This study abroad program is coordinated by the Northern Illinois University Study Abroad Office (SAO), in cooperation with the NIU College of Health and Human Services and School of Allied Health and Communication Disorders.

**PROGRAM DATES:** The program will officially begin on Sunday, June 1, 2014 in Phnom Penh, Cambodia, and will end on Saturday, June 14, 2014. Students will be responsible for making their own air travel arrangements in order to arrive in Phnom Penh, Cambodia on Sunday June 1, 2014.

Students will also meet for several times prior to the program to learn about Cambodian history and culture, and to prepare for the program. Tentative meeting dates are:

- February 10, 2014  2:30-3:30 pm at WL2312
- March 3, 2014  2:30-3:30 pm at WL2312
- April 14, 2014  2:30-3:30 pm at WL2312
- May 8, 2014  2:00-3:00 pm at WL2312

Students must plan to depart from Chicago O’Hare Airport on Saturday, May 31, 2014 and depart from Phnom Penh on Saturday, June 14, 2014 (unless students have made independent travel plans for after the program ends).

**PROGRAM DIRECTOR:** King Chung is a professor of Allied Health and Communication Disorders in the NIU College of Health and Human Sciences. Professor King Chung has connections with non-profit organizations, AllEars Cambodia, and missionaries serving in orphanages in Cambodia. During the program NIU students will work together with members AllEars Cambodia and students and faculty from University of Hong Kong (HKU) to provide audiological services to underserved populations. NIU students will also visit professional organizations in Phnom Penh and may observe surgeries in a
hospital. In addition, students will visit local landmarks to gain a better understanding of the Cambodian culture.

**PROGRAM OVERVIEW/OBJECTIVES:** The program has four major components:

1. **Humanitarian services:** to provide hearing services to underprivileged children and adults;
2. **Research studies:** to collect data on the prevalence of hearing loss among various underserved Chinese populations;
3. **Academic exchanges:** to visit local professional organizations that provide hearing service and/or deaf education; and
4. **Cultural immersion:** to gain more understanding of the Cambodian cultures through visiting local landmarks and attending cultural activities.

The overall goals are to sharpen students’ clinical skills in testing special populations, to develop professional network overseas, to prepare them for future challenges, and to widen their world view.

In addition, if they choose, students will be given opportunities to participate in writing a research paper to a professional peer-reviewed journal. The goal is to disseminate the clinical findings of the program so that the professional organizations and local government will be more aware of the hearing status/problems of underserved populations and individuals with special needs. The long term goal is to facilitate the provision of more frequent and higher quality hearing services to individuals with disability around the world.

**PROGRAM SITES:** Phnom Penh is the capital of Cambodia since French colonization of Cambodia. It is the center of economic and industrial activities and one of the most visited cities in Cambodia. The hearing health care is almost non-existent in the countries. AllEars Cambodia provides hearing health services to children and adults in Phnom Penh and two other cities. They also provide educational courses to train local people to perform hearing tests as well as deaf education. The NIU group will join force with them and possibly faculty and staff from University of Hong Kong to provide hearing services to local people and individuals with special needs.

These will be precious learning moments for all participants because these populations are not commonly seen in normal clinical practice. As NIU students will not have a good
command of the language, this will challenge them to think creatively and to collaborate with local students and audiologists to accomplish the tasks. Through these opportunities, students can widen their scope of clinical practices and build connections with professionals from different parts of the world.

The NIU group will also visit professional organizations to gain more understanding of the educational philosophy and hearing health care practices in Cambodia.

For cultural immersion activities, participants will tour the city and visit landmarks, such as Angkor Wat temples, Royal Palace, Silver Pagoda, and Central Market.

**HIGHLIGHTS:**

1. Provide humanitarian audiological services to underserved populations in Phnom Penh
2. Visit professional organizations, such as a deaf education facility, and ENT department in hospitals
3. Tour the city
4. Visit Angkor Wat
5. Visit the Royal Palace
6. Visit the Silver Pagoda

**PROGRAM AUDIENCE:** Space is limited and qualified applicants will be accepted on a first-come-first-serve basis. This program is open to undergraduate and graduate students with an interest in Audiology and NIU graduates with a master or doctor of audiology degree as well as alumni who graduated with an audiology degree at NIU.

**INSTRUCTION METHOD:** Instructional methods include:

1. Cultural preparation (before the program)
2. Formal calibration instructions to test equipment before each hearing test event
3. Supervision during hearing test events
4. Meetings to discuss what was learned

Students will research Cambodian history, cultural practices, political system, and etc, and share their findings with other classmates. They will also create an online journal documenting daily activities during the program to be published online with open access from the public.
PROGRAM ACADEMIC CREDIT: For satisfactory participation in the program, participants will receive 3 semester hours of undergraduate or graduate credit in one of the following NIU courses.

HONORS CREDIT: Qualified students may also elect to receive Honors credit for their course with the approval of Professor Chung. For more information please contact the University Honors Office.

UNDERGRADUATE CREDIT:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCD 498</td>
<td>Tutorial in Allied Health and Communicative Disorders: Directed Independent Study</td>
<td>3 semester hours</td>
</tr>
</tbody>
</table>

Description: Directed individual study and research in special areas of allied health and communicative disorders. May be repeated to a maximum of 6 semester hours.
Prerequisite: Consent of School and program director.

GRADUATE CREDIT:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCD 698</td>
<td>Directed Individual Study</td>
<td>3 semester hours</td>
</tr>
</tbody>
</table>

Description: Independent pursuit of advanced problems in communicative disorders of special concern to qualified graduate students. May be repeated to a maximum of 12 semester hours, but only 6 semester hours may be applied to the Master’s or Doctor of Audiology degree in communicative disorders.
Prerequisite: Consent of school and program director.

INDEPENDENT STUDY/RESEARCH PROJECT: This option is available to NIU graduate students for their capstone project. Please consult with the program director for guidelines of the capstone project.

APPLICATION AND ADMISSION PROCEDURES: The program is open to undergraduate and graduate level students who meet the NIU general admission requirements, and who are interested in Audiology and also open to NIU student-at-large who is pursuing a degree in Communication Disorders or related studies. Currently enrolled students must meet College of Health & Human Services course GPA requirements. Graduate level students must also meet NIU Graduate School admission, course and GPA requirements.

Students must be in good academic and disciplinary standing at the time of application. Students who are on academic or disciplinary probation are not eligible to participate in study abroad programs. Applicants must participate in the entire program and satisfy NIU undergraduate or graduate admission and course requirements.

Students cannot have any encumbrances against their NIU records. Any encumbrances placed on a student’s records by NIU (i.e., the Graduate School, Undergraduate Admissions, Bursar’s...
Office, Accounts Receivable, Registration and Records, Health Services, Parking Services, etc.) must be cleared before a student is granted admission to a study abroad program.

For undergraduate students to be admitted to the program, an applicant’s official transcript must be on file in the NIU Study Abroad Office. Students who are currently enrolled at NIU, or who have previously enrolled at NIU, do not need to request an official transcript; the Study Abroad Office will make this request on behalf of the applicant. Students who want to participate in the program and earn academic credit from NIU who have not previously enrolled at NIU, or who are not currently enrolled at NIU, should ask the Registrar at their institution to forward an official transcript as soon as possible to the Study Abroad Office. (Student-issued transcripts and photocopies are not acceptable.) Questions relating to the admission requirements or transcripts should be directed to the Study Abroad Office.

Students who desire to obtain graduate credit must either be admitted to a graduate program within the NIU Graduate School, or be admitted to the status of a "student-at-large" (SAL) within NIU’s Graduate School. For students to be admitted to the program for graduate credit, the applicant's official transcript must be on file in the NIU SAO. Students who are currently enrolled at NIU, or who have previously enrolled at NIU, do not need to request an official transcript. However, students who will participate in the program in order to earn academic credit as an SAL (students who have not currently enrolled, nor are previously enrolled at NIU) must provide a transcript from the baccalaureate institution and from any institution at which graduate credit has been earned. This document must be provided to the SAO before a student can be admitted as an SAL to the program.

APPLICATION: Click Heart of Hearing in Cambodia or visit the NIU Study Abroad Office website at https://niu.studioabroad.com (and search for “Cambodia” or the Heart of Hearing in Cambodia program) to begin the online application process for this program. The online process provides guidance on requesting information, advising, or applying for the program. Please note that at the time of application, applicants will be expected to submit a signature verification form and copy of their ID to the Study Abroad Office. More detailed instructions can be found on the https://niu.studioabroad.com website or by contacting the Study Abroad Office at (815) 753-0700 or niuabroad@niu.edu.

$200 APPLICATION FEE/DEPOSIT: A $200 application fee/deposit is required of all applicants. The $200 is broken down into $100 for the non-refundable application fee and $100 for a program deposit. Both the application fee and the deposit will be applied to the total balance of the program cost. The $100 deposit is refundable only if the participant withdraws prior to the withdrawal deadline indicated on the program materials or for medical reasons verified by a physician if the withdrawal takes place after the withdrawal deadline.

The $200 application fee/deposit will be charged to NIU students’ NIU Bursar's account. (Checks and money orders cannot be accepted from NIU students.) Non-NIU students must submit a check or money order in the amount of $200. More detailed instructions regarding the application fee/deposit can be found on the seminar application website.
**IMPORTANT** – All applications will be categorized as “Pending – No Deposit” until the $200 application fee/deposit has been received (or, in the case of non-NIU students, once a check has been received). The Study Abroad Office will not consider or process applications without the $200 application fee/deposit. In order to reserve your place in the program you must submit the $200 deposit within 14 days of application. After 14 days applications without a deposit will be inactivated.

**APPLICATION DEADLINE:** March 15, 2014.

**ACCOMMODATIONS AND MEALS:** Participants will reside in a residence hall or hostel in rooms that have 2-4 twin beds either with bath or toilet in the room or on the same floor of the same building. Participants will be provided with KHR20,000 Cambodia Riels daily throughout the period of residency for two meals daily.

**AIR TRANSPORTATION:** Individuals will be responsible for making their own air travel arrangements between the U.S. and Phnom Penh, Cambodia and for purchasing their tickets from a travel agent or airline of their choice. (Travel insurance is recommended.) Participants should keep in mind that in order to arrive in Phnom Penh, Cambodia on time for the official beginning of the program, they should plan to depart the U.S. no later than May 31, 2014.

For information regarding airfares and airlines students may wish to check-out additional airfare sites on the Internet such as STA Travel.

**Important** - The Study Abroad Office advises all participants that flight reservations for this program should not be booked until:

- a. After the March 15, 2014 application deadline

**AND**

- b. The SAO has accepted the minimum number of participants needed to operate this program.

This advisory is given so that participants do not find themselves financially responsible for airline tickets should it be necessary to cancel the program. (See section entitled, **CANCELLATION OF THE PROGRAM**)

**LAND TRANSPORTATION:** For program-related travel the group will travel by shuttle bus, train, coach, subway. This transportation is provided as part of the NIU program cost.

**PASSPORT:** --IMPORTANT--All participants are required to possess a valid passport by April 15, 2014. **Important Note:** U.S. passports must be valid SIX months beyond the intended stay overseas. Individuals who do not currently possess a valid passport should apply for one immediately upon acceptance into the program. Passport applications can take anywhere from two to six weeks to process therefore you must not delay in applying for your passport. Information on applying for a passport as well as expediting a
passport application can be found at http://travel.state.gov/passport/passport_1738.html. Foreign passport holders may need special visas for travel and are responsible for obtaining all necessary visas.

**VISA:** A visa is required to enter Cambodia for US passport holders. Students will be responsible for taking two (2) passport photos and $20 USD with them and for obtaining their visa at the Phnom Penh airport upon landing.

**HEALTH REQUIREMENTS/VACCINATIONS:** While there are no required vaccines for entry to Cambodia, Hepatitis A and Typhoid are recommended by the Center for Disease Control, however students should seek advisement from the NIU University Health Service Travel Clinic for comprehensive information. The NIU Travel Clinic can administer most immunizations. Contact the NIU University Health Service (753-9585) at least eight weeks before the program begins to allow time for immunizations to take effect. Some vaccines need to be given over a period of months, so participants in this program must START EARLY!

**NIU MAJOR MEDICAL INSURANCE:** NIU Student health insurance is required for participation in an NIU study abroad program. Participants not currently enrolled in the NIU Major Medical Insurance Plan will be enrolled by the Study Abroad Office. The NIU Major Medical Insurance Plan has a $250 deductible clause. Students requiring medical attention will be expected to pay any related costs and then file a claim with the NIU Student Insurance Office after returning to the States. Receipts showing payment for all medical expenses are required for reimbursement.

**INTERNATIONAL STUDENT IDENTITY CARD:** The International Student Identity Card is optional and can be purchased through the NIU Study Abroad Office. The International Student Identity Card also includes a limited health and accident insurance policy which is only valid outside the U.S. Students will have to pay bills at the time of treatment and will be reimbursed later.

**PASSPORT AND ISIC PHOTOS:** You may have your passport and/or ISIC photo(s) taken in the NIU Study Abroad Office. Photos are $3.00 for the first photo and $2.00 for each photo after that. Photos are usually developed while you wait. Study Abroad Office hours are 8:00 a.m. – 12:00 p.m. (closed over the lunch hour) and 1:00 – 4:30 p.m.

**NIU PROGRAM COST:** The cost of the program covers the following:

1) Hostel or residence hall accommodations and two meals daily while the group is in Cambodia.
2) Ground transportation in Cambodia.
3) Admission fees to cultural and historical sites visited as part of the daily schedule.
4) NIU undergraduate or graduate credit.
6) NIU major medical insurance.

**PROGRAM COST:** $2,240
All prices quoted are subject to change. The information contained in the program documents and forms is presented in good faith and is believed to be correct as of the date presented. Northern Illinois University reserves the right to amend, modify, revise, or delete any information appearing in these documents, including but not limited to the cost of the program.

Non-NIU students should consult with their home institutions regarding additional costs that may apply to study abroad. Non-NIU students are responsible for any study abroad charges imposed by their home institution.

**ADDITIONAL COSTS TO PARTICIPANTS:**
- Airfare
- Cost of acquiring a passport (approximately $150, including 2 passport pictures).
- Passport size photos.
- Visa to enter Cambodia.
- Additional costs associated with obtaining a visa for non-U.S. passport holders.
- Immunization fees *(if immunizations are required)*
- $40 Undergraduate application fee for non-NIU undergraduate students.
- Independent travel and visa costs associated with independent travel.
- Expenses for free-time pursuits and purchases of a personal nature.

Other incidentals may include:
- An extra meal every day
- $250 insurance deductible if medical help is needed
- Gratuities, if individual student wants to pay
- Gifts to children in the special education schools, if desired
- Over the counter medicine to take to Cambodia for minor sickness

**FINANCIAL AID:** As a participant in a study abroad program through NIU, applicants may be eligible for: Pell Grant, SEOG, Perkins Loan, PLUS Loan, Subsidized or Unsubsidized Stafford Loan, MAP Award or your privately awarded scholarship with consent of awarding organization. Tuition waivers do apply. Please contact Pamela Rosenberg, International Programs Business Manager, Williston Hall 407, (815) 753-9530, prosenberg@niu.edu for more information.

**WITHDRAWAL FROM THE PROGRAM:** Applicants withdrawing from the program after March 15, 2014 will not be refunded the $200 program deposit.

Applicants withdrawing from the program after this date will also be held accountable for any funds obligated to overseas vendors and agents on the applicant’s behalf. This provision is in effect even if the applicant has not submitted the $200 deposit or additional payments, and if the applicant is applying for financial aid.

If the applicant must withdraw after March 15, 2014 for medical reasons, funds obligated on their behalf to overseas vendors can only be refunded if:
1. The request is submitted to the Study Abroad Office in writing and accompanied by a
signed statement stating that travel is not advised from a physician on the physician’s
letterhead; \textbf{and}
2. NIU is able to obtain refunds from overseas vendors and agents.

CANCELLATION OF THE PROGRAM: The Study Abroad Office reserves the right to cancel
this program if the minimum required enrollment is not attained. If, prior to the commencement of
the program, a U.S. State Department Travel Warning is issued for Cambodia, all applicants will be
notified promptly of the warning and the possibility of cancellation of the program. If, during the
course of the program, a U.S. State Department Travel Warning is issued for Cambodia, students
will be promptly notified of the warning and the advisability of canceling the program.

\textbf{NORTHERN ILLINOIS UNIVERSITY RESERVES THE RIGHT TO ALTER
OR CANCEL THIS PROGRAM AS MAY BE DEEMED NECESSARY!}
AHCD 498 and 698 Directed Independent Study

Heart of Hearing Humanitarian Program to Cambodia

King Chung, Ph.D., CCC-A, FAA
Department of Allied Health and Communication Disorders

Course Information

1. Course Title: Heart of Hearing Humanitarian Program to Cambodia

2. Course and Section No: AHCD 498-PZ01; AHCD 698-PZ02

3. No. of Credit Hours: 3

4. Term: Summer, 2014

5. Course Location: Cambodia

Instructor Contact Information

1. Name & Title: King Chung, Ph.D., CCC-A, FAA; Associate Professor

2. Office Location: Wirtz Hall 352

3. Methods of Communication: kchung@niu.edu (preferred) or 815-753-8033

4. Office Hours: By Appointment

Course Description

The NIU Heart of Hearing Research and Humanitarian Program to Cambodia will take place in the capital city of Cambodia, Phnom Penh from Jun 1 to Jun 14, 2014. The four themes of the program are:

5. Humanitarian services: to provide hearing services to underprivileged individuals and calibration services to nonprofit hearing centers;

6. Research studies: to collect data on the prevalence of hearing loss among various underserved Cambodian populations
7. Academic exchanges: to visit local professional organizations that provide hearing service and/or deaf education; and
8. Cultural immersion: to gain more understanding of the Cambodian cultures through visiting local landmarks and attending cultural activities

Participants will conduct research and provide audiological services to children and adults living in improvised areas in Cambodia. They will also provide audimetric calibration services for our collaborating nonprofit organizations in various locations.

Participants will learn about the educational philosophy and practices in Cambodia. As NIU participants will not have a good command of the language, the activities will challenge them to think creatively to accomplish the tasks. Through these opportunities, participants can widen their scope of clinical practices and build connections with professionals from different parts of the world.

In addition, if they choose, participants will be given opportunities to participate in writing a research paper to a professional peer-reviewed journal. The goal is to disseminate the clinical findings of the program so that the professional organizations and local government will be more aware of the hearing status/problems of participants with disabilities. The long term goal is to facilitate the provision of more frequent and higher quality hearing services to people with disabilities around the world.

Cambodia is a small nation with rich cultural heritage. Participants will have opportunities to visit landmarks and attractions in and near its capital Phnom Penh and taste local cuisine.

**Intended Learning Outcome**

1. To gain experience in conducting audioligic tests on individuals with disabilities, and/or belonging to underserved populations
2. To learn and/or sharpen calibration skills
3. To gain understanding of the professional and educational practices in the visiting country
4. To develop working and/or personal relationship with professionals in foreign countries
5. To experience and immerse in the culture of the visiting country.

**Student Assessment**

1. Assessments:

Participants will complete the following before, during, and after the program:

_a. Monthly meetings before the program (8%)_
Before the program, each student will research a particular area (e.g., history, customs, current political system) of Cambodia, compare and contrast the Cambodian and US practices, and share with other participants during the four monthly meetings.

b. Completion of the program activities (50%)
Participants will be required to complete all the program activities, unless they have a medical condition that would prevent the participation.

During testing, graduate participants are expected to conduct hearing tests and be able to interpret the test results.

Undergraduate participants are expected to observe the hearing tests and help the graduate participants. Those who are capable to conduct hearing tests can be given opportunities to do so. They, however, should refrain from interpreting the test results.

c. Online journal (18%)
All participants will collectively create one online journal with text and photos to document the daily activities of the program. This online journal will be published on the internet with open access to the public. It may also be cited in press releases.

Before departing the US, each student will be assigned several days of the program that they will be responsible for in terms of writing the text and taking photos to be put into the online journal.

d. Participation ratings of the online journal creation (10%)
Participants will rate other participants’ and their own efforts spent on creating the online journal. The average score a participant gets from his/her peers will be the grade. Participants who fail to submit the ratings for other participants on the due date will incur a 10% deduction per day on their own average ratings.

e. Professional conduct (12%)
Participants are expected to respect the program director's decisions on program activities and conduct themselves professionally before, during, and after the program towards peers, collaborators, and people they meet in general. As there are cultural differences that not all participants may be aware of, no deduction will be exercised if a participant(s) readily modifies his/her conduct after being reminded.

2. Grading Policy:
A = 95-100%  
A- = 90 – 94.99%  
B+ = 87 – 89.99%  
B = 83 – 86.99%  
B- = 80 – 82.99%  
C+ = 77 – 79.99%  
C = 70 – 76.99%  
D = 63 – 69.99%  
F = <62.99%
Course Resources

1. **Required Book(s):** Lonely Planet on Cambodia

2. **Suggested Readings:** Online information on Cambodia’s history, culture, customs, and political systems.

3. **Course website:** Blackboard

Course Policies

1. **Opportunities for Remediation:**

   The following remediation opportunities are available:

   1. *Monthly meetings before the program (8%):* If the participant decided to join the program later in the Spring semester, they will be given opportunities to research the contents discussed in the monthly meetings and write down a report, which may be distributed to other participants for reference purposes.

   2. *Completion of the program activities (50%):* No remediation. If a student is unable to complete the program due to medical reasons, he/she will be provided with opportunities to earn credits toward the final grade after the program.

   3. *Online journal (18%):* If a participant has a medical condition that prevents him/her from completing the online journal, the participant may be given one extra week to finish his/her part. All work must be completed before the beginning of the fall semester. Otherwise, no remediation

   4. *Participation ratings of the online journal creation (10%):* 10% per day reduction if individual does not submit ratings

   5. *Professional conduct (12%):* If a participant(s) readily modifies his/her conduct after being reminded, no deduction. Otherwise, no remediation

   6. *Extra Credit:* None

2. **Due Dates, Tragic Events, Illness, and Exams**

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Due Date</th>
<th>% of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly meeting 1</td>
<td>Feb 10, 2014</td>
<td>2%</td>
</tr>
<tr>
<td>Monthly meeting 2</td>
<td>Mar 3, 2014</td>
<td>2%</td>
</tr>
<tr>
<td>Monthly meeting 3</td>
<td>Apr 14, 2014</td>
<td>2%</td>
</tr>
<tr>
<td>Monthly meeting 4</td>
<td>May 8, 2014</td>
<td>2%</td>
</tr>
<tr>
<td>Tentative program dates</td>
<td>Jun 1 – Jun 14, 2014</td>
<td>50%</td>
</tr>
<tr>
<td>Online journal</td>
<td>July 21, 2014</td>
<td>18%</td>
</tr>
<tr>
<td>Rating of online journal participation</td>
<td>July 31, 2014</td>
<td>10%</td>
</tr>
</tbody>
</table>
In the case of a tragic event or an illness documented by a physician, a participant must present written documentation of the illness from the physician and ask for an extension of the assignment due date. If a participant cannot complete the assignments due to illness, the participant will receive an incomplete for the course until all requirements are completed. The above rules about tragic events or illness would also apply to family members but not friends of the participant.

Please note that: all work must be completed before the beginning of the fall.

Americans with Disabilities Statement

Northern Illinois University is committed to providing an accessible educational environment in collaboration with the Disability Resource Center (DRC). Any student requiring an academic accommodation due to a disability should let his or her faculty member know as soon as possible. Students who need academic accommodations based on the impact of a disability will be encouraged to contact the DRC if they have not done so already. The DRC is located on the 4th floor of the Health Services Building, and can be reached at 815-753-1303 (V) or drc@niu.edu.

To assist NIU in providing an accessible and inclusive environment, the following suggested accessibility statements are provided for departmental and programmatic use. Please contact a DRC staff member with questions or concerns about regarding access for and inclusion of students with disabilities at NIU.

For events: "To request disability related accommodations, please contact NAME at NUMBER/EMAIL. Advance notice is appreciated."

For brochures: "To request this brochure in an alternate format please contact NAME at NUMBER/EMAIL."

Academic Integrity

For the complete reference, please see the undergraduate/graduate catalogues.

“A faculty member has original jurisdiction over instances of academic misconduct that occur in a course which the faculty member is teaching. The student shall be given the opportunity to resolve the matter in meetings with the faculty member and the department chair. If the facts of the incident are not disputed by the student, the faculty member may elect to resolve the matter at the level by levying a sanction of no greater than an “F” for that course. The faculty member shall notify the student in writing whenever such action is taken, and the University Judicial Office shall receive a copy of the Academic
Misconduct Incident Report indicating final disposition of the case which will be placed in the student’s judicial file. In all matters where the charge of academic misconduct is disputed by the student or if the faculty member believes a sanction greater than “F” in the course is appropriate (such as repeat offenders or flagrant violations), the faculty member shall refer the matter to the University Judicial Office making use of the Academic Misconduct Incident Report. Sanctions greater than “F” in the course can be levied only through the University Judicial System.

For the purpose of this course academic misconduct examples may include but are not limited to: referring to hidden notes, talking during an exam, observing another student’s paper or sharing extra credit projects. Any incident such as these will result in a zero for that exam, quiz, or project and be addressed immediately with the student. A description will be referred to the college administration for further action.

Plagiarism
“Good academic work must be based on honesty. The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense.” Source: Undergraduate Catalogue pg 47.

The essence of plagiarism is theft and misrepresentation. One who plagiarizes is attempting to get credit, in the form of a grade, for someone else’s work. Thus, guilt or innocence in plagiarism cases is not a matter of how much material was stolen. Any material which is taken from another writer and presented as if it were the student’s own original work comes under prohibition. For more information on plagiarism, please refer to the NIU Department of English website http://www.engl.niu.edu/fycomp/plag.html.

Specific examples of plagiarism include:
1. A paper or assignment actually written in whole or part by another person.
2. A paper or assignment copied word-for-word or with only minor changes from a book, magazine, or other source.
3. A paper copied in part from one or more sources, without proper identification and acknowledgement of the sources.
4. A paper which is merely a paraphrase of one or more sources, using ideas and/or logic without credit, even though the actual words may be changed.
5. A paper which quotes, summarizes, paraphrases, or cuts and pastes words, phrases, or images from an internet source without identification and the address of the web site.
6. Use of a direct quote of more than 4 words written by another individual(s) without the use of quotation marks and referencing which includes author’s name and date of publication in parenthesis.

Students who plagiarize will be penalized to the full extent allowable by the student judicial code. Generally this will mean expulsion from the course and an earned grade of “F” for the course.

All participants are students at the university and they should abide by the university laws and regulations.
# TENTATIVE DAILY SCHEDULE*

**Audiology in China, Heart of Hearing Program**

**Dates: June 1 - 14, 2014**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 1 (Sun)</td>
<td>Arrive at Phnom Penh International Airport, Cambodia</td>
<td></td>
</tr>
<tr>
<td>Jun 2 (Mon)</td>
<td>Briefing with AllEars, Cambodia, Observe and test at AEC Hearing Test</td>
<td>AllEars, Cambodia</td>
</tr>
<tr>
<td>Jun 3 (Tue)</td>
<td>Hearing Test</td>
<td>AllEars, Cambodia</td>
</tr>
<tr>
<td>Jun 4 (Wed)</td>
<td>Surgery Observation, Carter Lecture, Chung Lecture Visit the Royal Palace &amp; Genocide sites</td>
<td>AllEars, Cambodia</td>
</tr>
<tr>
<td>Jun 5 (Thur)</td>
<td>Hearing Test</td>
<td>AllEars, Cambodia</td>
</tr>
<tr>
<td>Jun 6 (Fri)</td>
<td>Hearing Test</td>
<td>AllEars, Cambodia</td>
</tr>
<tr>
<td>Jun 7 (Sat)</td>
<td>Hearing Test</td>
<td>AllEars, Cambodia</td>
</tr>
<tr>
<td>Jun 8 (Sun)</td>
<td>Leave for Siem Reap</td>
<td></td>
</tr>
<tr>
<td>Jun 9 (Mon)</td>
<td>Sightseeing</td>
<td></td>
</tr>
<tr>
<td>Jun 10 (Tue)</td>
<td>Sightseeing</td>
<td></td>
</tr>
<tr>
<td>Jun 11 (Wed)</td>
<td>Calibrate equipment Leave for Batambang</td>
<td>AllEars, Cambodia</td>
</tr>
<tr>
<td>Jun 12 (Thur)</td>
<td>Hearing Test</td>
<td>AllEars, Cambodia</td>
</tr>
<tr>
<td>Jun 13 (Fri)</td>
<td>Hearing Test; Calibrate equipment Leave for Phnom Penh</td>
<td>AllEars, Cambodia</td>
</tr>
<tr>
<td>Jun 14 (Sat)</td>
<td>Debriefing with AEC (Chung lecture, if needed) Depart Phnom Penh, Cambodia</td>
<td></td>
</tr>
</tbody>
</table>

Green: Professional activities  
Red: Humanitarian services  
Black: Travel + Cultural immersion

*This is a tentative schedule. Activities may be changed based on the circumstances we encounter and at the discretion of the program director.*
Important Things to Know Before You Go On a Humanitarian Program

1. Be prepared that you may not be comfortable all the time. Sometimes the place is hot and there is no air conditioning or the air condition unit(s) is/are very loud. You will need to work in the condition that would yield the best results for the task at hand, e.g., the hearing tests and calibration activities. We need to lower the ambient noise as much as possible - this may mean turning off the air conditioning AND closing the windows.

2. Be prepared that you may not always get the service(s) that are available to you in the US, e.g., internet, laundry machines, and etc.

3. Be prepared to get up very early to go to a work place and/or a day trip and work late because we need to work with others’ schedules and/or the transportation schedule.

4. Be prepared that many people may look at you because they may rarely see or have not seen a foreigner before. They may take pictures of you without asking. Please be tolerant and polite. If you don’t feel comfortable, please let the program director know to discuss possible solutions. In general, just be graceful and don’t do anything that can be construed as disrespectful.

5. Be prepared to use facilities (e.g., restroom, bathroom, mode of transportation, and seats) that are very different from those you use in the US.

6. Be flexible with scheduling because other countries’ concepts of time are different than those in the US. Also, schedules can change any time for a variety of reasons.

7. Be prepared to take some testing equipment with you to and from the country because we need to bring all of the necessary testing equipment with us when we go on the trips.

8. Be prepared to share the food costs as a group. Many countries do not separate the food bill for a group into individual bills. In such cases, we will order food together and divide the bill evenly.

9. Be prepared to go to rural places where standard practices and the way of living (e.g., seats on the train) are very different from the US. Bring all the things that you’ll need and be flexible on what you do.

10. Be respectful of the culture and practices of the visiting country. People will have different ways of doing things and will use different instruments to do similar tasks. Remember, the US way may not be the best and the only way, and people need to work with what they have.

11. Be observant and try to learn the culture of the visiting country. Simple things such as where to sit in a restaurant or when you are supposed to take the first bite of food may be different in other countries.

12. Read on the internet and book about what to expect, what to do, and what not to do in the visiting country. The more you know before you go, the better you’ll adjust to the country’s ways of doing things.
13. Come with a flexible attitude and a go-with-the-flow mentality. The schedule may change as we go due to many reasons.
14. Bring food with you for snacks and/or unforeseeable schedules that may prevent us from sitting down to get a meal.
15. Nurses at the NIU Student Health Center will give you a lot of information. Be prepared to choose which immunization options to get based on the current state of the visiting country.
16. Before or during the program, you will be assigned several days which you will be responsible for. Be prepared to take notes, photos, and to create scrapbooks pages on those days. Use “Shutterfly” instead of “Blurb” to make the scrapbooks.

“During the Program” Reminders

1. Take pictures of all program members as well as our collaborators.
2. Take pictures of the visiting organization and their personnel, unless they feel uncomfortable of doing so. You will need to give credits to those who helped us during the program.
3. Get to know the names of our collaborators because you need to put their names in the scrapbook.
4. Take pictures of the program members and our collaborators working together.
5. Be grateful, look at the positive sides, and refrain from negative comments toward our collaborators and among yourselves. Make this as an opportunity that you learn to work, live, and play together with others. If you need or want anything, please discuss with your program director.

Online Journal Reminders

1. Put a list of participants with pictures on the first page.
2. Put the descriptions of the program and the visiting country close to the beginning of the book.
3. Put the itinerary close to the beginning of the book.
4. Give plenty of credits to our collaborators.
5. Know the names of our collaborators and put their names in the online journal.
6. Do not include any pictures showing the faces of children and people we tested.
7. Put the date and activities of the day at an obvious location.
8. If possible, describe and put pictures in the scrapbook so that each day has an even number of pages (i.e., 2, 4, or 6 pages on the left and right side of the book).