

ALERT!!
SPECIAL SITUATIONS

If your project involves any of the circumstances listed below, please read and follow the instructions given!

1. INTERNATIONAL TRAVEL

If you are proposing an Odyssey project in a foreign country, you must check to see if that country on the US State Department Advisory List (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>). Odyssey projects and activities will not be approved under any circumstance if your target country is under a Level 4 advisory. If your target country or region is under a **Level 3 advisory**, you must petition the Travel Advisory Committee. To begin this process, send an email to studyabroad@hendrix.edu. **NO ODYSSEY CREDIT OR FUNDING CAN BE AWARDED UNTIL YOU HAVE RECEIVED APPROVAL FROM THIS COMMITTEE.**

2. PROJECTS INVOLVING THE USE OF HUMAN AND ANIMAL SUBJECTS

If your project involves interacting with people, you must visit the Human Subjects Review Board (HSRB) website (www.hendrix.edu/hsrb), read the policies and procedures, and determine whether or not your project must be approved by the HSRB. Contact the HSRB co-chairs at HSRB@hendrix.edu with any questions during this process. If your project involves the use of animals, you must indicate whether the project is covered by an existing Hendrix College Institutional Animal Care and Use Committee (IACUC) protocol. If not, and your project involves any procedure that alters or influences the activity of animals, you must consult with the IACUC prior to any project that will use vertebrate animals to ensure compliance with institutional and federal regulations regarding the ethical treatment of animals. Contact Dr. Jennifer Penner at penner@hendrix.edu.

3. INTERNSHIPS

If you are proposing an internship experience you are strongly advised to consult with Leigh Lassiter-Counts (lassiter-counts@hendrix.edu), Director of Career Services, **BEFORE** you submit your Odyssey paperwork. **Please note that if you do not register your internship with Career Services, you must call it a “professional field experience.”** Attach documentation verifying your communication with the agency or business thus far.

4. SERVICE AGENCIES AND RELIGIOUS MISSION WORK

If you are proposing to do service work set up for you by an agency, you must provide contact information for that agency in your narrative. You are also strongly advised to consult Tricia Burris (burris@hendrix.edu) in the Miller Center for recommendations regarding service agencies. Additionally, if your project has elements of religious missionary work in conjunction with service, please consult the Odyssey Guide for more details on working with faith-based organizations.

6. MEDICAL SERVICE WORK ABROAD

If your project involves medical service work, you must agree to follow the College’s Medical Volunteer Program Guidelines, which emphasizes ethical behavior in such situations. Email odyssey@hendrix.edu to obtain a copy for your signature.

5. SAFETY PROTOCOLS

If your project may raise concerns about your personal safety, outline the protocols you will put in place to ensure your well-being.