

CARLETON COURSE TAUGHT ABROAD: COURSE CONTRACT

The following is the Code of Conduct for a Carleton Course Taught Abroad. This Code of Conduct applies to the duration of _____ (insert course code), including organized class activities and activities undertaken during free time, which will take place in _____ (insert country name) from _____ to _____ (insert course dates).

Please read the Course Contract below, and sign at the bottom to indicate that you agree with these conditions.

I _____ agree to:
(PARTICIPANT)

- Recognize that I am a representative of Carleton University, the City of Ottawa and of Canada.
- Behave in a manner that appropriately represents Carleton University, the City of Ottawa, and Canada, as well as contributes to the overall success of the Carleton Course Taught Abroad.
- Attend and be on time to pre-arranged classes and events.
- Treat everyone with whom I come into contact, including fellow participants, representatives of the partner organizations, fellow students, and all others with whom I come into contact in the host country with dignity, respect, and concern for our mutual safety.
- Show respect for partner's property. Attend all events, whether formally scheduled group activities or informal activities undertaken during free time, with at least ONE OTHER STUDENT. If I am the only student willing or able to attend an event, that event must be rescheduled or cancelled.
- Inform the course instructor of the location and time of any activity I wish to undertake outside of scheduled group activities and inform the course instructor upon completion of that activity as soon as possible by phone or e-mail.
- In case of emergency, inform the course instructor as soon as possible.
- Refrain from using illicit drugs or excessive use of alcohol during the duration of the course.
- Fulfill the financial commitments I have made to Carleton University regarding agreed course-related costs and to be responsible for all personal costs associated with the course.
- Understand that it is my sole responsibility to arrive at the departure location on time with all necessary travel documents.
- Understand that if I am denied entry at a border I will be responsible to arrange my travel back to Ottawa.
- Understand that if I choose to discontinue participation in the program all fees and deposits paid will be forfeited and I am responsible for completing payments as arranged.

I am aware that if I fail to comply with any of the above items, the course instructor will intervene on an individual basis and may take immediate disciplinary action, which may include but is not limited to immediate withdrawal from the course. Furthermore, additional disciplinary action may be taken as outlined in the Carleton University Student's Rights and Responsibilities Policy.

Name: _____

Date: _____

Signature: _____