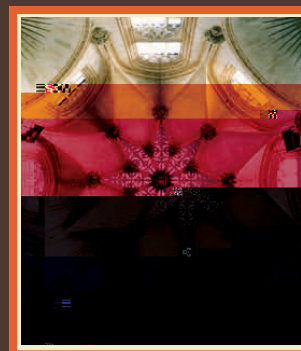
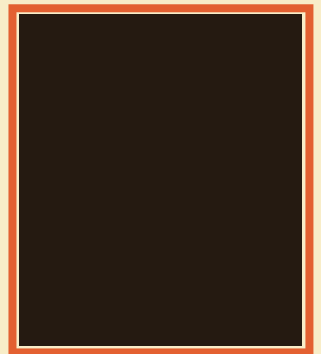
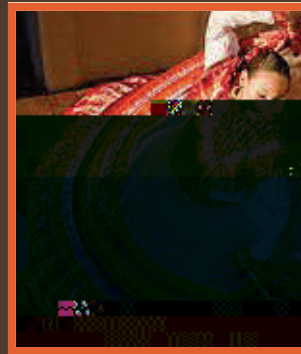


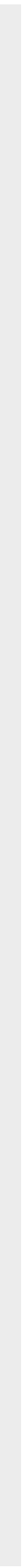
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# NUTS AND BOLTS of Planning an INTERNATIONAL PROGRAM OR ACTIVITY

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How does a program get approved?

The Dean of the Faculty ultimately approves the offering of a program, regardless of whether it is new or established. The Dean will base his or her decision upon the needs of the College, recommendation of the faculty member's department chair, an Educational Program Committee (EPC) review if it is a new program, and the recommendation of the Buckman Center Director. The budget is reviewed and approved by and the Vice President of Finance and Business Affairs.

What does the Buckman Center Director have to do with the approval process?

The best and most rigorous academic program abroad can founder if it runs out of money, if students don't have the proper visas or travel documents, or if students or faculty get sick and don't have access to adequate health care. If things go bad through natural, political or medical disasters and the participants need to get out of the country fast, it helps to have thought about how that might happen before it is needed. The Buckman Center's approval process guarantees that these basics have been considered. To put it more constructively, we will provide the faculty organizers with the resources and expertise to make sure that their program is financially sound and that the experiential part of a program matches its academic excellence.

Please note that the documents which follow occasionally use the word "must." When this word is used it is because the faculty, through its committees, has mandated certain policies and procedures for study abroad programs.

What is the normal faculty student ratio for a program?

The "normal" ratio is one Program Leader to every 15 students, though that may vary up or down depending on circumstances and financial considerations.

How much does a faculty leader get paid?

Pay is to be built into the budget and it is generally dependent on the size of the student group. Maximum stipends for faculty are \$1525 per week for 12 or fewer students and \$1850 per week for more than 12 students. If there are more than 24 Rhodes students, the maximum stipend is \$2500. Bear in mind that all of these figures are for gross stipends and taxes will be withheld. Because Rhodes is required to provide reasonable compensation for its employees, minimum salaries are to be no less than 50% of the maximum.

How much credit do these courses carry?

The normal course will generate two hours of credit for each week in the field.

What are the deadlines?

Creating a syllabus and getting it approved, publicizing the course, recruiting students, and finding appropriate accommodations and safe transportation in country can be time consuming. Past experience indicates that it may take up to 12 months to finalize an offering.

# CREATING YOUR PROGRAM/ACTIVITY

## A. Important Dates

Most for credit, faculty led programs take place during the summer term. Most non credit bearing international programs and activities also occur during the summer but can occur throughout the academic year as well. Please remember to plan well in advance for these programs and activities and follow the Rhodes College International Travel Registration Policy. (See Section D.) Note the following deadlines for the development and operation of a typical summer study program:

- x September 15: Program Leaders submit Program Proposal and Information Form for Credit Bearing Experiences and Budget Worksheet to the Director of International Programs Both the Program Proposal Form and the Off Campus Program Budget Worksheet can be found here: <http://www.rhodes.edu/buckmancenter/6100.asp>
- x October 31: Program Leaders submit finalized program itineraries with a Health, Safety, and Security Plan as well as finalized budgets with documentation.
- x December 1: Students submit need based scholarship applications for summer study abroad programs.
- x February 15: Students submit their Off Campus Study Application to the Buckmar Center for International Education.
- x 30 Days following Program End Date: Program Leaders submit completed expense reports to the Accounting Office.
- x August 31: Program Leaders submit program report to the Director of International Programs.

## B. Academic Approval

If the program is credit bearing, appropriate faculty committees and department chairs must assure that it meets academic and curricular standards and that credit award is

and Information Form. The Director will forward the Budget Worksheet to the Accounting Office for review and approval. Final approval of the budget rests with the Vice President of Finance and Business Affairs.

#### D. International Travel Registration

Rhodes College International Travel Policy requires all faculty, staff, and students traveling abroad for College purposes to register their travel with the Buckmar Center

# ONLINE PROGRAM PROPOSAL FOR CREDIT-BEARING EXPERIENCES

Rhodes faculty or staff interested in offering an International Program for Academic Credit should submit a Program Proposal for Credit Bearing Experiences to the Director of International Programs via the online study abroad portal.

Once the Program Proposal for Credit Bearing Experiences is received, the Director of International Programs will solicit the approval from the relevant Department Chair. The faculty leaders should be prepared to briefly discuss the proposal with the Director of International Programs. All academic programs must



- x A total number of credits to be earned from all courses pursued on such a program shall not exceed 2 credits per week. The Educational Program Committee (EPC) must approve in advance any exceptions to this rule.
- x Although the nature of out of classwork undertaken in off campus courses may differ considerably from out of classwork undertaken in on campus courses, the time students are expected to devote to out of classwork (e.g., reading, preparation of assignments) shall be approximately the same off campus as on campus.
- II003> x Instructional days should be balanced throughout the program so as not to leave large gaps of unscheduled time.

- x If the courses offered through the program are intended to meet a Foundation requirement, please complete and submit to the Foundation's Curriculum Committee the appropriate form to receive Foundation credit. (Note: Rhodes Summer Programs seeking F 11 credit need will also need to receive FCC approval.)
  - x An explicit discussion of learning objectives and how the final grade for each student will be determined. (Please note that attendance at all scheduled activities is mandatory and that such attendance should not figure into the grade per se.)
  - x Any other details pertinent to the execution of the course component of the program.
- IV. Proposed Itinerary: Preliminary itineraries should be submitted by September 15. Finalized itineraries and a Health, Safety, and Security Plan should be submitted by October 31. The itinerary should include firm arrival/departure dates, a description of travel logistics, a description of the weekly schedule, a description of a typical weekday, and a detailed description of any excursions/offsite visits (if applicable).
- V. Local Arrangements: Local living (e.g., university dormitory, home stay), dining (e.g., cafeteria, no meal plan, student cooking), and transportation arrangements should be described here (as best as possible). Program leaders should keep in mind that making arrangements for lodging, transportation, excursions, and other in-country site visits can consume considerable amounts of a program leader's time and energy. There are, however, a number of outside organizations that Rhodes partners with who specialize in arranging

# INTERNATIONAL PROGRAM/ACTIVITY POLICIES

- I. Program Leaders and the Ratio of Program Leaders to Students: The normal ratio of Program Leader to students is 1 to 15. Some programs may rely on the staff of a language center or other program provider to substitute for a second or assistant program leader.

Programs which include overnight travel excursions must designate a program assistant or may rely on a staff member of the contracted language center or other program provider to provide backup assistance in the event of an emergency while travelling.

An Assistant

Travel registration is NOT an approval process. The information on travel plans will remain private and is only connected to an individual in case of an emergency. The Travel Registration Form will enable the College to enroll the traveler in Rhodes College approved travel abroad accident and health insurance. This coverage also includes emergency evacuation in the event of political instability or a natural disaster.

Travel Registration Forms must be submitted to the Buckmar Center at least 30 days prior to departure.


- V. Student Eligibility and Participation: Rhodes Students seeking to enroll in an international credit bearing program must submit an Off Campus Study Abroad Application (<https://rhodes.sa.terradotta.com>) to the Buckmar Center for International Education. Students will be billed an application fee and non refundable deposit through their Rhodes student account.

Rhodes' general eligibility requirements for study abroad program participation are:

- x A minimum cumulative GPA of 2.00
- x The timely submission of documents
- x Enrollment at Rhodes or another accredited institution of higher education at the time the program takes place
- x Current and continued good academic and social standing in the college

Committee. Courses will normally entail a minimum of 20 teaching and contact hours per week, excluding excursions, group meals, homework, and other assignments.

- VII. Marketing and Promotion of the Program: Program marketing, promotional and development costs will be budgeted and expended through the budget submitted and approved for the upcoming year.
- VIII. Travel with students beyond the dates of the program: Travel with students beyond the dates of the program and to venues outside the program itinerary must be requested and approved in writing by the Dean of the Faculty or the Dean of Students. The request should be submitted at least 60 days prior to the inception of the program and should include a detailed description of the non-program travel and the names of the students participating.
- IX. Pre-Departure Information Sessions: Faculty and staff leaders must provide country or site-specific safety sessions with students before departure and, if deemed necessary, again in the field.



Additionally, Rhodes students are strongly advised

## ADMINISTRATIVE ROLES

Through the Buckmar Center, the Director of International Programs oversees the overall development and administration of international programs and activities. The following outlines the basic structure of the Buckmar Center's oversight:

### PROGRAM/ACTIVITY LEADERS

- x Plans program itinerary
- x Plans academic content
- x Provides

# FINANCIAL ADMINISTRATION FOR OFF-CAMPUS PROGRAMS

- I. Building a Budget: International programs' and activities' budgets generate their own revenue and, as such, are stand alone budgets outside the College's annual budget. Program Leaders must provide line item budgets in U.S. dollars showing the anticipated exchange rate (exchange rate calculator site at: <http://www.bloomberg.com/invest/calculators/currency.html>) where appropriate, with accompanying documentation for all academic (instructional costs, tuition, etc.) and other expenses (housing, excursions etc.). Please refer to the budget worksheet at: <http://www.rhodes.edu/6100.asp>
- II. Due Dates: The program/activity's preliminary budget should be submitted on September 15 to the Director of International Programs who will forward the budget to the Accounting Office. Faculty/staff leaders must use the budget worksheet form found at <http://www.rhodes.edu/6100.asp> Finalized budgets with documentations should be submitted by October 31. The Accounting Office and Vice President of Finance and Business Affairs will review the budget based on the information submitted and will approve final program fees.
- III. Thirty (30) Days Following Program End Date: A complete expense report, with accompanying documentation, must be submitted within thirty (30) days of the ending date of the program. Non budgeted expenditures will not be approved for payment.
- I. Faculty Leader and Program Assistant Compensation Faculty compensation both salary and fringe benefits, is to be built into the program budget. Compensation is determined and generated by student enrollment and fees paid for the program. Maximum stipends for faculty services per program are: \$1525 per week gross for 12 students or less; \$1850 per week gross for over 12 students. For programs with enrollments of 24 or more Rhodes College students, the primary leader's maximum stipend is \$2500 per week gross. Programs employing a second faculty leader must justify that faculty member's academic involvement with the students. The maximum stipend for a second faculty leader is \$1850 per week gross. All assistant stipends are limited to \$1000; program assistants must satisfy Rhodes employment requirements.

Rhodes is required to pay its employees reasonable compensation for any work performed. Accordingly, the College has adopted a policy that the minimum compensation taken will be equal to 50% of the maximum amounts as outlined above. Program leaders should be mindful that all compensation is subject to appropriate tax withholdings.

Program Leaders should make requests for stipends to the Accounting Office, using the standard PAR form (available from Human Resources) The amount to be paid should be submitted as the gross amount, as indicated above. Questions regarding stipend and forms should be referred to the Accounting Office.



II. Expense Reports: A complete expense report, with accompanying documentation, must be submitted within thirty (30) days from the ending date

# REFUND, BILLING, AND INSURANCE INFORMATION

- I. Cancellation and Refund Policy: In the event of cancellation of an entire session or of a Rhodes program or activity before commencement of the program, all monies paid to Rhodes prior to that time will be refunded. Should an unavoidable event such as epidemic, civil unrest, or threat of terrorist activity result in a partial cancellation, a prorated refund of all fees, together with an appropriate evaluation of academic credit, will follow. These actions will terminate any further liability on the part of Rhodes.

In the event that a student chooses to withdraw from the program after being accepted and billed, the student will be responsible for the entire cost of the program. Refunds will be considered only in cases of serious illness or emergency and 2.4446 0 TD 0 Tc <0003>Tj /TT8 1 Tf .

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Companion Policy insurance packages purchased especially for official staff and faculty overseas travel. It includes the following:

- x Repatriation of remains of employee
- x Emergency family travel
- x Return of minor children in emergency or death
- x Return of vehicle in dire emergency
- x Embassy and Consulate information
- x Medical referral information in emergency
- x Dispatch of doctor or specialist
- x Emergency medication
- x Cash advances in emergency situations
- x Lost document assistance (visas and passports)
- x Emergency medical evacuation
- x Medically supervised repatriation
- x Hospital admission deposit
- x Access to legal assistance
- x Translation and interpreters in emergency situations

Those wishing to utilize these emergency services under this plan must contact the Director of International Programs in advance of departure. The insurance company will go into action directly with the individual at that point. These crises can certainly occur anywhere in the world, such as the need for repatriation after severe illness, but many are especially beneficial when traveling to areas where the hospital and governmental systems do not work like those to which we are accustomed.

There is an easy to use online travel app available by computer or mobile phone. Users should use the Rhode policy number: PHFD384659 to gain access. The website is [www.acetravelapp.com](http://www.acetravelapp.com).

In a medical emergency please contact the 24/7 assistance center by phone for immediate help. Email and web communications may be delayed beyond our control and any severe injuries, illnesses or security situations should be handled by phone whenever possible:

International outside U.S. and Canada: +1 (202) 659 7777  
U.S. and Canada: (800) 766 8206

- V. Health/Accident Insurance Policy For Student Participants: Students participating in Rhode programs and activities are required to be enrolled in a comprehensive international insurance plan mandated by Rhode HTH Worldwide handles claims in various languages and from medical providers around the world. Rhode College purchases student accident and sickness insurance for participants on its programs. A schedule of benefits can be obtained from the Director of International Programs.





# EMERGENCY AND

- x name, address and number of hospital or clinic, if applicable
- x drugs administered
- x x ray taken and results
- x surgery proposed and type of anesthesia, wait for authorization if necessary and possible (work with doctor)

II. Natural Disaster and Group Accidents:

In the case of earthquake, flood, avalanche, epidemic, bus crash, etc., take the following steps:

1. See to the safety of all group members.
2. Communicate immediately with the Director of International Programs at 843 8403 as to the safety and state of health of all group members, the group's location plans and when you will contact the director again; after business hours (8:30-5:00 CST), contact Campus Safety at 843 8880.
3. Communicate the same information to the nearest American Embassy or Consulate. Diplomatic channels are an alternative way to get information to the Director of International Programs if public or conventional methods of communications systems fail.
4. Consult with American Embassy/Consulate, local police, local sponsor, etc. for advice on how to respond to the situation.
5. Dispa.2254 0 T8te29 TD 0 n

3. Notify the Director of International Programs at once. The director will notify the student's emergency contact. Be sure to provide the director with as many details as possible regarding what happened and what is being done; after business hours (8:30 or 5:00 CST) contact Campus Safety at 843 8880.
4. Check with authorities daily, and inform the Director of International Programs of any new developments.

V. Student Arrest

Faculty leaders play a limited role when a participant is alleged to have committed a crime. When a crime occurs abroad, remember it is the law of the country that will apply and not U.S. law. The faculty leaders should follow the procedures outlined below:

1. Obtain as much information as possible concerning the arrest including:
  - x Name of participant
  - x Country of birth and date of birth
  - x Date, place, and time of arrest
  - x Charges
  - x What is alleged to have occurred (summary of incident)
  - x Who else was involved (if applicable)
  - x Location at which the person is being held
2. Notify the U.S.

1. Go through assault protocol in section 7
2. Notify the Director of International Programs about the incident; after business hours (8:30-5:00 CST) contact Campus Safety at 843 8880.
3. Help student find counseling. Keep in mind that in many cultures medical doctors are often the first point of contact for people struggling with emotional or psychological issues
4. Keep in touch with the Director of International Programs.

IX. Death of a Student or Faculty Member:

1. If a student or faculty member dies while participating in the program, record all available facts accurately. The atmosphere surrounding the program will be emotionally charged and it will be difficult to manage the program while handling all of the details listed below. Even so, it is very important that the tasks below are handled promptly and effectively. Take the following steps if a student or faculty member dies:
  2. Inform the Director of International Programs immediately. The director will then inform the participant's family personally; after business hours (8:30-5:00 CST) contact Campus Safety at 843 8880.
  3. Notify the U.S. Embassy or Consulate.
  4. The following is a list of information you should obtain:
    - x Name of student or faculty member deceased
    - x Date and circumstances surrounding death
    - x Name and number of attending physician, if applicable
    - x Name and number of hospital or clinic, if applicable
  5. Follow up:
    - a. Continue to keep a chronological record of events and actions as they occur.
    - b. Talk to other student participants and keep them informed and counseled.
    - c. The Director of International Programs will give the participant's family as much support as possible.
    - d. The Director of International Programs will send a letter of sympathy to the participant's immediate family.
    - e. The Director of International Programs will assist the faculty leader in making arrangements for the repatriation of remains or body.
    - f. Gather the participant's belongings and inventory and send them to the Director of International Programs which will then forward everything to the participant's family.

X. Disruptive Behavior

Rhodes reserves the right to enforce appropriate standards of conduct and specifically reserves the right to terminate participation in the program by anyone who fails to maintain these standards or for any action or conduct which Rhodes considers to be incompatible with the interests, harmony, comfort, and welfare of other participants.

Due to circumstances of study abroad programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at Rhodes (SRC Hearings, Honor Council







**Rhodes College**  
—1848—

Buckman Center for  
International Education  
Burrow Hall, Lower Level

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