

Before You Go - A Checklist for Study Abroad Leaders

__ **Know the rules and set the tone.** Prior to traveling with students, faculty and staff members should familiarize themselves with policies students must abide by listed in the Student Code of Conduct (<https://studentconduct.okstate.edu/code>). Additionally, understand the behavior of leaders on the trip will set the tone for what is acceptable behavior for students.

__ **Communicate about bystander intervention.** Discuss cultural differences around dating, relationships, and sexual norms of the host country – perhaps assign readings and have a discussion session. Also review rules and expectations for group dynamics and intra-group relationships. (Most people are not a potential victim or perpetrator of a crime or sexual assault. Most people are bystanders who can take action.)

__ **Discuss Safety and risk-reduction.** Pre-departure, discuss safety and risk-reduction strategies and review sexual assault prevention and response protocols, specifically who to notify and how to get information to the Office of Student Conduct. A discussion of alcohol use, responsible consumption, and the use of alcohol as a sexual assault facilitating factor might be useful – avoiding a “victim-blaming” stance, but rather, focusing on the fact that some perpetrators use alcohol or drugs to facilitate violence. Keep in mind that sometimes sexual assault can take place between / among class participant groups, so a review of Student Code of Conduct policies is helpful.

__ **Encourage a climate of reporting.** We want people to feel safe getting help. Let students know that the trip leaders can take actions to help reduce harm if it has occurred and can take steps to prevent recurrence. If a student doesn't feel comfortable reporting to the trip leader, they are encouraged to keep emergency numbers that include OSU Police 405-744-6523 for direct reports. Additionally recommending to bookmark the 1 is 2 Many website on their phones (<http://1is2many.okstate.edu>).

__ **Compliance obligation to notify.** Trip leaders must immediately report issues of sexual violence so Student Conduct can reach out to the student with options and resources. This may be done via phone or email (405-744-5470, student.conduct@okstate.edu) It is up to the student how he or she responds to the reach-out. See the “Responding to Reports of Sexual Violence” for more details.

__ **Check yourself.** Set the right tone with students on trips by keeping an appropriate distance. For example, closed door meetings in hotel rooms or room sharing are generally not a good idea with a power imbalance, even with same-sex faculty/student groupings. Students may feel uncomfortable declining such an arrangement given a faculty-student power differential even if it facilitates cost reduction for the trip.

__ **Negotiate Boundaries.** It is a fine line between the personal and the professional when personal/ professional/ travel time blends 24/7. Be sure that students have an opportunity to express concerns and personal needs and travel preferences prior to departure so that any issues can be addressed ahead of time.

__ **Set specific and clear expectations.** Expectations about communication, acceptable behavior, timeliness, and professionalism must be had before the trip and reminders during the trip can be beneficial. Communicate how you expect students to embrace the culture they are experiencing but that they still represent the university. For example, providing what you feel might be an appropriate curfew to give them enough time to rest and eat as well as explaining that students shouldn't show up to an early meeting or tour hungover. You can't restrict certain behaviors, but you can recommend how students may want to represent themselves and OSU so that they can have a positive impact and the best, safest experience possible.