



### Guidelines for Program Sponsors

To the extent reasonably possible, Kettering University will endeavor to meet the following guidelines. It must be noted that both the structure of study abroad programs and the purposes of partner institutions vary widely, and that due to these variations, the guidelines outlined below may be met using different strategies depending on the nature of each program. Although Kettering International Programs rely heavily on the collaboration of the overseas partner institutions and may exercise less direct control over specific program components, the University will share these guidelines with the representatives of those institutions and request that they operate consistently with the health and safety guidelines of the program. These guidelines will be distributed to all International Directors of the Kettering International Program's

#### Kettering University will:

1. Conduct period assessments of the program and develop and maintain an emergency preparedness and crisis response plan.
2. Provide health and safety information for prospective participants so that they can make informed decisions concerning participation in and behavior during the course of the program.
3. Notify prospective participants that home campus services and conditions are not replicated at the overseas site.
4. Provide orientation to participants prior to the program and, as needed on site that includes information on how to deal with health and safety issues. Potential risks and appropriate emergency response.
5. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.
6. Require participants to either obtain appropriate health coverage or show evidence of appropriate coverage.
7. Evaluate the local environment of the program, including program sponsored events, excursions and other activities, on an ongoing basis and provide information and assistance to participants as needed. Use reasonable care when selecting any third party to provide products or services.
8. Cooperate on ongoing health and safety regulation guidelines and with International Program Directors and staff.
9. Communicate applicable codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that students are in violation.
10. Inform participants when and where the sponsor's responsibility ends, and to what aspects of their overseas experience are beyond the sponsor's control.

#### Kettering University:

- a) **Cannot** guarantee the safety of participants or eliminate all risks from the study abroad environments.
- b) **Cannot** monitor or control all the daily personal decisions, choices and activities of individual participants.
- c) **Cannot** prevent participants from engaging in illegal, dangerous or unwise activities.