this program, all participants on International Programs will have their program information registered in the system. One of the benefits of this program are automatic crisis alert messages from Alert Traveler emailed to participants traveling in an affected area. The Alert Traveler emails will contain emergency information collected from the Department of State and other risk management resources. Please note, you will continue to receive important emergency information directly from us as necessary. Alert
Traveler information is general and not program-specific. For more information and FAQs on this program, click [here](#).

- **Faculty & Staff Emergency Guide:** [https://dsst.fsu.edu/sites/g/files/upcbnu1476/files/NSFP/Orientation%20Leaders/2021%20O%20Ls/DSST-Emergency_Folder-2021-02%5B1%5D.pdf](https://dsst.fsu.edu/sites/g/files/upcbnu1476/files/NSFP/Orientation%20Leaders/2021%20O%20Ls/DSST-Emergency_Folder-2021-02%5B1%5D.pdf)

- **Employee Assistance Program** provides help in dealing with personal and/or workplace difficulties. For more information, visit [https://eap.fsu.edu/](https://eap.fsu.edu/)

- **The U.S. State Department** maintains a web site of information for Americans traveling abroad, including current travel advisory warnings, at: [https://travel.state.gov/](https://travel.state.gov/)

- **The Smart Traveler Enrollment Program (STEP)** is a free service provided by the U.S. Government to U.S. citizens who are traveling to or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. We strongly recommend you register here: [https://step.state.gov/step/](https://step.state.gov/step/)

- **Center for Disease Control and Prevention (CDC)** provides country-specific health recommendations, health notices, and vaccine and medication information: [https://wwwnc.cdc.gov/travel/destinations/list/](https://wwwnc.cdc.gov/travel/destinations/list/)

- **COVID-19 Resources:**
  - U.S. Department of State: [COVID-19 Page](#)
  - Center for Disease Control and Prevention: [COVID-19 Page](#)
  - CISI Insurance: If a participant is sick or exposed to someone who has COVID-19, CISI will cover COVID testing and medical bills. If needed, CISI will medically evacuate someone back to the U.S. if deemed necessary by health professionals. However, please note that security evacuation is not covered under the CISI policy which is a standard in the insurance field.