

IGNITE ABROAD: MOROCCO, APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

1. The deadline to submit the Ignite program application is 5 pm on Monday 19 November 2018.
Please read the Acceptance Policy and Procedures section in this application for more information.
2. Applications must be completely filled out and all required supplemental items must be submitted as instructed below for an application to be considered. After filling out the application completely, print it out and submit it to the Study Abroad and Global Engagement (SAGE):
obrienk3@erau.edu
3. You must have a 2.5 cumulative GPA or higher to be eligible to participate in the ERAU Research Abroad program. Exceptions may be made at SAGE's discretion.
4. Make sure you carefully read the entire Release Statement at the end of the application. After you fill it out completely please sign and date it.
5. If you have any questions, please contact Kelly O'Brien, obrienk3@erau.edu.

SUPPLEMENTAL ITEMS CHECKLIST

Please submit all of the following supplemental items with your application to SAGE.

To be turned in by all applicants at the time of application:

___ One page (double spaced) essay describing why you would like to do Ignite abroad and what you expect to get out of your experience.

___ One page (double spaced) essay describing your interest in research and your experience in research. (If you have limited experience within research, what do you hope to gain from this experience?)

___ Two passport-sized photos (refer to the end of the application for further information on where to get these) with your application.

___ A copy of your passport. If you do not have a passport at the time you submit your exchange program application, **APPLY FOR ONE IMMEDIATELY**. Check your passport expiration date; it must be valid for at least 6 months after you return to the U.S.

(Please retain this page for your records – do NOT submit with the application)

SAGE
 UNDERGRADUATE RESEARCH PROGRAM APPLICATION
 OUTGOING STUDENTS

PROGRAM INFORMATION: Program Type Year _____ Research Abroad: Morocco Term <input type="checkbox"/> Spring <input type="checkbox"/> Fall	
Last Name: _____ First Name: _____ Middle Name: _____ (As it appears on your passport or birth certificate)	
Gender: Male Female	Date of Birth (mm/dd/yyyy): / / Age During Program:
Place of Birth:	Country of Citizenship:
Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	Passport Number: Expiration Date (mm/dd/yyyy): / /
Degree Program:	Current Grade Point Average:
Declared/Intended minor(s):	Current academic year: Fr. So. Jr. Sr. Grad
ERAU E-mail:	T-Shirt Size:
Mailing Address: Street: City: State: Zip/Postal Code: Country: Telephone number:	Permanent Address: Street: City: State: Zip/Postal Code: Country: Telephone number:

Please list any medical conditions the Office of Global Engagement should know about

Any other concerns we should know about:

In case of emergency, please list the names of two different contacts:

Name 1:

Name 2:

Relationship:

Relationship:

Telephone number:

Telephone number:

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LANGUAGE SKILLS

1. Native Language:

2. Other Languages Spoken:

(Please indicate any languages studied and what level of proficiency (Beginner, Intermediate, Advanced, Working Knowledge, Fluent, or Native Speaker) you have acquired)

SCHOLARSHIP

Please list any academic achievement, award or scholarship received while attending ERAU:

1.

2.

3.

4.

5.

EXTRACURRICULAR ACTIVITIES

Please list all of the clubs and organizations in which you have played an active role. Please specify when you participated and the role you played (President, VP, member, etc):

1.

2.

3.

4.

5.

OTHER ACTIVITIES

Please list all other activities you have participated in during your time at ERAU. Include athletics (varsity, intramural, and/or amateur teams), teaching experience (tutor, lab/professor assistant), and any publications published in a recognized media outlet (e.g. The Avion, local, national, and/or international publications). This does not include articles written about the applicant.

1.

2.

3.

4.

5.

PRACTICAL EXPERIENCE

Please list the most recent or most relevant position held. You may list additional experience in the Comments section of the application.

Company/Organization Name:

Dates Employed: From / / to / /

Position Title:

Description of duties, responsibilities:

Description of accomplishments:

IMPORTANT INFORMATION! PLEASE READ CAREFULLY!

CANCELLATION POLICY:

If you decide to cancel your participation in a program after you have been accepted, **please notify SAGE immediately.**

PASSPORT AND VISAS:

All students traveling abroad must have a valid, current passport. The expiration date **should exceed your return date by at least six (6) months.** Students who do not already have a passport should apply for one immediately. Normally, the process takes 4-6 weeks; however, in peak travel seasons it may take twice as long. Apply early to ensure receipt of your passport as it will be needed for your visa application. It is your responsibility to track the status of your passport application at all times. **A copy of your passport must be furnished to the Global Engagement office before your departure.**

Passport application forms for both new applicants and renewals are available by going online to www.state.gov and downloading the appropriate forms. In most cases you can apply for your passport in any main US Post Office. For Daytona students, you may go to the Post Office located at 500 Bill France Boulevard (386 274-6326)

Make sure you contact the nearest consulate to become familiar with visa requirement, cost, and processing time. It is the responsibility of the student to obtain his or her visa, and in no way will ERAU will responsible for any consequences or a lack thereof. The Global Engagement office will, however, help the student in any way it can to help the student in obtaining a visa, including supplying any needed paperwork it can provide for the student.

Passport/Visa photographs:

Make sure you get four copies of the picture! The passport application requires that you submit two photos and you are also required to submit two photos to SAGE. In Prescott, you may go to any local *Walgreens* or *CVS*.

(Please retain this page for your record – do not submit with the application)

STATEMENT OF STUDENT RESPONSIBILITY:

The following statement is given to all students studying abroad in Embry-Riddle Aeronautical University sponsored programs. Your signature below indicates your acceptance of the rules and regulations as detailed.

Student Conduct

In all Embry-Riddle Aeronautical University sponsored programs abroad, students are expected to behave in a mature, responsible manner, and at all times abide by university regulations and the policies embodied in the Embry-Riddle Aeronautical University Student Standards of Conduct. Directors and/or faculty leaders have the authority to dismiss a student from the program at any time, who is following a course of action or behavior harmful to the student, to others, or to the program, including violation of Embry-Riddle Aeronautical University rules and regulations. In such a case, the student will be asked to leave the host University including program housing and will not be permitted to attend classes. No refunds will be due from Embry-Riddle Aeronautical University, and return transportation costs in such circumstances are the responsibility of individual students.

Embry-Riddle Aeronautical University does not condone and strives to prohibit the unlawful possession, use, distribution, or manufacture of illicit drugs and alcohol by students on its property or as part of any of its activities. Specific statements of the university's policies can be found in the Student Handbook.

Student Liability

It is understood and agreed that Embry-Riddle Aeronautical University, cooperating organizations, or individual faculty leaders and directors do not assume liability for any injury, loss, damage, accident, delay, irregularity or additional expense arising from the use of any vehicle or services, or from strikes, weather, quarantines, sickness, government restrictions or regulations, or from any act or omission of any railroad, motor coach, airline, or other transportation company, or for any cause whatsoever. Nor is any responsibility assumed for loss or damage to a participant's baggage or personal possessions. All such losses or expenses will be borne by the participant.

ACCEPTANCE AND RELEASE STATEMENT

I understand that I am ultimately responsible for my own behavior during this Exchange Program, and am aware that any unruly and disturbing behavior, or acts in violation of Embry-Riddle Aeronautical University's (ERAU) Student Standards of Conduct, may be grounds for immediate expulsion from the program.

Financial Responsibility. I understand that I am financially responsible for providing my meals, visa fees (if applicable), and any other miscellaneous costs involved in studying abroad.

Assumption of Risk. I understand that participating in the Program entails inherent risks in the various activities which I will participate in during this program. I have been given the chance to ask questions concerning the Program. All such questions have been answered to my satisfaction. Having read this form, I am fully aware of the risks and hazards associated with the Program, and hereby elect to voluntarily participate in the Program. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me as a result of participating in the Program, unless it is caused by the gross negligence or willful misconduct of ERAU, its officers, trustees, agents, employees or volunteers (the "Releasees").

Liability Release. In consideration for ERAU allowing me to participate in the Program, I agree I will not sue the Releasees. I release the Releasees from any and all liabilities, claims, demands, actions, causes of actions, costs and expenses of any nature, whatsoever, arising out of any loss, damage, or injury, including death, that may be sustained by me or to any property belonging to me, arising from the Program and its activities or while upon the premises where the Program is being conducted, excepting those claims arising from the gross negligence or willful misconduct of the Releasees.

Indemnification. I agree to indemnify and hold harmless the Releasees from and against any loss liability, damage or costs, including court costs and attorneys' fees, that Releasees may incur arising from my involvement in the Program, excepting those claims arising from the gross negligence or willful misconduct of the Releasees.

Statement of Physical Fitness. I am physically fit and in a condition that will allow me to participate fully in the Program. I maintain medical insurance that covers me for accidents and illnesses while I am participating in this Program. Releasees are relying on my warranty of my physical condition. I understand the Releasees have not made, nor will make, any investigation into my physical fitness or ability to participate in the Program and Releasees are relying on my warranty of my physical condition. I assume full responsibility for payment of medical expenses not covered by insurance incurred as a result of my participation in the Program.

Emergency Medical Treatment. I grant the Releasees permission to authorize emergency medical treatment as they deem appropriate, and agree that such action by the Releasees shall be subject to the terms of this Agreement. I understand and agree that the Releasees assume no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

Program Changes. I understand that ERAU reserves the right to make cancellations, changes or substitutions in the Program in cases of emergency or changed conditions, or in the best interest of the group. Should ERAU cancel the program, full refunds will be made unless the cancellation is due to political, natural, technological or other problems beyond its control in which case ERAU will be able to refund only uncommitted and recoverable funds.

Insurance. I understand that ERAU requires that all students maintain medical insurance while participating in the Program. The participant shall be financially responsible for any and all medical expenses arising from the Program. In addition, I understand that the payment for medical expenses may have to be advanced by me and reimbursement sought later from the insurance carrier. ERAU also requires that students planning to operate a motor vehicle obtain auto liability and collision insurance that will cover them in the applicable foreign country(ies) they travel in. ERAU also recommends that participants obtain personal property insurance to cover losses to personal property while in the Program.

Behavioral Expectations.

- a. I understand that all students are subject to ERAU regulations and program guidelines and the laws of the host country. In the event I violate any of these, or I sustain academic failure, or I exhibit behavior which is considered by ERAU to be detrimental to myself, other students, or to the Program, ERAU shall have the right to dismiss me from the program while retaining all tuition and fees. I understand that I shall be responsible for any extra expense I may incur as a result of this dismissal.
- b. I understand that I, as a participant in this program, will be viewed as an ambassador of ERAU and the United States and by signing this agreement pledge to deport myself in a manner that reflects favorably on both.

It is my express intent that this Agreement shall bind the members of my family and spouse (if any), my estate, heirs, administrators, assigns or personal representatives. I agree that this Agreement and any claim arising from my participation in the Program shall be construed in accordance with the laws of

Florida (for Daytona Beach campus students) or Arizona (for Prescott campus students), without regard to its conflict of law provision. The courts in Volusia County, Florida and Yavapai County, Arizona shall be the forums for any lawsuits arising from the Program or incident to this Agreement. The terms of this Agreement shall be severable, such that if a court of competent jurisdiction holds any term to be illegal or unenforceable, the validity of the remaining portions shall not be affected thereby.

RELEASE STATEMENT SIGNATURE PAGE

(To be printed, completed, and submitted to your Study Abroad office)

In recognition of the facts stated in the Acceptance and Release Statement, I, _____, acknowledge that certain risks are inherent in the various activities which I will participate in during this program. I understand that my host university and ERAU as well as their faculty and staff have no control over these risks, and are not responsible for my personal welfare beyond ordinary precautions taken for the safety of students. I therefore agree to assume all responsibility for any and all claims for damages including medical expenses, personal injury or death, disability, loss of wages, loss of earning capacity, and property damages which I may incur or may be incurred against me during my participation in this program.

In signing this Agreement, I acknowledge that I have read this Acceptance and Release Agreement, including the "Statement of Student Responsibility" and any attachments, understand the terms and information in each, and agree to be bound by their terms. I further acknowledge that I sign this Agreement voluntarily.

I have read the above and have willingly signed this document with full understanding of its purpose.

Student Signature _____ Date _____

Parent of Guardian Signature _____ Date _____
(If student is under the age of 18 years)

Title of Study Abroad Program concerning this application: _____

U.S. Citizen _____ (Please initial the statement that applies to you.)

Non-U.S. Citizen _____, I understand that I must check with the appropriate authorities to determine if a visa or other documentation is required to enter another country from the U.S. I also understand that no refunds will be given to a student due to a lack of proper documentation to enter the country of destination or the U.S. upon return.



Ignite Abroad: Morocco

Important Dates & Deadlines

Dates for 2018/2019	Topic
December 2018	Canvas Learning Modules
Sun. 1/13	Morocco History & Culture Research Statement & Questions
Sun. 1/27	Research Methodology
Sun 2/10	How to keep a field journal & self-reflection
Sun. 2/24	Traveling 101 & last min prep
3/9 to 3/16	Morocco
3/29	Discovery Day Presentation
4/25	Final Project Due & Field Journal

***All Classes will be by SKYPE**

Project Milestones Due Dates

Research Topic- 12/12

Methodology- 2/10

Online Modules Complete- 1/6

Discovery Day Abstract- 4/4 Discovery

Lit Review - 1/20

Day Poster- 3/29 Present @ Discovery

Research Statement/Problem- 1/27

Day- 3/29 Project Due with Filed

Research Question/Hypothesis- 2/3

Journal- 4/25



Ignite Abroad Student Contract

- It is my responsibility to communicate with my professors and to make arrangements to complete any class assignments.
- I must attend all required trip meetings and other deadlines listed for the trip.
- SAGE and URI PC have available a total of 2 Travel Grants of \$1,500 to help cover the cost of the trip.
- I will be representing Embry-Riddle Aeronautical University. I also understand that if I do anything to misrepresent the University, I may be sent home immediately at my expense and may be held responsible for reimbursing SAGE and URI for Travel Grants.
- I will have to submit a final project consisting of a manuscript or other agreed upon format, field journal, and present at Discovery Day. Additionally, this final project will be submitted for publication on Scholarly Commons or to an academic journal in consultation with trip leaders. **Failure to submit a final project may result in my student account being charged \$1,500 for the Ignite Travel Grant.**

I have read and hereby agree to the above terms and conditions.

Student Signature: _____

Student Name Printed: _____ Date: _____