

“Visual Cultures of Mongolia” 2016 Field Program

PARTICIPANT APPLICATION FORM

Application check-list (all due by **May 1st, 2016**):

- 1) Completed Participant and Medical Information forms
- 2) Two Short Essays
- 3) Additional Documentation
 - a) CV
 - b) Two references
 - c) Color scan/copy of the first two pages of your passport
- 4) \$250 deposit
- 5) Code of Ethics and Conduct – signed, pages 6-8 of this packet
- 6) Waiver – signed, page 9 of this packet

Participant **acceptance** check-list (all due on or before **June 8th, 2016**)

- 1) Proof of Emergency Medical Evacuation health insurance coverage
- 2) Remaining participant contribution (\$3,620)

APPLICATION INSTRUCTIONS:

- 1) Fill out the forms, write the essays, and prepare all the documents described in the application check-list above. The complete instructions for this step may be found below on pages 3-5**
- 2) Clearly label all of your documents with your FULL NAME. You may submit forms in Word or PDF format. E-mail the entire application packet (minus your deposit) to the Program Coordinator (cсен.field.programs@gmail.com) and to the CSEN Executive Director (jkimball.cсен.org@gmail.com)**
- 3) Mail your \$250 deposit and signed forms (Code of Ethics and Conduct, Waiver) to:**

Center for the Study of Eurasian Nomads
c/o Jeannine Davis-Kimball, PhD
2158 Palomar Ave
Ventura, CA 93001

Make the check to: “CSEN” and write: “Visual Cultures deposit” in the Subject/Detail line. Please put your full name somewhere on the check or in a note along with the deposit. This deposit holds your place in the queue of “Visual Cultures of Mongolia” applicants and will be used towards your total participant contribution.

In the event that your application is rejected, CSEN will refund your deposit. The CSEN program cancellation policy outlines the financial repercussions of withdrawing from the program after you have enrolled; please consult this section of the “Visual Cultures of Mongolia” handbook, or the Program Coordinator, for more information.

****If you would prefer to pay your deposit via Pay Pal, please let us know. Additional charges will apply that cannot be refunded in the event of program cancellation or the rejection of an application****

“Visual Cultures of Mongolia” will accept applications until May 1st, 2016. We encourage you to apply early before all available slots fill up. You should expect to hear a decision regarding your application approximately **two weeks after** all of your application materials and \$250 deposit have been received.

ACCEPTANCE INSTRUCTIONS

Upon your acceptance into the “Visual Cultures of Mongolia” program, please follow these steps before June 8th, 2016:

- 1) Submit a scan or copy of your health insurance coverage that explicitly includes Emergency Medical Evacuation coverage (i.e., Proof of Medical and Evacuation Insurance) via e-mail (jkimball.csen.org@gmail.com ; csen.field.programs@gmail.com) .
- 2) Mail the remaining **\$3,620** of your participant contribution to the CSEN Executive Director at the address listed above

****Participants who do not submit all required documentation by **June 8th, 2016**, will be automatically withdrawn from the program and forfeit their participant contribution****

Please let the Program Coordinator know if you have any questions about the application form, necessary attached documents, or the application process. We prefer to contact you by e-mail (csen.field.programs@gmail.com). **Please notify us** if your e-mail address changes after you have submitted an application.

1. Participant Information

First name: _____

Middle name: _____

Last name: _____

Date of birth (DD/MM/YYYY): _____

Citizenship: _____

Current address: _____

City: _____

State/Province: _____

Country: _____

Zip/Postal code: _____

Mailing address if different from above:

Home phone: _____

Work phone: _____

Mobile: _____

E-mail address: _____

Social Security Number: _____

Gender: _____

Height: _____

T-shirt size: _____

Passport number: _____

Type: _____

Expiration date: _____

Employer or school: _____

Address of employer/school:

Emergency contact

Name: _____

Relationship: _____

E-mail: _____

Telephone: _____

Address: _____

Contact number for employer/school: _____

If retired, former employer's contact information:

How did you hear about the "Visual Cultures of Mongolia" program?

2. Medical Information

Medical treatment will not be equal to the norm in the US. The remote nature of the program activities means that participants cannot expect quick or easy access to medical care. Please be sure to list all special medical conditions you may have. You must bring any prescription or over the counter medications that you require for the full extent of your time in Mongolia. See the Waiver (Release/Assumption of Risk form) for more details.

a) List any medical condition that you have or have had in the past five years, including hospitalizations and medical procedures (with their dates).

b) Participant health information

-Blood type: _____

-Date of last physical examination: _____

-Do you wear corrective or contact lenses? _____

-Loss of consciousness [please explain the circumstances and give date(s)]:

-Special diet or foods*:

-Other health concerns, such as a bad back, trick knee, etc. (please describe in detail):

-Any other pertinent medical or health-related information:

-Current type of health insurance coverage**:

c) Check and describe any that are applicable

-Diabetes: _____

-Epilepsy: _____

-Allergies (please list):

*Please note that special diets may not be accommodated throughout the program, as we will be dining in numerous rural *ger* camps that serve limited options. Those with food allergies or severely restricted diets should consult with the Program Coordinator during the application process.

By the time you arrive in Mongolia, you **must have insurance coverage that explicitly includes **Emergency Medical Evacuation** for the duration of your participation in the program. Participants who do not present proof of their insurance coverage by **June 8th** will forfeit all participant fees and be withdrawn from the program. This will be for your own

safety and well-being, and CSEN will not willingly or knowingly allow its participants to put themselves in jeopardy.

You may attach additional pages as needed to complete the information requested in the first two sections.

3. Short Essays

Instructions: Each essay should be no more than **two pages, double-spaced** in length. You may type your essays into this form or attach them as a separate Word or PDF document. Please clearly label each essay a) or b).

a) Special Interests: Describe your particular interest in “Visual Cultures of Mongolia”, and what experience(s) you have had that might be helpful in terms of your participation in the program. Please list all pertinent educational or personal background.

b) Previous Travel: Briefly describe any previous foreign travel experiences, including which countries you have visited and when, and what you did while abroad.

4. Additional Required Documentation

a) CV

b) **Two references** with professional title, occupation and place of employment, telephone, mailing address, and e-mail information listed. These should be from current or former teachers, employers, academic advisors, instructors, supervisors, and other people who know you in a professional, academic, or volunteer/philanthropic capacity. Family and friends **cannot** provide references.

c) A **color** copy of the first two pages of your passport, which may be in jpg, jpeg, or PDF format.

SUBMISSION INSTRUCTIONS:

Please contact the Program Coordinator at cse.field.programs@gmail.com if you have any questions about the process described on page 1 of this application packet.

CODE OF ETHICS AND CONDUCT

The Center for the Study of Eurasian Nomads' "Visual Cultures of Mongolia" program Code of Conduct and Ethics is designed to optimize your experience in the field by preventing any misunderstandings up front and outlining the Program's expectations for its Participants. The Code serves the Program's broader goal of ethical interactions and productive collaboration with our Mongolian colleagues and hosts.

The "Visual Cultures of Mongolia" Program is led by senior staff members, Professor Bob Haft (Program Director) and Ms. Emma Hite (Program Coordinator) (hereafter Senior Staff). All Program Participants must read and sign the Code of Conduct and submit it with his/her application.

In the event a Participant withdraws or is expelled from the Program because of violating the Code of Conduct, the Participant will forfeit his/her contribution and, moreover, will be responsible for any and all associated expenses, including, but not limited, to local and international transportation costs.

Participant must read through the entire Code of Ethics and Conduct, then sign, date, and print name to indicate that acceptance. A copy of the signed document must be sent via email or mail to CSEN and via email to the Program Coordinator.

I, _____ (Print Name)

HEREAFTER THE PARTICIPANT, do agree to abide by the following **Code of Ethics and Conduct**.

I. Ethics

A. Required documentation:

Each Participant will provide all documents required by the Program. This list can be found in the Visual Cultural Handbook. In the event that the Participant fails to submit all required documents, the Participant will be withdrawn from the program.

B. Zero-tolerance policies:

1. The Center for the Study of Eurasian Nomads has a zero-tolerance policy regarding illegal substances, objects, and activities. These include but are not limited to: participation in the trade of undocumented antiquities, use or transportation of illegal narcotics, weapons, or remains of endangered species, and involvement in any aspect of the sex trade. The Participant agrees to follow all official laws and regulations of the nation of Mongolia while participating in the project. More details of these laws and regulations can be found at the Embassy of Mongolia to the United States (<http://mongolianembassy.us/>) and the US Embassy in Mongolia (<http://mongolia.usembassy.gov/service.html>).

2. The Center for the Study of Eurasian Nomads has a zero-tolerance policy regarding violent behavior. Any Participant who engages in violent behavior will be severely reprimanded and, depending on the severity of the behavior and the judgment of Senior Staff, may be required to withdraw immediately from the program.
3. Violation of the any zero-tolerance policy may require the offending party to withdraw from the program.

C. Liability and Health Concerns:

1. As per the project Waiver/Assumption of Risk agreement, CSEN and Program Staff are not liable for any accidents or illnesses that befall the Participant during the project. The Participant will be responsible for any and all expenses associated with any illness or injury.
2. Because of the paucity of medical care facilities in the field, Participants must immediately inform the Senior Staff of any health issues or injuries. The “Visual Cultures of Mongolia” program is not equipped with a medic but will stock some first-aid supplies. The Participant should bring a personal first-aid supply.
3. The lack of proper medical care and facilities within the program area necessitate that the Participant immediately inform the Senior Staff of any health issues or concerns. Staff of the “Visual Cultures of Mongolia” program will do their best to stabilize the Participant for his/her transportation back to Ulaanbaatar, where better medical care is available. However, the Center for the Study of Eurasian Nomads and staff of the “Visual Cultures of Mongolia” program are not liable for any accidents or illnesses that befall the Participant during the project. Any costs or expenses associated with a participant, including the Participant, falling ill, getting injured, or having an accident during the course of their participation in the program will be his/her sole individual responsibility. The Participant has read, understood, and signed the Waiver/Release and Assumption of Risk form, which contains more information on this point.

II. Conduct

A. “No Whining” Clause:

The Participant will not entertain complaints about personal discomfort, lack of amenities, meals, and other issues that do not pose a threat to the Participant’s safety or well-being. Whining negatively impacts the learning environment and team’s morale, and will not be tolerated. The Participant must maintain a positive attitude, a flexible approach, and a good work ethic to the best of his/her abilities. The Participant also acknowledges that travel and field work are stressful undertakings and that unpredictable conditions in rural Mongolia can exacerbate such stressors. The Participant at all times will comport him/herself in a friendly, polite manner towards the other Program Participants as well as toward members of the local community.

B. Harassment and Discrimination:

The “Visual Cultures of Mongolia” program is safe-space and a harassment-free field expedition. Acknowledging that there are cultural differences between Mongolia and other countries, harassment or discriminatory actions will not be permitted. Serious or serial offenders may be expelled from the Program. CSEN and the Senior Staff are sympathetic to the stresses associated with travel and fieldwork in Mongolia. However, hostile, disruptive, or negative behavior or speech will not be tolerated.

C. Conflict Resolution:

The Participant agrees to resolve any and all conflicts in a productive and reasonable manner. The Participant is entitled to make a discrete, concrete request of the program staff in order to improve his/her experience. The Participant should consult with the Program Coordinator or request private time if feeling emotionally overwhelmed.

D. Items Required for Participation in Program:

1. The Participant acknowledges that he/she is responsible for bringing all items on the required items on the list to Mongolia. These items are essential for the Participant’s health, well-being as well as ability to participate in the program. If the Participant has any question regarding these items he/she should discuss this, **via email**, with the Senior Staff **before** arriving in Mongolia. The Participant should also consider the advisability of bringing Recommended Items and act accordingly.

2. The Participant understands that should he/she fail to have any of the Required Items at the start of the Program, on the morning of August 8th, 2016, he/she will be required to withdraw from the program and forfeit his/her entire Participant contribution. The Participant also acknowledges that the Required Items list may not be exhaustive and that it is his/her responsibility to come to Mongolia properly prepared for travel and learning in the field.

Agreement to Code of Ethic and Conduct

I, the above-named Participant, have read the Code of Ethics and Conduct for the “Visual Cultures of Mongolia” Program in its entirety. I understand its contents and hereby agree to abide by the Code while in Mongolia. I understand and agree that any violation of the Code is grounds for reprimand or possibly expulsion from the Program. If need be I will address any questions I may have about the Code to a member of the Senior Staff to clarify any point I do not understand. I, therefore, attest that I fully understand and will by abide by the Code of Ethics and Conduct while in Mongolia.

Participant’s Signature

Date

Print Participant name

WAIVER

Release and Assumption of Risk

For and in consideration of the opportunity to participate in the Center for the Study of Eurasian Nomads' (CSEN) "Visual Cultures of Mongolia" Program in Mongolia in 2016, I release Jeannine Davis-Kimball, Bob Haft, Emma Hite, and the Center for the Study of Eurasian Nomads and any of its associated staff from any and all liability for property damage, personal injury, or expenses incurred as a result of injury, illness, or accident that I may experience in the course of this program. I understand that there are many dangers and risks in participating in this program, both because of physical and economic conditions in Mongolia and arising out of fieldwork generally. These include but are not limited to health risks (rabies, Hepatitis, Giardia), dangers in the environment, extreme weather conditions (flooding, storms, low or high temperatures), injury from other participants (accidental or intentional), injury during the course of fieldwork (all activities associated with pedestrian survey, site exploration, and hiking), injury during normal activities in rural Mongolia (horse-back riding, wrestling, hiking, swimming, interacting with herd animals and guard dogs, interacting with wildlife), inaccessibility to medical care, political unrest, food and water safety, and vehicular accidents. I do not expect the project leaders to protect me from such risks and dangers and I accept full responsibility myself for any and all injury, damage, and associated costs and expenses that may result to me from my participation in the "Visual Cultures of Mongolia" program.

Participant signature

Date

Print Participant name