



Voyager's Handbook Addendum for Staculty

The policies and procedures included in this addendum are intended to supplement the policies and procedures found in the main section of the Voyager's Handbook. In addition to reading this addendum and the main section of the Voyager's Handbook, all Staculty should review relevant sections of academic policy applicable to them.

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Leadership in a Living Learning Community

Together, the Staculty are seen as the leaders of the voyage and play a significant role in setting the overall positive tone of a voyage. In addition to supporting and following the Voyage Community Values and Responsible Voyager and Traveler Guidelines outlined in the main section of the Voyager's Handbook, Staculty are expected to embody the following leadership characteristics:

- Being honest and upfront with everything
- Being visible and transparent
- Setting a positive tone from the very beginning
- Demonstrating fairness and consistency in decisions
- Being united and cohesive in group decisions
- Being in tune with and aware of the “pulse” of the voyage
- Focusing on the community, relationships and experiences
- Focusing on building a strong relationship among faculty and staff
- Demonstrating commitment to the program's mission and values
- Being sensitive to all the factors that make Semester at Sea different from a land- based campus
- Staying focused on the big picture
- Using good judgment and “doing the right thing”
- Keeping safety as a guiding principle for all decisions
- Giving others grace
- Collaborating with the ISE home office and the ship management
- Awareness that each unique voyage is a small slice of time in the broader history and future of the Semester at Sea program; therefore, certain decisions need to be made with consideration for the continuity of the program
- Realizing that rumors spread easily onboard and choosing to not support the spreading of unverified information

Global Studies- The Program's Core Course

Global Studies is the core course for Semester at Sea voyages and provides an integrated, interdisciplinary introduction to each of the countries visited on a given itinerary. The course examines the traditional and changing systems and values of a country and its cultures, while providing the fundamental knowledge necessary to prepare students for field activities in the host country.

Global Studies is designed to help voyagers deepen their understanding of specific issues of contemporary life and culture. Required of all students, this common course is also designed to take maximum advantage of the opportunity for students to think critically about their own societies and global change. Specifically designed post- port sessions examine patterns of cultural interaction and communication to promote intercultural competency and self-awareness.

All members of the shipboard community are strongly encouraged to attend the Global Studies course. Staculty may be asked to contribute their expertise through course lectures

and/or panel presentations. All Staculty play an important role as co-facilitators of post-port reflection sessions.

Participation in Other Courses

Ad hoc sitting-in on courses is NOT permitted.

Faculty, Staff and Adult Companions are invited to participate in up to four courses during the voyage, including Global Studies. In choosing your courses, we ask that you consider the following expectations to ensure that your selections allow you to meet the expectations:

- You will attend each class meeting
- You will participate in course discussions and activities when appropriate, understanding that traditional students take priority
- If given the opportunity, you may opt to participate in one of the courses' associated Field Classes (full-day in-port program; full voyage Staculty and Adult Companions only)
- You will not be required to complete assignments or take exams
- You will purchase the required textbooks if possible and complete course readings

Partial Voyage Companions have slightly different participation expectations. If you are joining mid-voyage, you will take it upon yourself to get up to speed on the curriculum as quickly as possible. Additionally, Partial Voyagers are **unable to participate in a Field Class.**

Our goal in setting these expectations is to provide you with the best possible academic experience on the voyage. With full participation in mind, some Companions opt to fully immerse themselves in just one or two courses. Others, with a stronger academic interest, commit to three or four. Remember that there are many other ways you can academically involve yourself on the voyage, so choosing one or two courses does not necessarily limit your ability to enrich your education.

Approximately one month prior to embarkation, ISE Academic Affairs shares a list of available courses and instructions for how to register.

Communication Expectations

Due to the unique nature of the working environment of Semester at Sea, communication on the ship can pose some unique challenges such as:

- Time difference between the ship and the ISE Office
- Long periods of time away from a desk
- No voicemail
- Long periods of time away from the ship while in port
- A combination of unfamiliar work styles
- No weekends or designated work-weeks on the ship

To help ensure as effective and efficient communication as possible, during the voyage

the following communication practices are strongly encouraged:

- Don't rely on email
- Use frequent face-to-face meetings
- Be prepared for meetings:
 - Be prepared to share information
 - Have a list of questions
- Inform the Voyage Leadership Team early of any issue or potential concern
- When communicating with the ISE office:
 - Keep in mind the time difference and weekends
 - Be clear and complete with requests.
- All communication with Ship Management (crew) must be channeled through the Assistant Executive Dean
- Only share information with those who need to know. Keep sensitive information as confidential and respect each participant's right to privacy.

Channels of Communication with Ship Crew

In order to maintain clear lines of communication with the Captain, officers, crew, and the Semester at Sea community, regular communication between ship's management and program leadership occurs at Captain's Meetings that are held daily when at sea. The Assistant Executive Dean represents the program at Captain's Meetings and briefs the Voyage Leadership Team during their daily meeting when at sea. Staculty and their traveling companions are asked not to make requests directly to the Captain and/or officers. All requests for services (except for routine hotel services, which can be funneled through the dining or cabin stewards) should be directed through the Assistant Executive Dean.

In-Country Travel Policies and Expectations

Staculty Member Expectations

- Model responsible behavior, especially around SAS students and especially with regard to alcohol consumption.
- Do not endorse or promote organized third-party travel experiences to students.
- Advise students on how to plan their travel with extreme caution. Do not give any specific recommendations of exactly where to go, what to do or how to get there.
- Do not travel with students on any organized non-SAS experience, whether coordinated by an official third- party provider or by students directly.
- Do not share or coordinate private transportation with students outside of official Semester at Sea Field Programs/Classes (unless there is concern for the health and safety of students).
- Be aware that ISE-provided insurance does not cover Medical Expense Benefits for mountaineering, hang gliding, parachuting/skydiving, parasailing, bungee jumping, or racing by horse or motor vehicle/motorcycle. (These are prohibited activities for students). ISE strongly advises against participation in

these activities.

- ISE policy prohibits students from operating motor vehicles. Unlike students, Staculty members may operate motor vehicles. Under no circumstances may Staculty transport students in a rented vehicle (unless it is their college student child).
- ISE policy prohibits students from traveling outside of the country of arrival in all ports of call and requires participation in a SAS Field Program or Field Class to be able to disembark the ship in the one-day refueling ports of call (Trinidad and Tobago, Hawaii and Mauritius). Staculty may seek approval from the Executive Dean to leave the country of arrival and Staculty are permitted to travel on their own in the one-day refueling stops as long as all the Field Program Trip Liaison positions are filled.
- Staculty are expected to be discreet with these privileges.

**Semester at Sea believes there can be positive outcomes as a result of students interacting with Staculty outside of the shipboard campus. This policy expressly prohibits endorsing, organizing or participating in non-SAS “organized travel” with students. However, this does not mean Staculty cannot more informally and casually interact with students such as sharing meals, exploring the city/museums, etc. Staculty are not permitted to share or coordinate transportation with students.*

Field Programs & Field Classes

Semester at Sea works with in-country partners to organize Field Classes and Field Programs. Field Classes are the in-country learning experiences embedded in the academic courses. Participation in a Field Class is limited to those students enrolled in the companion course. Staff, other faculty and their companions are not permitted on Field Classes. Field Programs are the optional, fee-based in-country experiences. Staculty and their traveling companions are invited and encouraged to register for SAS Field Programs.

Additional Field Program Details and Policies for Staculty

- On overnight programs, Staculty can choose to pay extra to request a single room. However, the single room is not guaranteed until the roster is finalized (usually around 60 days before arrival in port).
- Staculty (and their traveling companions) register for Field Programs via the online portal following the same process as students. Registration instructions and other important documents such as cancellation policies and registration deadlines are posted on the In-Country Field Programs page of the portal. **All registration and cancellation policies apply to Staculty.**
- Every Field Program has at least one Staculty member serving in a leadership role (referred to as “Trip Liaison”). Trip Liaisons travel free of charge when serving in this role. Trip Liaisons are appointed based on experience and “fit for the job” and therefore, not all Staculty will get the same number of appointments.
 - Adult companions of a Trip Liaison interested in traveling with the group must register and pay normal fees (no special discounts).

- Trip Liaisons cannot wear two hats and also function as the primary caregiver of a dependent.
- Children ages-5-12 are eligible for discounted child pricing (50%). (Eligibility is determined by age on embarkation day). Contact the Field Office to discuss.
- As a reminder, non-sailing guests (those joining just for a visit in port and not sailing with the ship) are not permitted on Field Programs.

Companion Policy

Staculty can request to be accompanied on a voyage by an adult companion and by one or more dependent children/teenagers, space permitting. They may also request to sail with college children for a discounted rate, space permitting. If enrollment is near capacity for a voyage, cabin availability for companions, children and college children may be limited.

The contracted Staculty member is responsible for the behavior of their companions and dependent children/teenagers. Companions, caregivers and dependent children are subject to the same policies as Staculty members, and, if they are found in violation of a policy, they are subject to the same conduct process as Staculty members. Companions and caregivers are also expected to follow our Guidelines for Professional Conduct and must agree to these terms in their portal prior to the voyage. For details on eligibility, requirements and pricing, please contact the HR Team for the specific voyage companion policy.

Sailing with Children

Staculty Members may request to sail with dependent children and teenagers. This benefit is contingent on cabin availability for the voyage and is not guaranteed. Included below are the eligibility requirements:

- Dependent children must be between the ages of 5 and 12 years old at the time of embarkation.
- Dependent teenagers must be 13 years old or older and not yet graduated from high school.
- Because of shipboard capacity constraints, dependent children/teenagers are required to sail the entire voyage.
- Requests to bring dependent children must be submitted to ISE before the established deadline.

Caregivers

Staculty members who are single parents or are otherwise dually-employed Staculty parents must have a dedicated caregiver for their dependent children/teenagers. A caregiver may be a family member or friend, and the faculty/staff member is responsible for selecting and appointing a designated caregiver. Please reference the voyage companion policy for more details.

Note for dual-employed Staculty parents:

At the discretion of ISE in consideration of the employment demands on the parents, if the parents' schedules allow them to collaborate as to cover caregiving duties, then an additional, designated, caregiver may not be required. Other factors may also determine whether or not an additional caregiver is required. Please contact an HR team member for more information.

Dependent Teenager Participation in the Academic Program

High achieving high-school juniors and seniors (or the equivalent) may register for one or two lower-division courses if admission is granted by the ISE Chief Academic Officer and Voyage Academic Dean. Additionally, permission must be granted by the Instructor, and space must be available in the course. A fee per course will be assessed. Please refer to the voyage companion policy for more details regarding pricing and eligibility.

Global Studies: Dependent teenagers are encouraged to attend the Global Studies course. If the dependent teenager is taking the Global Studies course for credit and has been formally enrolled, fees would apply. However, if a dependent teenager is interested in auditing the course (attending, but not for credit), a fee would not be assessed.

High school students taking college courses are exempt from the supervision requirement when in class or when working on class-related activities. At all other times, parent or designated caregiver supervision is required.

College Dependents

Semester at Sea Staculty members may request to sail with their grown children (defined as a biologically- or legally-related child) who attend college/university for a discounted rate. Note that space is limited and this benefit is granted on a first come first served basis. Please reference the voyage companion policy for more details.

Parent/Caregiver Expectations

The responsibility for dependent children/teenagers rests in the hands of their parents/caregiver. It is important to remember that the Semester at Sea program is designed for undergraduate college students. Many of the Field Programs, ship activities, and programs on the cabin televisions are not appropriate for children. It is the parent's responsibility to determine what content is appropriate for their children.

Parents and caregivers with childcare responsibilities may not be eligible for internal positions, as their primary responsibility is supervising dependent children and teenagers.

Parents and caregivers are expected to adhere to the following:

- Minors (a person under the age of 18 who is not emancipated) must be accompanied by a parent or caregiver **at all times**. Dependent children should not accompany their parents to class or to their office.

- Expectations regarding minors being in the cabins of voyagers other than their own parent or a designated caregiver can be referenced on page 22 in the Main Section of the Voyager's Handbook.
- Minors should never be left alone on the ship without a parent or a designated caregiver while the ship is in port.
- School-aged minors must participate in the Dependent Children & Teenagers Program. Although dependent children/teenager programming is provided, a caregiver must still be present and actively engaged in program activities at all times.
- Parents must recuse themselves from any disciplinary action processes for their companions, dependent children, or children enrolled in college courses.
- Parents/Caregivers are responsible for running 1-2 activities during the voyage for the children's program. Examples include art projects, journaling exercises, games, photography lessons, dance lessons and more. HR can provide additional examples of activities.
- Please see below for outcomes should there be a violation of policy by dependent children, companions, or caregivers.

Ship Safety

- There is no running on the ship except in the sports court or on a treadmill in the fitness center.
- Shoes must be worn at all times outside of the cabin. Closed-toed shoes are highly recommended.
- Minors may not use any of the fitness equipment, pool or fitness spaces without direct parent or caregiver supervision.
- All minors should stay clear of the ship's railings and may not touch any of the life-saving equipment at any time.
- No participant, including minors, can be in the restricted crew areas.
- Parents/Caregivers are responsible for ensuring minors participate in all ship safety drills and procedures, including but not limited to lifeboat drills.

In-Country Travel with Minors

- Minors must be accompanied by a parent or caregiver at all times while traveling in port.
- Minors may not participate in a Field Program without their parent or caregiver.
 - Field Program itineraries (content and pacing) are designed with undergraduate students as the primary audience. This is not always a good fit for everyone. Young children may not be permitted on some activities, and the SAS portal may not indicate each restriction.
- Minors are not eligible to attend any Field Class unless otherwise formally registered for the course with which the field class is associated.
- Minors are to sit with their parent or caregiver while traveling on any mode of transportation on a Field Program.

Child Care

- Parents/Caregivers may work with other participants to arrange for limited child care (no more than 1 – 2 hours a day). It is up to the parents/caregivers to establish rates for this service.
- Regardless of a child's age, it should never be assumed that other parents/caregivers or the "community at large" will automatically look after the child in the parents' or caregiver's absence. The Semester at Sea experience does indeed inspire the feeling of community, but the shipboard community cannot serve as a substitute for consistent and responsible parenting.
- Please note that the counselors hired for each voyage specialize in treating traditional college aged students and adults. They are not specifically licensed to treat minors, but can respond in a mental health emergency to treat any voyage participant.

Interacting with Minors

The following is an addendum to the "Protection of Minors Policy" outlined in the main section of the Voyager's Handbook.

- When acting in the capacity as a Semester at Sea employee, avoid spending time alone with a minor away from others, whenever possible. If one-on-one interaction is absolutely required, it is recommended that meetings take place in rooms or spaces with open doors, observable by other adults from the Program.

Preventing and Reporting Child Abuse

Semester at Sea's goal is to prevent child abuse and neglect from happening in the community. To this end, anyone who interacts with minors should understand what child abuse and neglect are, and what to do when they observe or learn of anything that may be child abuse and/or neglect.

Mandated Reporters

All employees and others acting under the direction and control of Semester at Sea who observe or suspect child abuse or neglect must report the incident to the Executive Dean, the ISE VP of Human Resources or the Captain.

Reporting Procedures

Any signs of injury relating to suspected child abuse and neglect should be reported to the appropriate authorities. When suspected child abuse and/or neglect is observed or reported, this should immediately be reported to the Executive Dean, or the ISE on-call staff member. The

The Executive Dean will consult with the ISE home office and determine next steps. All are expected to cooperate with these authorities as needed.

Disciplining a Minor

Employees will not, under any circumstances, discipline minors by use of physical punishment or by withholding the necessities of care, such as food or shelter.

Staculty Alcohol Use Policies & Expectations

In addition to the policies and procedures outlined in the main section of the Voyager's Handbook, the following alcohol consumption policies and privileges apply to Staculty. (Staculty and their companions are held accountable to the same policies as students on in-country Field Programs and subject to the same "Responding to Intoxicated Participants" procedures.) These privileges are provided with the assumption that they will be responsibly honored and not abused. Semester at Sea reserves the right to alter or revoke these privileges if violated or abused.

Chappy Lounge (Adult Lounge)

- The Chappy Lounge is to remain a quiet reading environment from 0600 to 1700.
- After 1700, the lounge serves as a social location (alcoholic and other beverages are served during posted hours.)
- Students may not be present in the lounge (except for scheduled "Sea socials.")
- Dependent children of Staculty members or Lifelong Learners are never permitted in the Chappy Lounge.
- Because the lounge serves the needs of many, no meetings should be scheduled in the Chappy Lounge.
- Alcoholic beverages must remain in the lounge; no personal alcohol should be brought into the Chappy Lounge.
- Staculty and their legal-aged companions do not have ascribed drink limits (during student beverage service nor in the Chappy Lounge), but they must drink responsibly.

Possession and Consumption of Alcohol on the Ship

- Alcohol intended for private consumption in one's cabin may not be transported about the ship and may not be taken to beverage service areas. (e.g. Chappy Bar, Main Dining)
- Alcohol intended for private consumption in one's cabin may not be provided to students.
- Alcohol for private consumption within one's cabin may be obtained as follows:
 - Order from the Food & Beverage manager (delivered directly to your cabin). Please note that you will need to order alcohol to be brought to your cabin 24 hours in advance. Same day delivery to your cabin is not possible.
 - Purchase alcohol in port and bring it back to the ship. Staculty may discreetly bring onboard **two, 1-liter bottles** of alcohol per port. Note that some ports may have restrictions related to bringing alcohol onboard the ship.
 - Alcohol must be in original sealed containers and declared with

gangway security when boarding (for logging purposes).

- The alcohol must be brought back to the ship **before noon** on the last day in port. *(Alcohol brought after this time may be confiscated by ship security as it slows the boarding process for all participants and creates a significant challenge for ship's security.)*

Additional Staculty Benefits

- Staculty get preferential use of the gym at predesignated hours.
- Staculty receive daily full housekeeping service care of their cabin steward.
- Staculty may submit laundry to their cabin stewards at any time, with turnaround times usually 1-2 days later at sea (in port, laundry services are not available).
- Students are required to surrender more than a one-month supply of prescription medication to the ship's clinic. Staculty and their traveling companions are not subject to this requirement.
- Staculty members may rent motorized vehicles in country. Students are not permitted to do so. Staculty members may not transport students in their rented motorized vehicles unless the student is their own college student.
- Staculty members have the option to request to travel outside of the port country. This will need to be approved by the Executive Dean and Staculty members must notify the Chief Purser of planned travel in advance. This helps ensure proper immigration status. Staculty members are responsible for securing any additional required visas. Staculty members may also request to travel between ports (skip a sail and meet the ship in the next port) so long as pre-approval is provided. Requests may or may not be granted based on health and safety regulations concerns.

No Preferential Treatment

Other than those listed above, Staculty are held accountable to the same rules and expectations of students. A few key reminders:

- On-ship time. All members of the shipboard community are expected to be onboard (including with passport returned) before on-ship time. Those in violation will receive dock-time in the next port.
- Cutting lines. All members of the shipboard community are expected to respect the first-come, first-served of queues, no matter the reason for the queue (including disembarking and embarking the ship).
- Talking through announcements. All members of the shipboard community are expected to stop- conversation during announcements and actively listen to the information being shared.
- Dining hall protocol. All members of the shipboard community are expected to uphold the rules and procedures for dining, including food conservation, not taking food, flatware from the dining hall; and not reserving tables.
- Cabins. Do not flush anything except waste and toilet paper; those with French balcony doors need to keep them closed while moving at sea to preserve air conditioning and

whenever requested by the crew; do not prop cabin doors open.

- Public Areas. No feet on furniture; do not sit on tables; do not use tape on wall surfaces for any reason; shoes must be worn at all times (preferably shoes that cover toes for safety); running on the ship is not allowed; and quiet hours must be observed between 2300-0800.
- Gangway searches. All voyagers are subject to bag and body searches by ship's security
- Prohibited items. Note carefully the prohibited item list. All members of the shipboard community are expected to comply with not bringing aboard these items (exception is alcohol, as noted earlier).
- With questions, check with the ship's security before attempting to bring it onboard.

Performance Concerns and/or Policy Violations

All Semester at Sea temporary employees are held accountable to the policies and expectations outlined above, in the main section of the Voyager's Handbook, the employment contract, Passage Ticket Contract, course syllabuses, and their job descriptions. These documents are not an exhaustive list of Semester at Sea's expectations for performance or for professional conduct during a voyage.

Review

Upon receipt of a report, complaint or general concern with work performance or professional conduct involving a Staculty member, the supervisor(s), Executive Dean (or designee), in consultation with the ISE Vice President for Human Resources (or designee), will determine whether performance coaching and/or an investigation is warranted.

Notification of Concern or Violation

The Staculty member is notified of the alleged violation or performance concern during a meeting with the supervisor(s) and/or the Executive Dean (or designee). Alternatively, an email will be sent by the supervisor(s), Executive Dean (or designee) or ISE VP for Human Resources (or designee). The Staculty member may be subject to specific requirements or restrictions until the matter is resolved through the administrative process (e.g. no-contact order; restriction from specific shipboard locations; temporary cabin relocation; etc.).

Meeting with Supervisor

There will be a meeting with the supervisor(s), Academic Dean and/or Executive Dean. The purpose of this meeting is to discuss alleged policy violations and/or performance concerns and to give the Staculty member the opportunity to share their perspective.

Decisions and Possible Outcomes

The Staculty member's supervisor(s) and/or Executive Dean (or designee), in consultation with the ISE VP of Human Resources as required, will determine appropriate outcomes based on the incident's severity, impact on others, and past performance. Possible outcomes could

include (but are not limited to):

- An informal coaching conversation
- Formal Warning: The Staculty member is formally warned and put on-notice.
- Probation/Performance Plan: A designated period of time during which a Staculty member is expected to show specific changes in behavior.
- Termination: The Staculty member is permanently separated from the program. The Staculty member and guests must disembark the vessel at a time and location determined by the Executive Dean (or designee).

Additional Discretionary Outcomes

- Referral for assessment with the counseling.
- Mediation with a neutral third-party facilitator who helps two or more people in a conflict have a constructive conversation about important issues.
- Participation in a restorative justice conference to discuss what happened and determine the best ways to repair harm and improve relationships.
- “Dock Time”: The Staculty member is restricted to the vessel in port for a designated period of time while in-country. The formula for tardiness to “on-ship time” is one hour of dock time for each 15-minute increment.
- Cabin reassignment.
- Instructions to follow a “no contact” directive. Prohibition of direct or indirect contact, including but not limited to: physical, verbal and/or written contact, including, but not limited to, social media interaction with another individual or group.
- Denial of specific onboard privileges for a designated period of time (Chappy Bar, field programs, appointments as Trip Liaison; etc).
- Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.

Departing the Voyage Early

Medical Withdrawal

Medical withdrawal is the process by which a voyager is administratively withdrawn for a medical condition that makes it unlikely that the voyager will be able to successfully complete the voyage (or scheduled length of sail) and/or behavior that involves a serious concern of physical harm to the participant or other shipboard community members. This policy is designed to help voyager's return home to receive the appropriate treatment and to regain function in a structured and supervised environment that cannot be provided on the ship. The physician, in consultation with the counselors as applicable, will conduct an individualized assessment of the participant, following which the Executive Dean may require a participant to withdraw for medical reasons when the participant's behavior or condition poses a serious concern for health and safety, or an appropriate and necessary treatment is not available on the vessel. Before requiring medical withdrawal, the Executive Dean must determine that the participant cannot safely continue, with or without reasonable accommodation.