**CEP Travel Course Syllabus Requirements**

Travel Course syllabi should contain all required sections of the [**CEP** ***General Syllabus Template***](https://www.hsph.harvard.edu/office-of-educational-programs/wp-content/uploads/sites/2096/2023/06/CEP-General-Syllabus-Template-6.21.23.docx) as well as sections on ‘**Pre-Travel Information Details**’ and ‘**Guidelines for Identifying Managing Risk**’. Please find further details on each of these sections below:

**CEP** **General Syllabus Template**

* Instructor/TF Information
* Course Purpose and Description
* Pre-Requisites
* Course Learning Objectives
* Course Readings: Required and Recommended
* Course Structure and Expectations
* Grading Criteria, Progress and Performance (ordinal or pass/fail)
* Course Policies
* Harvard Chan Policies and Expectations
* **Course Schedule: Session by Session Academic and Travel Details**
  + Please include as much detail as possible so students can plan appropriately. A general idea of the daily schedule will be valuable. By way of example:
  + Day 1 – Morning: Visit to Ministry of Health for overview of health system, meet with minister of Health
    - Lunch – at the ministry
    - Afternoon: Small group meetings with individual division leaders in accordance with student interests
  + Day 2 –Morning: Visit to community health clinic
    - Lunch: de-brief
    - Afternoon: Meetings with center specialists and community leaders

**Pre-Travel Information Details**

Details must be provided to students via the syllabus. Alternatively, the syllabus may include that these details will be provided in an orientation session prior to travel.

* + - Information Session Dates
    - Educate students in the culture of the travel destination and expectations while in that country
    - Develop cost estimate to student (disregarding school contribution) of the travel course including: a clear estimate of all travel, accommodation, food costs, required fees, any other on the ground costs, and incidentals
    - Design a plan for monitoring, facilitating, instructing, guiding, and supporting students while on the trip (if applicable, each student on the trip should be assigned to a group (or partner) for tracking students to ensure no one gets lost or left behind)
    - Designation of where and when students are expected to report and how regular check-in will be managed
    - Description of how the student will navigate while on location with a Faculty member or TF onsite and/or local contact, and a clear buddy (classmate) system.
    - Identify the emergency and contingency plans and decide how the students will be notified throughout the trip (email, emergency cell-phone, etc.).

**Guidelines for Identifying and Managing Risk**

* **The two primary Harvard Global Support Services (GSS) resources to familiarize yourself with and share with traveling students are as follows:**
  + [**Student Pre-Departure Requirements**](https://www.globalsupport.harvard.edu/travel/pre-departure-support/policies-requirements/student-requirements)
  + [**Graduate Student Travel Policy**](https://www.globalsupport.harvard.edu/travel/pre-departure-support/policies-requirements/graduate-student-travel-policy)
  + Contact Director of Student Affairs [Leah](mailto:lkane@hsph.harvard.edu) Kane if you have questions about the policies described in these resources or any School-specific requirements.
* **Risk Handling**

Students must complete all required steps on the [**Student Pre-Departure Requirements**](https://www.globalsupport.harvard.edu/travel/pre-departure-support/policies-requirements/student-requirements)page

as described. Note that certain steps are only required for travel to high-risk locations.

* **Pre-Departure Orientation**

HSPH collaborates with GSS to host pre-departure travel orientations. Faculty and Trip Coordinators should work with their department to ensure students attend an orientation prior to traveling.

* **Health Insurance**

If students are traveling on Harvard sponsorship, they are required to have health

insurance. While International SOS (ISOS) provides access to medical and travel assistance

services, it does not provide health insurance coverage. Talk with your health insurance

company about coverage abroad.

* **Emergency Contacts & Preparation- *Group Travel***

Students should have contact information for the Trip Coordinator (Faculty, Practicum/Field Immersion Instructor, Administrator or TF) before and during the trip; emergency contact person and travel information for at least one other student on the trip; additional “in country” contact and emergency information. Each student on the trip may be assigned to a group (or partner) for tracking students to ensure no one gets lost or left behind. (Program specific and may not apply to every trip).

* **Visa and Passports**

Students will need to obtain a passport, required visa or letter of affiliation well in advance, as the process for each of these can take weeks and sometimes months. *International Students* should consult with the Harvard International Office. [Elizabeth Capuano](mailto:elizabeth_capuano@harvard.edu) is the HIO advisor for HSPH.

* **Safety and Security**

Before departure, students should be reminded to familiarize themselves with current information on health and medical facilities, as well as personal safety and security at your destination. Carefully consider your safety when arranging local lodging and transportation. The following are helpful resources in addition to [Harvard Global Support Services](https://www.globalsupport.harvard.edu/):

[U.S. State Department Travel Warnings](http://travel.state.gov/content/passports/english/alertswarnings.html)

[U.S. State Department Country Specific Information](http://travel.state.gov/content/passports/english/country.html)

[Overseas Security Advisory Council (OSAC)](https://www.osac.gov/)

[Centers for Disease Control (CDC)](http://www.cdc.gov/)

* As the expert in this country/region, identify any unusual situations for students regarding what could happen, how likely, and the level of risk (i.e. 1 of 20 tourists is accosted by a pick pocket in the marketplace; to reduce risk keep your valuables out of sight, be alert).
  + Information students should travel with (passport, preceptor and host site contact details, personal emergency contact person details, embassy details, contact details for HSPH Student Affairs [Leah](mailto:lkane@hsph.harvard.edu) Kane)
  + We recommend you set up a WhatsApp travel group that allows you to share travel information and emergency contact details with your team in the case of an emergency.
* **COVID Restrictions on Travel**

Travel course Trip Coordinators and students are encouraged to stay up-to-date with the latest COVID-19 information per [GSS Coronavirus: Advice for Travelers](https://www.globalsupport.harvard.edu/news-events/coronavirus-advice-travelers) and [Harvard University Health Services policy](https://huhs.harvard.edu/covid-19-information).