



COMMUNITY COLLEGES FOR INTERNATIONAL DEVELOPMENT, INC.:
AN ASSOCIATION FOR GLOBAL EDUCATION

CCID Professional Code of Ethics and Faculty Guidelines

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Instructions:

- Please read through the entire document
- Carefully review the Faculty Guidelines on p. 14-18
- Ask International Education Director at your college, or your academic officer (Dean or VP) review the document as well
- Please sign in hand and date, and have your college IED or Dean/ VP sign and date too
- Return the original signed page to CCID for signature and filing
- CCID will email you the countersigned copy for your file
- This is a one-time document unless there are substantial revisions done to the Faculty Guidelines in the future when a new signature would be required
- Please send any comments on this document to Andrea Siebenmann at asieben@kirkwood.edu.
- Thank you for your cooperation and your support of the CCID study abroad programs.



CCID Professional Code of Ethics

These principles and procedures are guidelines by which faculty associated with Community Colleges for International Development (CCID) can measure their performance and decision making process. (Associated Press Managing Editors, 2009). Their responsibility within the academic community is to represent their college, university, or school to the larger society in an honorable manner. They have, therefore, a special duty to exemplify the best quality of their institutions and to observe the highest standards of personal and professional conduct (Council for Advancement and Support of Education, 2003). The *CCID Professional Code of Ethics* sets forth general standards that serve the faculty leading study abroad programs and the variety of responsibilities assumed by all members of the organization (American Association of University Professors, 2009). This document does not provide a set of rules that prescribe how members should act in all situations, but rather guidelines for the decision making process. Specific applications of the *CCID Professional Code of Ethics* must take into account the context in which the decision is being considered (NAFSA, 2003).

- One's words and actions embody respect for truth, fairness, free inquiry, and the opinions of others.
- Respect all individuals without regard to race, color, sex, sexual orientation, marital status, creed, ethnic or national identity, handicap, socioeconomic status, and age.
- Uphold the professional reputation of CCID, and other CCID colleagues and give credit for ideas, words, or images originated by others. Treat fellow colleagues in a fair manner and foster a culture rich in diversity that is based on trust, mutual respect, teamwork, and integrity.
- Safeguard privacy rights and confidential information.
- Resist situations in which you use your influence for personal gain. Do not solicit or accept favors for yourself or your institutions where a higher public interest would be violated.
- Avoid actual or apparent conflicts of interest. Be candid about potential conflicts of interest in the conduct of professional duties and, if in doubt, seek guidance from appropriate authorities.

- Follow the letter and spirit of U.S. laws and regulations affecting institutional advancement.
- Encourage colleagues to join in supporting the highest standards of conduct.
- Maintain the highest standards of honesty and integrity in all professional endeavors (American Institute of Biological Sciences, 2009).
- Comply with all laws and regulations that apply to the interaction with students, partner institutions, organizations, and other aspects of professional conduct.
- Faculty must commit to exposing professional misconduct whenever it is found.
- Be constructive and professional in evaluating the work of colleagues, students, and the like.
- Do not speak or make decisions on behalf of CCID without written permission from the president of the organization (Dynamics Research Corporation, 2009).
- Refrain from decisions which will place individuals in the group at risk.

STEPS TO MAKING AN ETHICAL DECISION

(Markkula Center for Applied Ethics, 2009)

Recognize an Ethical Issue

1. Could this decision or situation be damaging to someone or to some group? Does this decision involve a choice between a good and bad alternative, or perhaps between two “goods” or between two “bads”?
2. Is this issue about more than what is legal or what is most efficient? If so, how?

Get the Facts

3. What are the relevant facts of the case? What facts are not known? Can I learn more about the situation? Do I know enough to make a decision?
4. What individuals and groups have an important stake in the outcome? Are some concerns more important? Why?
5. What are the options for acting? Have all the relevant persons and groups been consulted? Have I identified creative options?

Evaluate Alternative Actions

6. Evaluate the options by asking the following questions:
 - Which option will produce the most good and do the least harm? (The Utilitarian Approach)
 - Which option best respects the rights of all who have a stake? (The Rights Approach)
 - Which option treats people equally or proportionately? (The Justice Approach)
 - Which option best serves the community as a whole, not just some members? (The Common Good Approach)
 - Which option leads me to act as the sort of person I want to be? (The Virtue Approach)

Make a Decision and Test It

7. Considering all these approaches, which option best addresses the situation?
8. If I told someone I respect—or told a television audience—which option I have chosen, what would they say?

Act and Reflect on the Outcome

9. How can my decision be implemented with the greatest care and attention to the concerns of all stakeholders?
10. How did my decision turn out and what have I learned from this specific situation?

JUDGE THE ETHICS OF THE FOLLOWING CASES

The following cases are to be used as a training mechanism for faculty who will be leading study abroad programs through CCID. Because of the uniqueness of the Troika Study Abroad Model, partners are required to work closely with colleagues from other institutions. This training tool provides real-life situations which will help develop an ability to make tough decision and build confidence to make those decisions. CCID recognizes that making decisions in the moment is challenging. Each ethical decision situation is unique and has its own set of circumstances which increase its complexity.

CASE #1

Situation

While on your study abroad trip you decided to go out for dinner at a local hot spot. After your order has been placed the waiter informs the group that a local musician will begin playing shortly and everyone is welcome to dance. This is not a surprise because in this culture locals enjoy dancing. Throughout the course of the evening you and your colleagues dance with one another and students dance with each other. As the night progresses you and your colleagues also dance with some of the students and locals at the restaurant.

Your decision is:

- 1) Ethical
- 2) Leans towards Ethical
- 3) A Good Decision
- 4) Unsure
- 5) A Poor Decision
- 6) Leans towards Unethical
- 7) Unethical

Group Discussion

Explain your reasoning for selecting your answer.

Discuss the differences between your answer and the answers of your colleagues.

Which answer best represents yourself, your college, and CCID?

How would your answer change if...

You went to the restaurant because you knew there would be dancing?

You danced with the same colleague all evening?

You danced with the same student all evening?



CASE #2

Situation

Upon the completion of your study abroad trip you, colleagues, and your students communicate through Facebook. Part of this communications involves emails, candid photographs, and comments about you. Your decision is:

- 1) Ethical
- 2) Leans towards Ethical
- 3) A Good Decision
- 4) Unsure
- 5) A Poor Decision
- 6) Leans towards Unethical
- 7) Unethical

Group Discussion

Explain your reasoning for selecting your answer.

Discuss the differences between your answer and the answers of your colleagues.

Which answer best represents yourself, your college, and CCID?

How would your answer change if...

You were only communicating with only one colleague or student.
The communication involved emails which contained romantic elements.



CASE #3

Situation

The hotel you are staying has a swimming pool. You and your colleagues decided to go swimming with your students. While you are swimming one of your students mentions he would like to discuss an issue with you. You invite the student to your hotel room to discuss the problem. Your decision is:

- 1) Ethical
- 2) Leans towards Ethical
- 3) A Good Decision
- 4) Unsure
- 5) A Poor Decision
- 6) Leans towards Unethical
- 7) Unethical



Group Discussion

Explain your reasoning for selecting your answer.

Discuss the differences between your answer and the answers of your colleagues.

Which answer best represents yourself, your college, and CCID?

How would your answer change if...

The student is the opposite gender as you.

The student is the same gender as you.

The student has a medical/personal issue and all the faculty are the opposite gender.

You stayed up until early the next morning talking with the student.

You also invited a colleague to join you while you spoke with the student.

It was a few students who came to your room rather than just one.

CASE #4

Situation

You have been in country for a week and you feel like the students are getting along very well. You and your colleagues decide to leave the students at the hotel for the evening and go to dinner. Your decision is:

- 1) Ethical
- 2) Leans towards Ethical
- 3) A Good Decision
- 4) Unsure
- 5) A Poor Decision
- 6) Leans towards Unethical
- 7) Unethical

Group Discussion

Explain your reasoning for selecting your answer.

Discuss the differences between your answer and the answers of your colleagues.

Which answer best represents yourself, your college, and CCID?

How would your answer change if...

You leave your students at the museum to go shopping with your colleagues.

You leave your students at the hotel to take another colleague to the emergency room



CASE #5

Situation

You and your colleagues stay up late in your room having wine and talking. You discuss issues like: events of the day, how to improve group dynamics, and adjustments which need to be made to the program. These meetings take place every evening during the trip and sometimes you and your colleagues have private meetings in your hotel room. Your decision is:

- 1) Ethical
- 2) Leans towards Ethical
- 3) A Good Decision
- 4) Unsure
- 5) A Poor Decision
- 6) Leans towards Unethical
- 7) Unethical

Group Discussion

Explain your reasoning for selecting your answer.

Discuss the differences between your answer and the answers of your colleagues.

Which answer best represents yourself, your college, and CCID?

How would your answer change if...

You and other faculty members are rushing the program during the day in order to have a social time with their local partners and friends in the evening.

The meetings only included one colleague.



CASE #6

Situation

During the exploratory trip you visit a variety of sites, restaurants, and hotels as you plan the newest Troika study abroad program. During the trip you notice that everywhere you go the hosts of the sites, restaurants, and hotels are all giving you gifts. You accept these gifts with gratitude. Initially you think they are giving gifts to be nice but as the trip continues you wonder if they aren't trying to influence your decision. For the remainder of the trip you decide you are not going to receive any more gifts. Your decision is:

- 1) Ethical
- 2) Leans towards Ethical
- 3) A Good Decision
- 4) Unsure
- 5) A Poor Decision
- 6) Leans towards Unethical
- 7) Unethical

Group Discussion

Explain your reasoning for selecting your answer.

Discuss the differences between your answer and the answers of your colleagues.

Which answer best represents yourself, your college, and CCID?

How would your answer change if...

While abroad you accept gifts (souvenirs, drinks, etc.) from your students
You accept gifts from your host country colleagues during the trip



CASE #7

Situation

The entire group is staying in a dorm at the host university. One evening a party is happening in one of the students' dorm room who is participating in the program. There are several students from different countries in the room (mostly males) and a lot of alcohol consumption and smoking is taking place. Although the party is confined to a room, the instructor becomes aware of the situation, because it is very noisy and she can hear conversations between the walls. The instructor knocks on the door and tells everyone the party should be over by in two hours which will be 2 a.m. Your decision is:

- 1) Ethical
- 2) Leans towards Ethical
- 3) A Good Decision
- 4) Unsure
- 5) A Poor Decision
- 6) Leans towards Unethical
- 7) Unethical

Group Discussion

Explain your reasoning for selecting your answer.

Discuss the differences between your answer and the answers of your colleagues.

Which answer best represents yourself, your college, and CCID?

How would your answer change if...

You knocked on the door and asked them to keep the noise down.
You decide to let them have fun and ignore the problem.



CASE #7b

Situation

The next day, the instructor sees pictures taken from the party and some of them are quite risqué. Because of the photos you decide to address the situation and require all photos from the previous evening be deleted. Your decision is:

- 1) Ethical
- 2) Leans towards Ethical
- 3) A Good Decision
- 4) Unsure
- 5) A Poor Decision
- 6) Leans towards Unethical
- 7) Unethical

Group Discussion

Explain your reasoning for selecting your answer.

Discuss the differences between your answer and the answers of your colleagues.

Which answer best represents yourself, your college, and CCID?

How would your answer change if...

You decide to ignore the situation.



CASE #8

Situation

As most people know, parts of the world still encourage and expect bribes to accomplish one's agenda. A component of your program includes visiting a point of interest which the entire group is excited about seeing. If this visit is missing from the itinerary you feel that the entire program will not be as complete, dynamic, or robust as it should be. Once you arrive at the point of interest, the in-country host informs you that the director of the site expects some money under the table before you are allowed admittance. Your host encourages you to do so and explains this is how things are done in our country. With some hesitation, you pay the director \$50 so the group can visit the point of interest. Your decision is:

- 1) Ethical
- 2) Leans towards Ethical
- 3) A Good Decision
- 4) Unsure
- 5) A Poor Decision
- 6) Leans towards Unethical
- 7) Unethical



Group Discussion

Explain your reasoning for selecting your answer.

Discuss the differences between your answer and the answers of your colleagues.

Which answer best represents yourself, your college, and CCID?

How would your answer change if...

The director requested a gift (not money) from the group.
The director requested \$100 or \$500.



Required Guidelines for Faculty Participating in the CCID Troika Study Abroad Programs

1. Faculty will treat all students fairly.
2. Faculty must understand and agree that CCID and the program lead instructor have the authority to establish rules and guidelines necessary for the operation of the program to ensure the health and safety of the entire group. All faculty are encouraged to raise concerns with the rules and guideline at an appropriate time when students are not present.
3. As often as possible faculty make decisions based on the consensus of all program faculty. Once a consensus has been reached faculty must support the decision which has been made.
4. Faculty are punctual during the program duration for any of the activities scheduled.
5. Because this is an academic program, faculty are responsible for conducting mandatory pre-departure orientation sessions, classes, and/or other program academic activities as outlined for their respective roles in the Troika Faculty Handbook.
6. Faculty will: i) not buy, sell, possess or use illegal drugs at any time (“Illegal drugs” as defined by the laws in the United States as well as the host country); ii) not abuse or misuse any drug for which they may have a prescription; iii) not engage in abusive use of alcohol at any time during the program, and will not encourage such use to other colleagues or students in the program group or to any minors in the host country; and iv) report to the Lead Instructor, CCID, or other program faculty immediately if they become aware of this type of misconduct.
7. Faculty should not drink alcohol with students. CCID understands that there may be a situation where it would be culturally taboo to refuse a drink offered to the group by the host. This guideline is not referring to those times, but rather going to the bars or drinking just to drink. Faculty must be aware that CCID strictly prohibits consumption of alcohol or drugs in CCID-sponsored dormitory or hotel rooms, social areas or meeting space, or in vehicles used during the program, and that open containers of alcohol are not permitted in any of those areas as well as in private quarters at the residence in the host country. Faculty are aware that if they choose to drink alcohol, that they are fully responsible for their actions at all times. They understand that if they are under the influence of alcohol during program activity in any day of the program duration, they will be barred from participating in program activity(ies) by one of the faculty members responsible for the program.
8. Faculty must intervene if they notice a student is consuming too much alcohol. This situation could embarrass the group, the host institution as well as CCID, and could be a potentially dangerous situation.

9. Faculty shall not enter into a romantic relationship with a student.
10. Faculty will: i) not sexually harass any member of the program or people of the host country as defined by the laws in the United States as well as the host country; ii) report to the Lead Instructor or other program faculty immediately if they become aware of sexual harassment, or if they believe they have been subjected to such treatment either by fellow program participant(s), program faculty, host family (if applicable), or any third party, iii) not solicit another to engage in sexual activity.
11. When a faculty has a conversation with a member of the opposite gender they do it in public place or bring another faculty into the conversation. Faculty should not have private meetings with students alone in theirs or students' living quarters.
12. Leading a study abroad group is a conditional privilege for which faculty have been given the responsibility. Failure to accomplish the responsibilities of a faculty may constitute misconduct and could result in the dismissal of one or the entire faculty associated with this and future CCID programs.
13. Faculty are responsible to evaluate students' completed work in a timely and fair manner. Feedback from instructors is an essential component of learning and faculty will provide this for each student they are responsible for during the program.
14. CCID strongly discourages any faculty participating in the Troika Study Abroad program from owning or operating motor vehicle(s) while participating in the program, unless such operation is a required component of the program. Different laws (civil and criminal) and regulations, as well as traffic rules and congestion can make driving in foreign country extremely hazardous. They understand that if they operate a motor vehicle while on the program abroad, they release CCID from any and all responsibility for that decision, and from any liability for insurance, legal aid or assistance in connection with any issues resulting from operating a motor vehicle.
15. Faculty must understand that participation in a CCID study abroad program involves risks not found in activities at their college or within the college's district (if college is part of the district). These risks include: traveling to and within, and returning from, one or more foreign countries; foreign political, social and economic conditions; different standards of design, safety, and maintenance of buildings, public places and conveyances; local medical facilities and providers; local weather conditions and other matters which may be described in brochures and other written information concerning this program, and which they have received and reviewed. Faculty are required to research information on their own as well, and are willing to accept these risks.
16. Faculty will contribute to and/or abide by the defining rules and regulations issued by CCID, program lead instructor, their college or in-country partner. The program lead instructor has the discretion to determine whether there has been a violation of the rules and regulations and all faculty should support and aid in the decision making process. If a program faculty has engaged in any behavior detrimental to or incompatible with interests, harmony and welfare

of CCID, participating college, the program, or other program participants and third parties other faculty members must address the issue with them. At the same time if faculty witness activities mentioned above it is their responsibility and duty to address these issues with the faculty at fault for the health, harmony, and welfare of CCID, participating college, the program, and/or other participants.

17. As a faculty of a study abroad program through CCID, they may determine that a student has violated the program rules or engaged in otherwise inappropriate behavior in which disciplinary measures are necessary. If this is the case they will afford the student minimum due process rights which include the following:
 - a) the student will be given oral and/or written notice of the charges;
 - b) the student will be given an opportunity to admit or deny any charges;
 - c) the student will be given an explanation of the evidence against the student if the student denies charges; and
 - d) the student will be given an opportunity to explain the situation.

If the instructor(s) determine that the student is in violation of the program rules or participated in otherwise inappropriate behavior, the Lead Instructor will determine the appropriate disciplinary action based on circumstances and may consult with the program shadow instructor, in-country partner (if applicable), CCID Office (president or program manager) and student's college administrator(s). The disciplinary action may include, but is not limited to: 1) barring from scheduled program academic or cultural events; 2) enhanced supervision during the remainder of the program, or 3) loss of all program privileges, including student's expulsion from the program. Any such incident is reported to CCID as the program coordinator.

18. As a faculty of a study abroad program, they understand that they are a guest in the host country. As a result, faculty must respect country's laws and norms of acceptable conduct, including dress, manners, morals, politics, drug use and behavior that may be different from standards in the United States (such norms will be discussed at orientation meetings with the in-country partner/ host and the Lead Instructor after arrival to the country).
19. As a visitor to the above country, faculty must understand that they are subject to the laws of the country. Violations of the local laws of the host community or country are referred to and handled by the appropriate local law enforcement authorities. Faculty must agree to become informed of, and will abide by all such laws and standards for the country to, and within, which they will travel during the program. Faculty must understand that CCID is not obliged to advise them on any legal matters whatsoever. If faculty violate the law and standards of acceptable conduct and are arrested, they understand that neither CCID nor the US Embassy can obtain their release from jail.
20. Faculty must recognize and understand that engaging in a behavior violating the local laws or standards could harm CCID's and their college's relations with the host country and its institutions therein, as well as their own health and safety. Although CCID is coordinating and sponsoring this program, faculty have the opportunity and right to independently leave

the program group periodically, subject to the itinerary which require participation in and attendance of classes and other program activities as scheduled, and which are required parts of the program. During those periods, faculty are responsible for their own safety and cannot hold CCID or their college or other program faculty or in-country partner liable for any injuries to themselves or property, or any other losses associated with such periods.

21. As a representative of the United States, CCID, and their college, faculty must adhere to the local laws and standards of acceptable behavior throughout their stay at the host family(ies) when applicable.
22. Faculty acknowledge and understand that should faculty have or develop legal problems with foreign nationals or foreign governments, they have the sole responsibility to attend to the matter at their own expense and with their own personal funds. CCID may refer them to legal counsel or may provide temporary assistance, all at the faculty's own expense. CCID assumes no responsibility to assist faculty in legal matters under any circumstances.
23. If, due to a faculty's own negligence, they become separated from the program group, fail to meet a departure airplane, bus or train, or if they become injured or sick, they will, to a reasonable extent and at their own expense, seek out, contact, and reach the program group at its next available destination.
24. It is understood and agreed that if faculty elect to visit another location(s) before or after the program or travel elsewhere before or after the participation in the program, CCID will cease to act as their program sponsor and coordinator. Faculty do so entirely at their own expense and risk.
25. Faculty understand that CCID does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour and cultural event organizer or other provider of goods and services involved in the program. Faculty also acknowledge that CCID is not responsible for matters that are beyond their control. Faculty must hereby release CCID from any injury, loss, damage, accident, delay, or expense arising out of any such matters.
26. Faculty are advised to consult with a medical doctor with regard to their personal medical needs. They hereby state that there are no health-related reasons or problems that preclude or restrict their participation in this program. Faculty must also obtain the required immunizations, if any.
27. Faculty understand that they may be required to pay up front for my medical expenses that they incur while traveling on the program and in the host country. Further, they understand that they are responsible to submit any medical receipts to their insurance carrier upon their return. Faculty must recognize that CCID is not obligated to attend to any of their medical or medication needs, and they assume all risk and responsibilities therefore. Faculty do hereby release, discharge and hold harmless CCID, its officers, trustees, employees, agents and

representatives (“Released Parties”), from any and all liability and claims they may suffer as a result of any medical treatment while on the program abroad.

28. Faculty hereby accept sole financial responsibility for any equipment, materials or instruments lost or damaged by them during their participation in the program, and which equipment, materials or instruments were provided for the program by CCID or their college or in-country partner or a third party arranging the program.
29. Faculty, individually, and on behalf of their heirs, successors, executors, agents, employers, representatives, insurers and attorneys, hereby release and discharge the released parties, from any and all liability and claims which may arise from any cause whatsoever, including any negligent act or omission by the released parties. Faculty further release and discharge the released parties from any and all responsibility for an accident, illness or injury or any other consequences arising or resulting from their participation in the program. This release applies to any loss of property, injury, illness or death due to theft or other crimes committed by persons other than the released parties, political unrest, use of modes of transportation, activities on the part of fellow student participants, host family members, agencies and organizations, persons or groups with which CCID contracts or which CCID recommends for the provision of services for the program.

By my signature below I indicate that I have read and understand the *Required Guidelines for Faculty Participating in the CCID Troika Study Abroad Programs*. My signature indicates that I agree to abide by these guidelines to the best of my ability. The International Education Director or a Chief Academic Officer concurs that the faculty has reviewed the document and that he or she is in good standing with the institution they represent. No representations, statements, or inducements, oral or written, apart from the above written statement, have been made. If any portion of this Release Form and Agreement is held invalid, the rest of the document shall continue in full force and effect.

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|------------------------------------|------------------------|---------------------------------|
| _____ Faculty Printed Name | _____ Date Signed | _____ Faculty Signature |
| _____ IED or CAO Printed Name | _____ Date Signed | _____ IED or CAO Signature |
| _____ CCID Officer Printed Name | _____ Date Received | _____ CCID Officer Signature |