

- x The program is structured to allow for the separation of personal and professional life. Equally important, the presence of the unaffiliated traveler(s) does not interfere in any way with the

partner/spouse and/or minor dependent(s), per the definitions and parameters noted below:

- x A Partner/Spouse: A partner/spouse must have no responsibilities on behalf of the University (e.g. taking roll, managing program funds, counseling students).
- x Minor Child/Children: If a minor child is present, the following conditions are met:

1. A nonleader adult serving as caretaker for any child under the age of 16 must be present. If a spouse or partner is present, the leader may ask another adult to serve as the designated caretaker. Program participants should never be asked to serve as a caretaker for a minor child if it is in their best interest.

inform OSA of these plans during the program proposal process. The leader must outline how the separation of personal and professional life will be maintained. The program leader is also responsible for describing how the traveler will not interfere in any way with the

- x **Payments:**Program leaders are responsible for making all travel arrangements for affiliated travelers (partner/spouse, children, and caretaker). Any expenses incurred in the addition of an unaffiliated traveler shall not be paid by the participating students, and unaffiliated travelers should pay a portion of all shared group expenses. Travel advances may not be used to pay the expenses of unaffiliated travelers.
- x **Accident/Sickness & Evacuation Insurance:** Unaffiliated travelers may purchase travel insurance through the program. Program funds can only cover the cost of housing for the individual leader (for example, a single hotel room or a studio apartment).
- x **Lodging:**Unaffiliated travelers may share lodging accommodations with the leader if sharing is allowed by the lodging provider and does not interfere with the responsibilities. Program funds can only cover the cost of housing for the individual leader (for example, a single hotel room or a studio apartment).
- x **Release of liability:**All leaders and unaffiliated adult travelers will be required to sign a Waiver and Release Agreement for Unaffiliated Travelers.

#### Partner/Spouse with Formal Leadership Role

As appropriate, a partner or spouse who is an MSU employee may serve as a leader with a formal affiliation to the program.

- x If a partner/spouse serves as a leader, this must be specified in the program proposal
- x Partners/spouses who are both MSU employees may colead with chair/dean approval, which case both employees will be expected to assume the full responsibilities associated with program leadership and sign the Faculty Proposal Agreement.

#### Travel Party

The travel party associated with a faculty-led study abroad program, should consist of students enrolled in the course and registered through the Office of Study Abroad, program leaders, approved partner/spouse, minor children, or caretakers