

#### **About the ieiMedia Study Abroad Conduct Code**

A study abroad program provides the student involved with an opportunity to pursue academic study outside the United States. Students are expected to take advantage of the cultural opportunities involved and are responsible for their behavior during the program.

The ieiMedia Armagh Project Code of Conduct (CoC) is a contract between project participants (students) and employees (faculty) and ieiMedia that governs student behavior abroad. The policies that are outlined here are designed to help us create a harmonious living and learning community, to ensure the health and wellbeing of all students, faculty and guests, and to assist students in understanding their role as culture ambassadors representing their home country, their university and ieiMedia programs. This code exists in conjunction with your host institution's conduct code (University of Baltimore, University of Illinois Urbana-Champaign or South East Missouri if you are taking the course for credit) as well the host country's laws. All students, regardless of credit status, are expected to abide by the CoC or risk forfeiting their place in the program.

#### **Student Conduct and Disciplinary Procedures**

Students are expected to be aware of the ieiMedia CoC as well as be familiar with the code of conduct for their home institution and the institution where they are registered for credit (if different). You should also be familiar with the laws in both Northern Ireland and the Republic of Ireland, as well as the policies established by the hostels or hotels in which we stay.

You may find that the CoC is more strict than the code of conduct at your host or home institution. This is due to the broader consequences of student conduct when abroad; e.g. student conduct may affect ieiMedia's or the host university's relations with the local community or rouse anti-American sentiments. Disciplinary procedures are more compressed than campus procedures due to the short duration of the program, the need to address disciplinary matters more quickly while traveling abroad, and the limited resources that are available in the host country to resolve disciplinary issues.

#### **Prohibited Conduct**

Misconduct by ieiMedia students studying abroad can lead to removal from the study abroad program and may, in addition result in a decision to notify the student's home institution causing other disciplinary action. Misconduct abroad refers to student actions that, in the judgment of the program director or faculty, jeopardize the student's own welfare or that of fellow students and/or the integrity of the program. Such actions include, but are not limited to, the following:

- Academic dishonesty;
- Obstruction or disruption of teaching or other program activities;
- Disruption of the learning and living community through sexually offensive behavior;
- Disruption of the learning and living community through discriminatory behavior;
- Unauthorized absence from class and/or other organized program activities;
- Use of, or threats of, physical violence;
- Violating the laws of the country in which the student is traveling or living;
- Violating the academic or disciplinary regulations of the host university or residential housing program where the student is studying;
- Openly abusing the customs and mores of the host community;
- Damage to, or destruction of, property of others;
- Alcohol or substance abuse; and
- Eviction from one's lodging.

#### **Substance Abuse**

Use or possession of controlled substances may be punishable by severe penalties. Anyone caught with illegal drugs is subject to local laws of the country in which he or she is traveling or living. In addition, personal involvement or association with others involved with drugs of any kind may be considered misconduct abroad and a violation of the Conditions of Participation.

### **Classroom Behavior Standards**

While not all students will be earning college credit, we hold all students to the same standards of classroom behavior. This includes adhering to attendance policies, completing homework and projects as assigned, participating in group activities, and meeting all deadlines. To monitor behavior standards, all students will be graded *as if* they were taking the class for credit. Students are expected to maintain a minimum of a “C” average and students who receive below a “C” due to absences, missed assignments, poor class participation, etc. are subject to disciplinary procedures as outlined below.

### **Professional Behavior Standards**

Students involved in ieiMedia programs are working in the field as journalists, travel writers, creative writers and playwrights. An important part of the program is to learn and follow the professional and ethical standards of behavior for your profession. Issues of plagiarism, copyright infringement, and violations of privacy are taken very seriously and are considered a violation of the CoC. In addition, the faculty will set standards regarding interaction with guests, interview subjects or special tours that model as much as possible real world professional practices. Students are expected to investigate with the help of the faculty what “professionalism” means in their field of study and conduct themselves in such a way as to demonstrate professionalism at all times. Failure to meet professional behavior standards is a violation of the CoC and is subject to disciplinary action as outlined below.

### **Sexually Offensive Behavior**

Sexually offensive behavior includes requests for sexual favors, sexual advances or other sexual conduct when a) submission is either explicitly or implicitly a condition affecting academic decisions; or b) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile, or repugnant environment; or c) the behavior persists despite objection by the person to whom the conduct is directed. ieiMedia considers such behavior, whether physical or verbal, to be a breach of its CoC and violators will be subject to disciplinary action as outlined below.

### **Nondiscrimination Policy**

ieiMedia’s commitment to the fundamental principles of academic freedom, equality of opportunity, and human dignity requires that interactions between students, faculty, and staff be based on individual merit and be free from discrimination in all its forms.

ieiMedia students and faculty will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military, or status as a disabled veteran. This nondiscrimination policy applies to all members of the learning and living community, regardless of their relationship to ieiMedia; e.g. additional occupants of the hostel; guest speakers; community members. Violators of the nondiscrimination policy are subject to disciplinary procedures as outlined below.

### **Disciplinary Procedure**

#### *Reporting Misconduct*

The person who has observed or is aware of alleged misconduct should contact the program director and report the misconduct and alleged violation.

#### *Investigation and Conduct Meeting*

The program director is responsible for carrying out the initial investigation of all alleged violations of the CoC. Normally this would consist of interviews with the reporting party and any witnesses and a review of any written material related to the misconduct. The person alleged to have violated the regulation or standard of conduct shall have the opportunity to explain what occurred at a conduct meeting with the program director. When the person alleged to have violated a regulation or standard of conduct is interviewed, he/she must be informed of the nature of the allegation, the regulations or policy allegedly violated, his/her right to respond, and the procedures to be followed.

#### *Verbal Warning*

The program director or instructors are empowered to issue a verbal warning if they observe or have determined that a student’s behavior is not in accord with the CoC. The verbal warning, although oral, is an official warning to the student that his/her conduct is in violation of the CoC.

#### *Written Warning*

If, after the investigation and conduct meeting where the student has the opportunity to discuss the alleged violation, the program director believes that disciplinary action is appropriate, the program director may issue a written warning. The written warning is an official notice to the student of the misconduct violations and that failure to meet expected behavior or repeated violations may result in dismissal from the program.

Written warnings, whenever possible, shall be communicated to the President and Executive Director of ieiMedia within 48 hours of the occurrence. The President or Executive Director may distribute the information to the host or home institution as appropriate.

#### *Dismissal from the Program*

This sanction removes the student from the program and is permitted when a student either fails to meet the conditions of a prior written warning or commits such a serious violation that it is contrary to item #3 of the Conditions of Participation. Certain behaviors may lead to dismissal from the program included but not limited to academic misconduct, eviction from housing on grounds of inappropriate conduct, exceeding the number of unexcused absences from class allowed for the program, willful destruction of property, a safety hazard to oneself or others, and criminal conduct.

If, after an investigation and conduct meeting where the student has the opportunity to discuss the alleged misconduct violation, the program director believes that dismissal is appropriate, the program director will contact the President and Executive Director of ieiMedia. All dismissal decisions shall be rendered in consultation with ieiMedia executive officers who may conduct an independent investigation of the incident and my request additional information. If a decision to dismiss the student from the program is made, the program director shall issue a dismissal notice to the student. The dismissal notice is an official written notice to the student stating the misconduct violation(s) and the terms of the student's dismissal.

Completed dismissal notices, with the student signature whenever possible, will be submitted to the ieiMedia President and Executive Director within 48 hours. They may distribute this information to the student's host and/or home university.

The student has the right to appeal the dismissal within 24 hours of receiving the dismissal notice. To make an appeal, the student must contact in writing (via email) the ieiMedia President and Executive Director and explain the reasons for an appeal. The President and Executive Director will review the student's petition for appeal, conduct further investigation as needed, and will either rescind or uphold the dismissal within 48 hours.

There is no additional appeal process after the appeals meeting and the decision of the President and Executive Director is final.

#### **Consequences of Dismissal**

Upon issuance of a dismissal notice, the student's participation in the program shall be concluded immediately. Dismissal of a student from the program shall not diminish or otherwise affect the student's obligation to make any and all payments to ieiMedia. A student who is dismissed may receive a grade of "F" in all course work in progress. In addition, the student will not be entitled to a refund of fees, may be required to reimburse ieiMedia for financial aid or scholarship received, and is responsible for all non-recoverable costs incurred by ieiMedia as well as personal financial obligations, e.g. utility bills, rent. Once a student has been dismissed from the program, he/she shall be required to absent him/herself from all premises used by the program for the duration of the program and return to the United States at his or her own expense.

#### **Statement on Safety and Security**

The safety and well-being of students, faculty and staff who participate in ieiMedia programs is of the highest importance. We will not run a program where the U.S. State Department has issued a Travel Warning unless we have conducted a review of the situation with our in-country contacts and other officials. Students are encouraged to subscribe to the US State Department's Smart Traveler Enrollment Program (STEP). STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency.

It also allows you to receive updates on Travel Warnings and Alerts for the country you are traveling in. You can register for STEP here: <https://step.state.gov/step/>

Safety and well-being begins with the information provided pre-trip by the program director regarding housing, transportation, repatriation insurance, etc. Students are provided extensive information in the "Go" Letter as well as through multiple correspondences with the program director, information posted to our blog site, and information posted to the project dropbox prior to departure. Following directives regarding passports, travel information, currency, repatriation insurance, etc. will help ensure the well-being of all concerned.

You can find additional safety and health resources at:

[www.travel.state.gov](http://www.travel.state.gov)

<http://studentsabroad.state.gov>

[www.cdc.gov/travel](http://www.cdc.gov/travel)

### **Student Travel**

Students may choose to travel on their own or with other students during their free time. Students are responsible for their own safety and well-being during their free time. While ieiMedia Faculty may assist students in making travel plans, ieiMedia is not responsible for any issues arising from student travel including delays returning to the program, missed transportation or problems with housing reservations. Should the student be arrested, ieiMedia may not be able to assist in securing the student's release and will not engage an attorney or pay bail on behalf of a student. ieiMedia will contact the student's emergency contact as well as the American Consulate for the region to alert them of the student's status.

**Student Agreement of Participation**

**ieiMedia Armagh Project 2013**

**Student Name:** \_\_\_\_\_

1. I understand and agree that, as a participant in the ieiMedia Armagh Project, I am subject to the following: a) ieiMedia Code of Conduct; b) host institution conduct codes, and c) host country laws.
2. I fully understand that the procedures to be used in the event of my violation of any of the respective conduct regulations are reflected in ieiMedia Code of Conduct.
3. I understand that I may be dismissed from the program if: 1) I engage in actions endangering to others or myself or b) my conduct is considered to be detrimental or incompatible with the best interest and welfare of the program. I further agree, if dismissed from the program, to be responsible for all expenses incurred in returning to the United States.
4. I understand that I am subject to the laws of the host country and agree to abide by those laws. It is further understood that ieiMedia may be limited in its ability to provide assistance in the event of my arrest. ieiMedia may also notify my home institution concerning violation of the laws of the host country and this could result in disciplinary action.
5. I agree to participate fully in all portions of the program and agree that any deviation I will make from the program design must be approved in advance and in writing by the program director.
6. I agree to notify the program director if I am planning extended individual travel during the program. Where possible, I will provide the director of details of the proposed trip including plane, bus and train schedules.
7. I understand that students participating in ieiMedia programs need to be willing to learn about their host cultures and be open to new ideas even though they may be culturally challenging. I am aware that it is both inappropriate and culturally insensitive to promote religious or political agendas in a host country; further, that such behavior can cause offense and potentially place me in harm's way. I understand that I cannot expect to change the society I am visiting and as a representative of ieiMedia and my host university, I should not engage in such activities. I understand that freedom of expression is not a universal right and may not be protected by law in some countries. I will demonstrate a respect for the host culture even though I may not agree with all aspects of that culture, and I understand that behavior that is inconsistent with this statement may lead to my dismissal from the program.
8. I understand that behavior that is not in accord with these Conditions of Participation may result in my need to return all or part of any aid or scholarship received.
9. I understand that the program director may establish additional conditions of participation or requirements for a study abroad program, and I am subject to all policies and requirements of a program in which I participate.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_