



CARLETON GLOBAL ENGAGEMENT

Behavioral Expectations for Participants of Carleton Global Engagement Programs

September 2020

Upon accepting your spot in a Carleton Global Engagement Program (Carleton GEP), you signed a “Conditions for Participation” form. A key section to keep in mind is **Personal Conduct**. The expectations of personal conduct for the program are covered in more depth below.

As a participant in a Carleton GEP program, you agree to the following statement:

“I acknowledge that this is a supervised program and that staff have authority over all students for the duration of the program. I agree to uphold individual and group standards appropriate for the program, as determined solely by Carleton GEP and its staff. If Carleton GEP determines that I pose a serious risk of harm to myself, others, or the program and/or my actions violate college policy or are seriously offensive to the host cultures, I agree that Carleton GEP has the right to terminate my enrollment in the program without refund of tuition or fees and to return me to the U.S. at my own expense, including accompaniment when appropriate.”

To further help you have a successful program and meet Carleton GEP expectations, we have expanded upon this concept. Please carefully read the following expectations, listen as we discuss them in more detail, and sign the bottom, acknowledging that you understand these expectations.

Expectations

Students are expected to:

- demonstrate respect for the host culture and for the other program participants
- arrive on time to all program related activities, including classes, lectures and guided tours
- attend, prepare for and participate in all classes and required program activities
- be respectful of hosts (ie, homestays, guides), peers, and teachers
- follow all directions of the Faculty Director, instructors and teaching assistants (esp. when health and/or safety could be at risk)
- remain vigilant at all times and stay abreast of local conditions
- abide by the **Independent Travel Policy** specific to the student’s program
- provide the Faculty Director with detailed travel plans (including contact information) when traveling for independent research or for personal interest

Offenses that may result in a warning or other disciplinary actions such as dismissal from the program include but are not limited to:

- Use of abusive language
- Persistent tardiness (three times or more)
- Substance abuse and misuse
- Disrespectful behavior in class
- Destruction of someone’s personal property
- Sexual misconduct
- Theft (from peer, teacher, hosts, etc.)
- Assault (on member of the group or anyone else)

- Making threats against another individual
- Violation of local laws
- Failure to inform Faculty Director (or instructor/teaching assistant if the Faculty Director is not available) of travel plans or of plans to spend the night away from accommodations provided by the program
- Any other offense deemed disrespectful or potentially harmful to the individual or group

The following course of action is in place for most infractions. The course of action is not limited to the following three steps, and may be amended as appropriate:

Step 1: Verbal Warning

- o Student receives a verbal warning from the Faculty Director.
- o Faculty Director makes written note of this warning.

Step 2: Written Letter

- o Student receives a written letter describing the student's inappropriate behavior and the course of action if the behavior continues.
- o Faculty Director discusses the letter with the student (an instructor, teaching assistant or alternative staff member will be present) and they mutually determine if the Faculty Director can assist the student in following all expectations.
- o Student signs the letter.
- o Faculty Director notifies the Carleton Off-Campus Studies Office, which in turn notifies the student's home institution.

Step 3: Dismissal from Program

- o In consultation with the Carleton Off-Campus Studies Office and the Study Abroad office at the student's home institution, the Faculty Director will inform the student (in writing) that the student has been dismissed from the program.
- o Faculty Director (or an alternative staff member) will assist the student in making arrangements to return to the U.S. All expenses resulting from the dismissal will be paid by the student.
- o Student receives no refund of program fees and receives credit *only* if the student *completed* a course with a grade of C or above.

NOTE: If a student's offense is severe and/or pervasive, it is at the Faculty Director's discretion to immediately jump to steps 2 or 3. Carleton College will notify the student's home institution. Notification of the student's parents, guardians and other campus offices is at the discretion of the home institution in accordance with its policies.

By electronically signing this agreement, I confirm that I have read these expectations and have had the opportunity to raise questions about any items I did not understand with the faculty director via email and/or telephone. I understand that these expectations will be reviewed as part of the program orientation. I will meet, and try to exceed, these expectations. I understand that failure to do so can result in my immediate dismissal from the Carleton Global Engagement Program in which I am enrolled.

To be signed by electronic signature on the Carleton Global Engagement student application portal.

In the case of an applicant under the age of 18, Carleton Global Engagement will provide a hard copy of this document to be signed by the applicant's parent or guardian.