



# Berry College Summer International Programs Handbook for Faculty Directors

Berry College International Programs  
Krannert 339 Campus Box  
5032, Ext. 4065

<http://www.berry.edu/uploadedFiles/Website/Academics/Majors and Minors/International Programs/ Assets/Documents/SIP handbook.pdf>

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Berry College values firsthand experiences for its students, and Education Abroad is a great way for students to engage with the world. Students are availing themselves of these opportunities; when a graduating class leaves Berry College, approximately one-third of those students have earned credit outside the United States, compared with the national average of about 14%. According to the Institute for International Education, more than half of students nationally who study abroad do so for less than a semester.\* One means of providing study abroad opportunities to more Berry students is our Short-Term International Programs (SIPs). This handbook is designed to assist you in organizing a thorough program, and many of the components are the result of previous directors’ and students’ experiences. The intention of this handbook is for you to be able to provide a safe and academically challenging framework from which students may approach an unfamiliar culture.

If you have questions or concerns, please contact the International Programs Director (IPD) at 706-233-4065.

\* <http://opendoors.iienetwork.org/?p=113744>

**NEW for summer 2017**

The per credit hour fee to off-set faculty salaries is now \$125 per credit.

A credit hour log has been designed so that credit hours can be calculated from the amount of faculty instruction and out of class work. It is available on the SIP webpage and will be submitted with the proposal form, budget and syllabi.

This is not new; however, this process needs to be emphasized: The physician in Berry’s Health and Wellness Center can meet with students to complete the health portion of the Information and Emergency Treatment form free of charge. The student will then submit this form and the Release and Hold Harmless Agreement to International Programs after paying the initial deposit. Copies/Scans of each student’s “IET” form will be made by IP and sent to the faculty director.

Assume a tuition rate of \$600 per credit hour, although this is subject to change.

The Business Office has been observing an increasing number fees paid for airline name changes. Be sure to use names as they appear on passports when booking flights.

**Terms**

Short-Term International Programs (SIPs) – courses taking place in whole or part outside of the US, usually following spring semester; in this document, the individual course is referred to as “the program”

faculty director(s) – faculty member(s) organizing and leading the course

credit - Each credit hour requires a body of instruction, laboratory, experiential, and individual work that approximates 1 hour of classroom instruction and 2 hours of out of class work for each credit hour earned. This translates to 2100 minutes of work for each credit hour earned. Instructors should estimate the amount of time dedicated toward instruction by faculty, experiential work, and independent work completed by the students. The total amount of time should approximate the 2100 minutes required for each credit hour earned.

SIPs are credit-bearing courses and should not be perceived as less academically credible than any other Berry course offering. For this reason, they are not referred to as “trips.”

### **Models**

Faculty directors may choose one of two models for their SIPs:

1. The course is added to the Berry College curriculum, and course credit is awarded by Berry. The program takes place at facilities selected by the faculty director. Some study abroad providers Berry works with customize programs for faculty.
2. Faculty may propose to design and teach a course as part of the provider’s/host institution’s curriculum, in which case credit may be awarded by the host institution, and Berry students attend as transients.

### **Previous Directors**

The following faculty have previously led Summer International Programs and have agreed to serve as a resource for new directors:

[Paula Englis](#), Professor of Management, ext. 2683

[Michelle Haney](#), Professor of Psychology, ext. 7903

[David Slade](#), Assoc. Professor of Spanish, ext. 6947

### **Faculty Director Responsibilities**

Prior to submitting a program proposal, the program director must:

- Know the geographic, cultural, political, and social conditions of the site, as well as the academic area well, and be prepared to handle these with the Berry College student group.
- Be thoroughly familiar with the program and providers of services.
- Have sufficient expertise in travel to recognize/anticipate the pitfalls, routes, safety concerns, and advantages the proposed destination offers.
- In the case of new programs, meet with the IP Director to discuss the program.
- Be prepared to be present with the students during the entire program.
- Be emotionally and physically prepared to deal with the 24/7 presence of an assortment of students and their varied concerns and needs.
- Be prepared to deal in a timely and patient manner with the steps and issues involved with bringing about the faculty-led program from planning through final evaluation: academic issues, financial issues, personnel issues, etc.
- Designate a program assistant or on-site staff member to provide back-up assistance in the event of an emergency abroad. (See “Group Oversight” on p. 18)
- Be prepared to submit a complete SIP proposal and budget, using information from this handbook and the IP office.

During the development and execution of the program, the faculty director must also:

- Unless organizing the program yourself, use an International Programs pre-approved logistics provider, or a knowledgeable, reliable and compatible travel agent that has been thoroughly researched and can meet the needs of the program. If choosing the latter, please provide references or other evidence of research. In

some cases an overseas partner institution may serve in this capacity. Examine prices and alternatives in order to keep the program fee financially feasible for students.

- Develop a financially sound program budget, incorporating an emergency fee and enough of a margin to offset unforeseen expenses like currency fluctuations, airline surcharges, travel delays, etc.
- Upon approval, actively market the program on campus and potentially to other institutions (see “Recruitment” later in this document).
- Be prepared to submit all necessary paperwork as outlined in the timeline to International Programs by the posted deadlines.
- Understand that at least one program leader (faculty or staff) member is required to escort the students to and from the overseas destination if the airfare is included in the program fee.
- Attend any meetings organized for Faculty Directors.

### **Program Standards**

Berry has a long history of quality short-term programs and is constantly improving its processes to protect the students and institution. The Forum on Education Abroad has been appointed by the US Department of Justice to create standards for short-term programs, and faculty are encouraged to review them. Please **click [here](#)** to review the standards.

### **Timeline**

The following timeline will assist you in your planning; time estimates are based on a suggested maximum and minimum duration before the program departs.

#### *18-12 months: Campus Support and Program Development*

A year and a half before departure is an excellent timeframe to developing a new program, including determining program feasibility, making a site visit, deciding on academic content and credit issues, and detailing the budget and logistics. The faculty director will meet with the International Programs Director (IPD) to discuss the outline and budget of the program and learn of any opportunities available for course development/site visits.

In lieu of organizing program aspects yourself, consider enlisting the help of Berry’s Education Abroad providers such as [International Studies Abroad](#), [American Institute for Foreign Study](#) and [cisabroad](#), who also create customized programs for faculty. Contact the IPD for other program providers. Many faculty have worked with Alessandra Levi ([laletravel@yahoo.com](mailto:laletravel@yahoo.com)) to arrange the logistics of their programs. All contracts with program providers and other vendors must be reviewed by Danny Price and signed by Brian Erb. The IP office assists with this process.

Consider whom to ask to serve as your **Program Assistant**. This person works with the Faculty Director prior to program departure and throughout the time abroad. Responsibilities of the Program Assistant should be outlined by the Faculty Director and Program Assistant together; however, the Program Assistant is expected to attend class meetings, discussions, and activities prior to departure as well as during the program. (If the Program Assistant is not located close to Berry, efforts should be made to include him or her in meetings digitally, through Skype, FaceTime, etc.) If more than one faculty member is teaching on a program, the faculty will serve as each other’s assistant. If a non-Berry College employee serves as Program Assistant, they will be asked to sign a contractor’s agreement, located on the SIP webpage. It may be advantageous for the Faculty Director and Assistant Director to be different genders to reflect most SIP student groups.

Program Assistant duties can include:

- Gathering student information and materials
- Managing group funds and budget
- While abroad, assisting with ill students by accompanying them to the doctor or hospital
- Assisting with crisis management should any emergency arise
- Serving as another point of contact for International Programs while the program is abroad

- Taking over the direction of the program should the Director become unable to do so
- Being “on-call” and available at all times during the travel portion of the program
- Taking an active approach of overseeing students and handling a broad range of student issues that may arise
- Participating in any preparatory meetings conducted by Berry College

#### *15-6 months: Program Development*

Submit the SIP information form, budget, syllabus and credit log to the IP Director. The [form](#) outlines the basic components of the program, payment deadlines and amounts, etc. The IP Committee reviews SIP documents on a rolling basis until the September deadline and makes recommendations to the Provost, who approves all programs.

Once approved, the IP Director will contact the Business and Finance Office to create an OT (“Other Charges”) account for your program. You will receive monthly statements from this account. See “Account for Funds” later in this document.

#### *8-3 months: Recruitment and Enrollment*

Students are recruited, advised and selected, and deposits are collected. It is expected that all deposits are nonrefundable, but directors may set a deadline after which initial deposits would become non-refundable. This is at the faculty director’s discretion.

The checklist and student forms are available at <http://www.berry.edu/Templates/general.aspx?id=51539610070>. The forms are also available on the IP public page of Viking Web. The information/emergency treatment form and release agreement (waiver of liability) will be collected by IP from the student immediately after they have made their first deposit. Sarah Egerer will confirm disciplinary history with the Dean of Students office at that time. Students currently on disciplinary probation are ineligible to participate in study abroad.

Request photocopies of passport photo pages from students to confirm they have a passport. If necessary, direct students to the passport information page on the [Department of State](#) website. Remind students that it is never too early to apply for their passport!

Alert students of [scholarship opportunities](#) through the IP office. Awards are up to \$400; applications are reviewed in early spring.

Coordinate with program providers, travel agencies and any other organizations so that necessary space is reserved for housing and group flights. Third party providers can assist in organizing transportation and incountry arrangements. See the “Policies” section of this document for information on provider contracts.

Students register for the SIP courses during pre-registration at the end of March. See [academic calendar](#) for exact dates. Students may take up to two courses offered as part of any one SIP; tuition for directed studies or other types of courses during the program must be paid in its entirety, in addition to the program price.

#### *90-60 days: Payment Period*

Chairs/Deans submit “Class Changes, Additions, Deletions” form to Registrar by February 15, to add the course to the summer schedule. If the program falls entirely in one of the blocks, indicate that block on the form. That will allow the student to take classes at Berry in the other block, if desired. If the program dates span both blocks, then it is in block C (full semester).

Collect final payments and begin to pay program providers, airlines, or on-site organizations. At this point, any unused reserved seats must be canceled or penalties will apply (check with your agent). Avoid booking your flights through online travel companies such as Expedia because it will be very difficult to change flights/tickets should that be necessary.

Wire transfers and other financial documents are now signed off by school deans. Keep in mind the \$40 fee charged by the business office for each international wire transfer.

Berry credit cards are now available for each faculty or staff member directing a SIP. [Susan Floyd](#) is the contact for this.

If your course includes instruction on Berry's campus after graduation, please notify Diana Haase in Residence Life. She will need the following information: □ Dates on campus

- Names of students needing housing
- Whether students will return to campus during the summer after the travel component of your program

Students might have to relocate after graduation for these few days and will need to move everything out before they depart for the host country. No meal plans will be available for students; according to Dining Services, Subway will be open for breakfast and lunch. Please include these meal costs in your budget.

#### *60 days-departure*

Submit the Pre-departure Information Sheet to [segerer@berry.edu](mailto:segerer@berry.edu) by April 1.

Register your group or have your students register in the Department of State's [Smart Traveler Enrollment Program](#) (STEP) by April 1. Doing so alerts the US embassy to your group's presence in country and allows you to receive country updates. Note that when registration occurs as a group, it's not possible for travelers to waive their privacy if they wish to do so. Therefore, please encourage your students to complete, print, sign and submit to you the Privacy Act Waiver on the SIP webpage, and to list you as one of the parties to whom information can be released. Signing the waiver and listing you on it means embassy/consulate officials can talk to you in the unlikely event something happens to the student, such as an arrest. If students sign paper waivers, please make copies for the IP office, or send the originals to IP and we'll make copies and return the originals to you to bring with you. If you have students register with STEP individually, encourage them to complete the waiver electronically.

If taking cash on your program, submit a Cash Advance form to your dean for approval.

Submit waivers for any family members of the director or assistant director to Sarah Egerer.

Request any first-aid supplies from the Health and Wellness Center.

In May the business office will transfer the credit hour fee into students' tuition accounts.

#### **SETTING UP A PROGRAM Course Approval**

Faculty interested in organizing a SIP should seek approval through their department chair or program director, school dean and in the case of a new catalog offering, Academic Council. Many departments offer a Special Topics (498) course that can be used for the first year or two in lieu of creating a new catalog offering. For the course, select topics for which instructional materials are adequate, and ensure course requirements are comparable to, if different from, those of courses taught on the Berry campus.

Consider working with a colleague to offer two courses so that eligible students can take advantage of summer HOPE when they attempt 6 credit hours.

The department chair and school dean will notify the Registrar by February 15 of the new course by submitting the "Class Changes, Additions, Deletions" form available on the [Provost's website](#) and by logging into [Viking Web](#).

## **Completing the Program Proposal Form**

Once the course has been approved, the SIP proposal form should be signed by the department chair and school dean and then submitted to the IPD by the September deadline for feedback from the IP Committee. Any questions or requests for more information will be forwarded to the faculty director by the IP Director. The IPD sends the completed form, estimated budget and syllabus with a recommendation to the Provost, who makes final approval.

The information form allows the faculty director to plan the program in detail by addressing the following:

### Location

- Identify in which country or countries the program will take place.
- If applicable, name the institution(s) where classes will be held and contacts you have at the institution.
- Note relevant visa requirements and process for obtaining visa.
- List passport validity requirements for each country where the group will be traveling.

### Itinerary

- Note proposed dates of program.
- State arrangements for all domestic and international flights by the group, including proposed dates and airports involved.
- State arrangements for other travel by the group, including dates and type of transportation. Include certificates of insurance and other indications of safety and reliability.
- Provide a chronological list of all cities where the group will stay overnight, and provide complete information on accommodation.
- If you have security concerns, the [Overseas Security Advisory Council](#) will review itineraries. Please contact the IPD for more information.
- State the faculty director's plans for organized activities (lectures, guided tours, classes, etc.) if any, in cities where the group stays overnight.
- Students traveling independently before or after the program should submit the

### Accommodations

- Include site and duration of stay at each residence (home, hotel, etc.); provide address and contact information at each residence.
- List any meals that are included with the residence or other arrangements for student meals during travel time.
- If there is a homestay for the student, include the following information in so far as it is available:
  - a. Process for selecting host families
  - b. place & duration of the homestay and number of students per home
  - c. number of meals eaten with family, availability of bag lunches for outings when the student is away from home, student access to kitchen
  - d. other forms of interaction expected (i.e., conversation at meal time, family outings, household responsibilities)
  - e. if a grade is to be given based on a homestay experience, briefly state the criteria that will be used to assign the grade
  - f. include contingency plans for helping a student when a family situation is not working as expected or, alternatively, if the family has a grievance

### Cost

- A budget template is available at [www.berry.edu/Templates/general.aspx?id=51539610070](http://www.berry.edu/Templates/general.aspx?id=51539610070)
- The basic program price before the credit hour fee is applied must be equal to or above the cost of tuition.

- If the basic program price is lower than the total cost of tuition, it must be raised to the cost of tuition.
- Programs should be advertised at their cost plus the credit hour fee. Out of pocket expenses must also be included in recruitment materials.
- The following is an example of the cost of a program, according to the number of hours the student takes:

A program is offering one 3-credit hour course (PSY 123) and one 4-credit hour course (GEO 123), and you've determined the basic program cost will be \$4000 (without the administrative fee). The credit hour tuition fee is \$625. You would advertise three versions if students are not required to take both classes, assuming a \$125/credit hour fee:

PSY 123 (3 hours)

Basic program price: \$4000 (assumes \$1875 of this is tuition - 3 hours @ \$625 each)

Administrative fee: \$375 **Total cost: \$4375** or

GEO 123 (4 hours)

Basic program price: \$4000 (assumes \$2500 of this is tuition - 4 hours @ \$625 each) Administrative fee: \$400

**Total cost: \$4400**

or

GEO 123 and PSY 123 (7 hours)

Basic program price: \$4000 (assumes \$4375 of this is tuition - 7 hours @ \$625 each)

Because basic program price is now less than tuition, basic program price for 7 hour increases to \$4375

Administrative fee: \$875

**Total cost: \$5250**

- Program costs include (at this time) a \$125/credit hour to defray faculty salary expenses. Although this fee is collected in the OT account it is not available to the faculty director to apply to program costs. The business office will transfer the fee to the student's tuition account in early May.
- Note clearly additional costs (if any) to students, highlighting which are
  - required for their education experience (meals, subway passes, museum admissions, etc.)
  - optional but enriching to their educational experience (optional travel, theater tickets, etc.)
  - entirely optional (personal shopping, gifts, high-risk activities, etc.)

These additional costs must appear in your recruiting materials. Be sure students are aware of any additional funds needed to cover meals not included in program fee.
- Note clearly deposit amounts and deadlines. Deposits are non-refundable unless you choose to set a deadline after which the initial deposit becomes non-refundable. Any funds that have been paid out on behalf of the student and cannot be recouped by the College cannot be refunded to the student.
- Program costs must be shared with Tammy Vaughn, ([tvaughn@berry.edu](mailto:tvaughn@berry.edu)), Student Services Assistant in the Business Office. If students are paying different amounts due to varying credit hours or using airline miles, provide her with a list of required amounts per student. Students not paying the program airfare (when it is included) need to complete the Group Flight Waiver on Viking Web.
- Plan to include \$1.50/day + \$9.85/month for each traveler up to age 59 for health, evacuation and repatriation insurance through iNext. For travelers above the age of 59, the charge is \$4.80/day + \$9.85/month. A ten day minimum is required. Berry uses iNext Travel Insurance (online brochure available [here](#)) and is acquired through IP. Study Abroad insurance is required of all Berry faculty directors, students and director family members.
- Students may purchase trip cancellation and delay insurance independently for \$90 (stc) per trip. They will be given this option when they create their online iNext account.
- Figure in a contingency line of at least \$100/student for emergencies and currency fluctuations
- Faculty Directors and Assistant Directors need to retain receipts for meals and other expenses on-site. There is no per-diem system for these directors.

In addition to the proposal form, complete syllabi and the credit hour log are also submitted. The credit hour log helps calculate the number of credit hours, based on in- and out of class work.

**Budgets** The IP Committee will only accept budgets prepared on the budget template. The faculty director's expenses, such as airfare, ground transportation, accommodation, meal allowance, and group theater tickets and museum entry fees, should be included in the program budget and divided among the students. Such expenses incurred by a faculty director's accompanying family member(s) - unless this person has been approved before the program as an Assistant Director - will be borne by the faculty director and are not included in the program budget. (See "Group Oversight" below.) Any free tickets negotiated by the faculty director should be used by Faculty Director or Assistant Director to reduce costs for students.

Faculty who have been approved to bring family members on SIPs are asked to supply a budget for those expenses, which must be paid with personal funds. A budget template for family members appears as the second worksheet on the SIP budget template.

If making changes to your budget, talk with the IP Director. Payment/Reimbursement for items not listed on the original budget cannot be guaranteed. Avoid purchasing "non-essential" items before the program, such as group meals during orientation time.

Lines in the budget have been added to reflect costs of pre-departure activities (where appropriate) and re-entry events. Please complete them and note that the \$10 per participant retained in the OT account for re-entry activities will no longer take place. Plan to include some type of program reunion so that students can reflect on their experience.

Wire transfers @ \$40 per transaction are charged to the SIP OT account; this should be figured into SIP budgets.

The following items are not ordinarily covered by SIP funds. If you feel a cost is justified (due to an emergency or extenuating circumstances, for example) or if you are unsure about an item, please discuss with the IP Director prior to purchase. Otherwise, assume that the expense will not be reimbursed.

- Alcoholic beverages
- Airfares above economy class
- Clothing
- Credit card interest, finance charges (except for College-related international charges), or penalties □
- Educational supplies (for non-SIP purposes)
- Family or friend costs
- Guidebooks
- Gym fees
- Hotel amenities
- Laundry services (unless included for all participants)
- Luggage fees (unless checking a bag is required)
- Luggage repair/replacement
- Meals exceeding the budgeted amount; itemized meal receipts required when available □
- Movies or videos
- Passports
- Personal phone calls above \$100 total (international cell phone plan is covered)
- Personal services, such as haircuts
- Postage for personal mail
- Reading material
- Souvenirs
- Shoe repair
- Snacks

- Tips above 20% in the US; local tipping custom should be followed
- Toiletry articles
- Umbrellas
- Vitamins

### **Business Forms**

The following forms can be downloaded on [Viking Web](#):

- Cash Advance – If it is necessary for you to bring cash on your program, use this form to access it. Prior to travel, Berry employees can receive up to \$500 in cash; amounts above \$500 are issued as checks. To request funds, submit a Cash Advance form. This should be completed by you, including date money is needed, and signed as Employee. Your dean will sign off as Department Head, and then the form should be sent to the Provost, who then forwards to the Business Office. Once the Business Office has received the form, they process it and have the money available on the day requested. Be sure you allow enough time for signatures and note that no checks are cut on Fridays. If time is a factor, walk the form to each office and turn in to the cashier in Hermann Hall. Cash will likely be available that same day, and a check could be ready the next day (except Friday). If going through regular channels, allow 2-3 days for your cash advance.

Upon return, submit the relevant receipts to your dean. These should be accompanied by an Expense Voucher, on which you write the original amount received on the line, “Total advances to employee.” The signatures for this form are the same as for the Cash Advance form. Any charges over \$10 listed but not accounted for by receipts will be covered by the employee.

- International Wire Transfer – Use this form to pay money directly into a vendor’s account outside the US. \$40 is charged to the OT for each wire transaction, so be sure to figure these amounts into your budget.
- Domestic Wire Transfer – This form is used to make wire payments within the US; there is also a \$40 charge for wiring money domestically.
- Expense Voucher – If you pay vendors in advance, use this form to be reimbursed for personal funds; your travel to and from the airport can also be reimbursed using this form if you drove a personal vehicle to the airport. Note payments to individuals may not be paid on an expense voucher. Include your cash advance on this document if you received one.
- Purchase Order – A purchase order can be used to pay a vendor’s receipt; this includes payments to individuals, such as translators. Be sure to have the person’s Social Security Number if paying an individual. Those without SSN’s cannot be paid with a PO.
- W-8 form – Vendors paid by Berry with wire transfer or check must complete an IRS form W-8 or W-9, found at [www.irs.gov](http://www.irs.gov), prior to payment. The IRS claims that the foreign company should know which form they are required to complete; however, the Business Office has found that is not necessarily true. Assistant VP for Finance Brad Reeder is available to help vendors and faculty needing assistance with the forms. The search engine on the IRS site will generate W-8 listings with instructions and W-9 instructions/forms as well. Please use the most current form available, as these forms do change. Please note cash payments also require a paid receipt.
- If your program payments include gratuities, list these anticipated amounts on the Gratuities Sheet at <http://www.berry.edu/academics/study/summerIP/>. Before departing, type up the item, date (if known) and amount (if known), print and ask payee to sign on site.

Faculty Directors making cash payments, which do not require a W-8, must receive a paid receipt. The receipt must show a zero balance and indicate the payment was in cash. If no indication of payment is already on the receipt, the Faculty Director needs to write that on the receipt, along with the name of the person making the payment. No reimbursement for payments to individuals (translators, guides) can be reimbursed. Note that cash is the most difficult form of payment to document for auditors.

Wire transfer requests should be accompanied by an invoice or other financial documentation and sent to the school dean for signature. Note that a \$40 fee is charged for each wire transfer. Expense vouchers, cash advance forms, Visa statements and other financial documentation initiated by the faculty director should be sent to the school dean for signature, and then forwarded to the Provost.

Whom to Contact for . . .

Reconciling accounts after program	Carol Story, Ext. 1727, <a href="mailto:cstory@berry.edu">cstory@berry.edu</a>
Sending payment via wire transfer	Kim Barnett, Ext. 1720, <a href="mailto:kbarnett@berry.edu">kbarnett@berry.edu</a>
To request Berry credit card in professor's name, Reporting lost/stolen Berry credit card	Susan Floyd, Ext. 2239, <a href="mailto:sfloyd@berry.edu">sfloyd@berry.edu</a>
Arranging on campus housing prior to program	
Health information, First Aid supplies	Anita Errickson, Ext. 4050, <a href="mailto:aerrickson@berry.edu">aerrickson@berry.edu</a>
Payment issues, request for OT balance	Tammy Vaughn, Ext. 2235, <a href="mailto:tvaughn@berry.edu">tvaughn@berry.edu</a>
Questions about Forms W-8 and W-9	Brad Reeder, Ext. 2918, <a href="mailto:btreeder@berry.edu">btreeder@berry.edu</a>
Registration issues	Anne Goss, Ext. 5680, <a href="mailto:pgoss@berry.edu">pgoss@berry.edu</a>
Legal issues, reviewing contracts	Danny Price, Ext. 5644, <a href="mailto:dprice@berry.edu">dprice@berry.edu</a>
Security issues	Gary Will, Ext. 5674, <a href="mailto:gwill@berry.edu">gwill@berry.edu</a>

#### Detailed Orientation

- Note the number and length of pre-departure and on-site sessions and topics to be covered.
- Regardless of your venue or agenda, your program orientation should attempt to include (but is not limited to):

geography

culture

program schedule/logistical information health and safety (see

Risk Management below) travel opportunities and skills

personal finance (including informing their financial institution of their travel plans) living and dining arrangements (please note the faculty director is not obligated to give up her/his room to accommodate a student who did not disclose an issue prior to departure)

academic expectations

The following resources might be of use:

- Country specific information from the US State Department: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)
- Culturegrams: <http://www.culturegrams.com/>
- CIA's World Factbook: <https://www.cia.gov/library/publications/the-world-factbook/index.html>
- Avoid having "surprises" during your program, however well-meaning. Reactions by students cannot be anticipated, and students should be aware of all aspects of the program.
- Note resource personnel participating in orientations, and try to include host country nationals or other cultural resources.

### *Travel Opportunities*

- Indicate which periods of the program, if any, are appropriate for independent travel and which are not. Students sign a free time waiver for this period, which is amended to the regular release form.
- Note travel opportunities, if any, after program terminates officially. If students travel independently before or after the program, they complete the waiver for independent travel, located on Viking Web and submit to the IP office.
- Note relevant visa and other entry or exit requirements (see [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)).

### *Debriefing*

- State your reunion/re-entry plans for the students. Among options are: a. sessions on site for students to evaluate the program  
b. meetings for students after their return from the program  
c. opportunities for continued study or expansion of a topic related to the study abroad experience (for example, special study, seminar or independent study)
- Include any costs for re-entry/reunion events (such as dinners) on the Excel budget sheet.

### Risk Management

*I wanted to thank you for requiring the insurance to be purchased. If it were merely optional, I would have surely declined it, believing my health insurance to be enough.* – 2010 SIP student

All participants (including faculty directors) are required to purchase iNext study abroad insurance through IP. This covers health, repatriation, visitation and health/political/natural disaster evacuation. A participant's domestic insurance will be considered the primary policy, while iNext will be secondary.

- Provide a phone number where you and/or your Program Assistant can be reached at any time.
- Identify health clinics or hospitals in the area(s) in which you will be traveling and English-speaking medical personnel in the host city/cities prior to departure. This includes mental as well as physical health professionals. A list of physicians can be found on the US embassy website of the host country, accessed at [travel.state.gov](http://travel.state.gov)
- Using your on-site sources, investigate the security of all accommodations and the safety record of transportation providers and other vendors. Provide proof of insurance, certification, etc. with your proposal.
- Research the security of all destinations and the areas through which the group will travel (see [www.osac.gov](http://www.osac.gov)). Identify the risks and explain how you will address them.
- Describe your group communications plan and meeting points.
- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) now includes study abroad programs. For each accommodation you are renting/staying in (homestays excluded) for three or more nights, and for each location you are renting/using for classroom space, list the address of the police department for the relevant precinct(s).

It is essential that you inform students during your recruitment and orientation of any potential risks associated with your program. Please stay current with the [US Department of State advisories](http://www.osac.gov) and information from the [Overseas Security Advisory Council](http://www.osac.gov). You may consider providing students with consular information sheets, found on the DoS website, for the country/countries where you will be traveling. Register all participants with the US Embassy in the host country through the Smart Traveler Enrolment Program: <https://step.state.gov/step/>. Programs proposed to take place in countries under [travel warning](http://www.osac.gov) by the Department of State will be reviewed by the Provost, General Counsel and the IP Director. Proposals for such countries should be brought to the attention

of the IP Director by August 1, to allow adequate time for review. It may be necessary for students to sign an additional release form.

The Health and Wellness Center will provide First Aid supplies for you and your students to take on your program. Contact [Anita Errickson](#), Ext. 4050, to arrange this. Faculty have taken walkie talkies with them when their activities require students to be isolated. Contact [Tonya Conway](#), Ext. 2150, to arrange this. If cell phone service is not adequate in your host country, consider renting a satellite phone, which IP can help arrange.

Encourage students to develop a family communications plan that includes contingencies for emergency situations. This should also include information for parents about how to reach students through the faculty director and host institution in case of an emergency at home. It is a good idea for at least one parent to have a passport in the event immediate travel is necessary.

Make sure students know how to reach you 24 hours a day in case of emergency. Rent a cell phone (or, depending on location, a satellite phone) so students can contact you in the host country – contact IPD for details. Establish a “buddy” policy so that a student never goes out alone. Berry College Campus Safety accepts emergency collect calls from students and faculty outside the US, and IP provides a list of faculty and students on SIPs to Campus Safety prior to departure. A list of important contact information will be sent to you by the IPD.

Please take with you copies of:

- participants’ passports
- students’ Health/Emergency Treatment forms (both electronic and sealed hard copies)
- program itinerary
- confirmation of accommodation
- airline ticket information
- International Driver’s Permit (if operating a motor vehicle)
- driver’s license (some countries will not accept the IDP without a valid home-country driver’s license) □
- credit card information

A Berry College crisis management plan for SIPs will be given to you by IP. In addition, all faculty directors attend an orientation on safety, health, money and other issues. You will be invited by the IPD to attend this spring event.

To be in compliance with the Drug Free Schools and Campuses Act, indicate on your syllabus that your program is drug-free. Consider using the following language:

*As with any Berry College sponsored program, this course is a drug-free program (except in the case of those prescribed by a physician), and all the rules and regulations listed in the Viking Code apply during our stay in X Country.*

Pre-departure orientation is an ideal time to address the following health and safety issues:

- a. Cautions about alcohol and drug abuse and a warning not to carry, buy, or sell illegal drugs; students should also check the legality in the host country of any prescription drugs they plan to bring with them (see host country’s official website and have students consult their doctor)
- b. A warning that students are subject to local – not US – laws and that little can be done by the College or the US Embassy to help students who are caught breaking the law, other than visiting the student in jail;
- c. Region-specific health information such as the nature, prevention, and treatment of region-specific diseases; required and recommended vaccinations; water and food risks; and descriptions of persistent and epidemic diseases, including AIDS and STDs. The faculty director should distribute relevant travel health information available from the Centers for Disease Control at [www.cdc.gov/travel/](http://www.cdc.gov/travel/) and information on where to obtain products for safe travel worldwide at [www.travmed.com/](http://www.travmed.com/);

- d. Advice to prepare a customized medical kit including prescription medications in original labeled bottles (with accompanying prescription), generic prescriptions for refills, and an extra pair of eyeglasses or contact lenses (the Health and Wellness Center prepares First Aid kits for faculty directors to take with them);
- e. Information about the physiological and psychological consequences of jet lag, culture shock, homesickness, loneliness, changes in diet, lack of exercise, and other symptoms (contact International Programs for more information);
- f. General instructions for emergency medical situations – using an emergency telephone system (like 911), calling an ambulance, a hospital or doctor, or an embassy or consular office; country-specific cell phone information
- g. Prudent advice on how to minimize the possibility of being the victim of crime;
- h. Advice to avoid political activity;
- i. Local diet and eating patterns, including ways to accommodate students with special nutritional needs or preferences;
- j. How to locate routine professional medical help;
- k. Facts on local crime and the political situation; the faculty director may wish to distribute the State Department’s Travel Advisories and Consular Information Sheets.

The DVD “Safety and Study Abroad” is available on loan from the IP office. Resources are also available on the [SAFETY Clearinghouse](#) website, and a video on alcohol and study abroad is available at [www.youtube.com/watch?v=AapejH-pwBk](http://www.youtube.com/watch?v=AapejH-pwBk). Having knowledge of students’ physical and psychological challenges makes it easier for you to advise and accommodate students; however, students are not required to disclose health information. They may not be asked about their health condition as a means of participant selection; however, once students have paid the first deposit for your program, they will complete the “Berry College Short-Term International Programs Health Information and Emergency Treatment Form” (available on Viking Web and the IP website), which includes health information. The form includes an area for a physician’s approval, and students may make an appointment in the Health and Wellness Center free of charge to have the form completed.

### Sexual Assault and Misconduct

It is important to note that when Berry College takes students abroad, the sexual violence response obligations imposed by Title IX and the Campus SaVE Act (also known as the amendments to the Violence Against Women Act or VAWA) follow. Faculty and staff will be provided training on responding to sexual misconduct; however, please include language such as the following in your materials:

*While on your study abroad program, you are an ambassador of the United States, Georgia and Berry College. As such, you are expected to behave with utmost integrity, which involves not only following the rules of your host institution, but also the laws of the host country as well as Berry College rules. Please carefully review the Viking Code for more information on the expectations the College has regarding your behavior.*

At orientation, please consider discussing with your students:

- Country specific information on appropriate venues and culturally-appropriate attire
- Differences in dating and relationship norms
- Cultural differences about the use of alcohol and sex. Cues the parties give may be opaque and subject to misinterpretation.
- University policy on sexual harassment

- Steps to reporting sexual harassment
- Cultural attitudes toward lesbian/gay/bisexual/transgendered people
- Women's safety issues
- Lingering stereotypes about the sexuality of American women.
- The presence of sexual predators abroad who specifically target visiting students, offering to buy drinks and/or accompany them home "safely," or trying to separate them from their friends.
- Language barriers.

You may wish to familiarize yourself with the location's crime reporting obligations and to know whether local medical personnel will examine assault victims without notifying the police. While Title IX does not require a victim to also file criminal charges, local law may differ.

### Emergency Situations

- Faculty directors are requested to contact International Programs immediately should there be concern for the group's health and safety. Follow the protocol of the crisis management plan provided to you. In case of a crisis, rearrangement of travel plans may be necessary, and steps will be taken to act accordingly. Faculty directors, informed on-campus personnel and State Department personnel will be included in the decisionmaking.
- When handling any crisis, faculty directors should always carefully document all their actions. Incident report forms are included with your copy of the crisis management plan.

All participants in SIPs are required to sign a copy of the official college waiver of liability.

### **CLOSING OUT A PROGRAM**

Upon returning from your program, the OT account should be reconciled as quickly as possible. This includes processing expense vouchers and completing the routing slip for the credit card statement. Use the Excel template on the SIP webpage to record your expenses; this keeps your expenses organized. Save all itemized *and* credit card receipts, write the US Dollar equivalent near the local price, and tape them to 8 ½ x 11" sheets of paper so they can be easily scanned. The Business Office provides the following information:

- More than one receipt can be adhered to a sheet, as long as all receipts are legible.
- If the receipt is too long to fit, fold and tape it down rather than cutting it.
- Be sure tape does not cover any print as that will fade with time.
- Paper clip these to the appropriate business form and Excel template, and submit everything to the IP Director, Box 5032.
- Please do not submit piles of receipts and do not staple anything.
- **If you received a Cash Advance for program expenses, be sure to include that on the expense voucher.**
- Send the receipts and other documents to your school dean for signature; everything should then be sent to the Provost.

If you had students unable to participate in your program due to medical or other reasons and would like to refund their deposits, this can happen after all other billing has been reconciled and funds are available.

The funds remaining in the account after all expenses have been paid are subject to the "Funds Remaining After a Program" policy below.

## Policies

### Access to Funds

At this time it is not possible to access funds in the OT account from an ATM. Faculty directors needing cash abroad should get a cash advance prior to leaving the country. The cash advance will be reconciled through an expense voucher and receipts upon return. Some faculty have deposited cash advance funds into a private account and withdrawn currency from a host country ATM. Please pre-pay as many expenses as possible to avoid having to travel with large sums of cash. Faculty directors may also take cash from a personal account via ATM abroad and then be reimbursed for the purchases from the OT account upon return. Berry College credit cards are now issued in the faculty director's and co-director's names for the length of the program. Contact Susan Floyd for more information. Be sure to keep all receipts (itemized *and* credit card) to reconcile the budget upon your return.

All financial documentation regarding OT accounts (expense vouchers, purchase orders, wire transfers, visa statements) will be sent to the school dean for signature.

### Account for Funds

Once your program has been approved by the Provost, the IPD will work with the business office to create an OT ("Other Charges") account for your program. Provide the campus box number where you wish to receive statements. Inform your students of the account name/number, and they can make their deposits by going to the cashier's window in Hermann Hall. **Remind them to ask for a receipt and confirm their correct name has been listed on the account.** Faculty directors withdraw from this account to make necessary payments and deposits for travel costs, course expenses, institutional overhead, and, where applicable, instructor travel costs.

The policy regarding OT accounts is the following:

- The faculty director of each program will determine the total cost of a program, the number of students to participate in the activity and the specific deadlines of any payments/deposits that must be made by those students.
- Faculty director will communicate such information to students in writing and instruct them to make payments by the specified dates to the Business and Finance Office (Finance). Faculty director should provide a copy of such information for each program to Finance for its reference.
- Payments will be recorded under a specific OT account related to the particular program, and will be identified within the account by payor for future reference by faculty director and/or Finance
- Faculty director will access funds through the normal Berry College (Berry) purchasing and/or disbursement procedure, specifying for the Purchasing Department (Purchasing) or Finance the specific OT account that is to be charged, the date necessary and all other information relevant for issuance of a disbursement. (Please note that adequate time must be given for generation of disbursement as specified in the Berry purchasing/disbursements procedure.)
- Unless specifically authorized prior to the submission of his/her request for expenditure, no faculty director may request payments in any combination in excess of the cumulative funds collected from the students participating in the program, as of the date of the specified transaction. *Example: ABC OT account has collected deposits totaling \$1,200 from students for an upcoming program. Faculty director may request up to \$1,200, but may not exceed that amount unless he/she has the express permission of the VP for Finance, the Assistant VP for Finance, the Provost, or their designated agent.*
- Faculty director is responsible for insuring that all students who are participating in the program have made the required payments by the specified deadlines and notifying the Business and Finance Office immediately if otherwise. The faculty director should also notify the student of such deficiency, emphasizing that unless the issue is addressed immediately, the student will not be allowed to participate in the program.
- In order to determine the financial position of the OT account, faculty director may request a statement from Tammy Vaughn.



The total direct costs of the program are expected to be covered by payments that are deposited into the OT account. Should the payments deposited in the OT account not prove sufficient to cover all direct expenses related to the program incurred while on site, the faculty director must notify the Provost and International Programs Director immediately. **Expenses exceeding the budgeted amount will be charged to the SIP Director's department.**

- If a student has received a summer IP scholarship, they do not need to pay that amount into the OT account. The account is allowed to go “in the red” for IP scholarships and graduate assistantships. Summer Financial Aid is usually disbursed in June. Although the scholarship will appear temporarily in the student's account, it will be moved to the OT once it has been disbursed.
- Once funds have been committed or expended by Berry for goods or services, students will not be eligible for a refund of that amount. If prices quoted are based on a commitment by students for which a change in such commitment will negatively impact Berry, the student is liable for any expenses incurred on his/her behalf, or for such expenses that Berry must subsequently pay on his behalf as a result of his/her previous commitment. Students will be notified by the faculty director that all deposits are nonrefundable.
- If an International Program scholarship has been awarded to a student who withdraws from the program, it will be rescinded and any amounts owed will be due and payable upon withdrawal.

### Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) applies to study abroad programs. To be in compliance, IP will send letters to the police precincts where your group is staying at least 3 nights and/or meeting as a group, to request crime statistics. There is an area on the SIP proposal to provide precinct contact information.

### Contracts

Where possible, obtain clear, written contracts with service providers that include services, costs, and a refund or alternate plan if first-choice services cannot be provided. All contracts must be submitted to the IPD, who will share them with College counsel and the Vice President of Finance. Contracts will be signed by the Vice President of Finance.

### Drug Free Schools and Campuses Act

This act travels with students. For that reason, please identify a physical health physician but also an Englishspeaking mental health professional students can have access to if necessary during your program. If you are using a facility where Berry already has study abroad programs, the IPD can help you to identify this person. Indicate on your syllabus yours is a drug-free program; see language above.

### Eligibility

There is no GPA requirement to participate in SIPs. However, indicate on your syllabus any prerequisites students must have completed and any other requirements you have for participating in your SIP. This includes physical requirements to complete required activities. Students on disciplinary probation at the time of application may not participate in SIPs. Please send a list of program participants to the IPD after the first deposit to confirm students' conduct standing. Students with a previous disciplinary record are not precluded from participation; questionable cases will be decided by the faculty director, Dean of Students and Provost.

All participants in a SIP must be enrolled in the course (for exception see “Visitors” below) and are considered students of Berry College. The same rules outlined by the faculty director and Berry College apply to traditional and non-traditional students.

### Established Program

A SIP may become an “established program” of International Programs under the following conditions. Faculty director(s) should:

- offer the same program every year (allowing for modification as needed);
- have used a uniform location for five or more consecutive years;

- have developed reliable, ongoing partnerships on location (academic or service providers, classroom facilities, accommodations, transportation, etc.);
- lead the program each year or develop colleagues who can rotate from year to year;
- submit any new courses to the IP office with approval from department and dean;
- maintain a minimum of five students participating in the program annually;
- maintain the overall format and general price range of the program (allowing for inflation);
- not exceed the established budget for the program;
- submit a full SIP proposal and budget every 5<sup>th</sup> year of the program.

As a director of an established program, the faculty director:

- may advertise the program as needed throughout the year;
- will not be subject to the SIP process or application deadline except every 5<sup>th</sup> year;
- must submit an annual budget to IP by the September 15 deadline;
- must provide written updates of substantive changes to IP in August preceding the program (and as needed throughout the year).

Note with these programs that the account balance no longer carries over from year to year.

To apply for “established program” status, please submit your request and justification in writing to Sarah Egerer at [segerer@berry.edu](mailto:segerer@berry.edu). All requests must be approved by the IP Committee and the Provost.

### Family

Immediate family members of the Faculty Director or Program Assistant (such as a spouse or child(ren)) have been allowed to accompany the Faculty Director or Program Assistant on previous SIPs. Contact the IP Director if you would like to bring a family member on your program. If approved, complete Part F, Question 2 on the SIP proposal form. No program funds may be used to support family members. Family members above age 13 can be covered by iNext insurance, which will be ordered by IP with the group and charged to the director’s f/s account. iNext insurance does not cover children under the age of 13, so consider purchasing another policy, such as [HTH Travel Insurance](#).

### Financial Aid

In order to receive financial aid in the summer, students must carry a full-time load of 12 hours, or they may enroll in 6 hours to receive partial HOPE. Normally, no other institutional aid – apart from IP scholarships – is available for summer study abroad. Please note that partial HOPE is a *credit* to the student’s tuition account; therefore, students need to pay all program costs up front. IP summer scholarships and research assistant tuition may be deducted from a recipient’s total program cost and credited to the OT account later; the OT account will be allowed to go into the negative during the interim. All other expenses must be paid up front by the student. Other summer financial aid will be credited to the tuition account when it is released (usually in June).

Students may choose to borrow money to pay for the program if they have not borrowed the maximum during the previous two semesters. Students are advised to confirm with the financial aid office their summer eligibility.

Scholarships for SIPs may available through the International Programs office. See the [IP website](#) for current information.

### Forms

Students complete several forms to participate in SIPs. These forms are on Viking Web> Community> International Programs and include:

- Student Health/Emergency Treatment form - Students need to complete this form by visiting their own physician or the Berry Health and Wellness Center. The form is then to submitted to IP when the initial deposit is made into the program’s OT account at the cashier’s window in Hermann Hall.
- All completed Health/ Emergency Treatment forms will be photocopied by IP and given to the faculty director in a sealed envelope. Electronic copies can also be sent.

- The Student Release Form is a release of liability document that is signed by the student and submitted with the Health/Emergency Treatment form to IP.
- The Emergency Numbers form should be completed with personal information by the students and taken with them on the program.
- Any accompanying family members must complete the Release Form for Director Family Members and submit it to IP. All other participants must be enrolled in academic courses.
- Program Assistants not employed by Berry College should complete the BERRY COLLEGE PERSONAL SERVICES/CONTRACTOR AGREEMENT STUDY ABROAD ASSISTANCE form.
- Though not technically a form, students should send a copy of the photo page of their passport to [internationalprograms@berry.edu](mailto:internationalprograms@berry.edu). This document can also be scanned in the IP office if students bring their passport to the office.
- The Independent Travel Waiver should be completed by students planning to travel prior to or following the SIP. Located on Viking Web.
- If you include airfare in your program, but students wish to use frequent flyer miles or other benefits covering airfare, they should complete the Group Flight Waiver on Viking Web.

### Funds Remaining After Program

If funds remain in the program's OT account after all bills have been reconciled and all students have paid in full, the balance will be divided by the number of participants plus one (for the contingency account). If this figure exceeds \$100 per student, that amount will be refunded to each student as a credit to their tuition account. The additional portion will be deposited into a contingency account that can be used to cover emergencies. Refunds will not be made if doing so causes the student payment amount to be less than the tuition cost plus administrative fee.

If the balance is less than \$100 per student, no money will be refunded to students. The total amount will be moved to the contingency account.

### Group Oversight

In addition to the Faculty Director, at least one other qualified adult figure with international travel experience needs to be included each group as Program Assistant. Faculty Directors should consider what he/she would do in the unexpected event of illness, serious injury, or even death. There should be someone who can assume responsibility for the remainder of the program or accompany the students back to the U.S. if necessary. This may be a member of host institution staff, a returned student, other Berry College faculty/staff member or other qualified adult. The expenses for the Program Assistant Director should be figured into the students' program costs. If the Director is bringing children on the program, contact IP as to whether a spouse/partner may serve as the Program Assistant.

The faculty director should consider selecting an additional faculty member from the same department who may eventually offer the course, or collaborate with another department to diversify offerings and offer more classes. In this case, Faculty Directors serve as each other's Program Assistants. If using a provider, indicate whether their staff will be escorting the group. No more than 25 students should be accepted for programs with two directors.

### Liability

If the action that gives rise to a claim is clearly within employment duties, then Berry's general liability insurance should be adequate. However, in the event the program directors are also sued, it is recommended that faculty directors and program assistants purchase individual liability insurance. See <http://www.aapmercerinsurance.com/PersonalInsurance/ProfessionalLiabilityInsurance.aspx> for more information. Please note this insurance cannot be charged to the SIP budget.

## Recruitment

SIPs should be promoted as being unassailably academic. That is, nothing about the program should seem like a trip or a vacation. It should be marketed as what it is: a valuable part of the curriculum and an opportunity for students to continue and enhance their studies by going beyond the classroom. Be sure to include any physical activities required by the program on all advertising. Since no student may be denied program participation based on disability, help the student self-select by providing a thorough program description. If your program has been approved to take place in a country under a State Department Travel Warning, students must be informed the program will take place in such a country. In addition, be sure to include the total program price plus estimated out of pocket expenses on your recruitment materials. There are several avenues by which to promote your program:

### 1. Printed Information

- Advertise your program on flyers throughout campus and in your department. Please use the term “ShortTerm International Programs” in your communication to help create brand recognition.
- The IPD compiles all SIPs onto an information sheet for distribution and creates a poster featuring all programs.
- Create a more detailed course description to give students information to make an appropriate decision; consider including:
  - location & dates
  - description of academic course: learning objectives, integration of sites, prerequisites, evaluation methods
  - program structure: what to expect, what will a typical day be like?
  - faculty director information: brief biography & previous international experience, contact information
  - if program requires strenuous physical activity, be as detailed about this as possible - housing & meals: where will the students live?
  - cost: what does the program fee cover? How much additional spending money should students bring?
  - information on how to register/apply

### 2. Electronic Information

- Post information on your professional or departmental website (see Bill Davin’s page at <http://www.berry.edu/Templates/general.aspx?id=51539612112>).
- The International Programs website provides a link to summer programs on the study abroad page.
- Send emails to entire student body or select groups.
- Create a Facebook page for your program to post pictures from previous programs.
- Ask students to upload photos to IP’s Instagram account (or create one for your repeating program) so others can view them.
- Create a YouTube account and post videos of previous programs.
- Information can be posted on the IP Facebook, Twitter and Viking Fusion accounts.
- Advertise your program on the monitor in the Cage by sending a Power Point slide to the director.

### 3. Live Information

- Organize informational meetings for interested students; include returned students.
- Set up an informational table in Krannert lobby, staffed by returned students.
- Faculty directors and returned students are invited to staff an information table at the fall International Opportunities Fair. The IPD will contact you with fair dates.
- Visit classes that would be natural feeders to your program.

### Registration

In March, students enroll for a SIP by registering online for the summer block in which the class is being taught. SIP registration needs additional help from the faculty directors. Faculty need to double check rosters after preregistration to be sure people who are registered are planning to go and that everyone who is going is registered. Please confirm your list with the Registrar by April 1. Since SIP programs often do not fall within the “normal” class attendance reporting time frame, the registrar’s office has no way to know what students are actually attending without this step.

Students may take up to two courses offered as part of any one SIP; tuition for directed studies or other types of courses during the program must be paid in its entirety, in addition to the program price. All SIP participants must be enrolled in a course, with exception of Faculty Director, Assistant Director and their approved family members. If you feel you have extenuating circumstances, contact the IP Director.

### Salary

Refer to the summer pay policy, available from department chairs. The per credit hour fee students pay is applied to salaries.

### Stay Behind

If a student’s passport is lost or stolen, the faculty director will contact International Programs, and the student will contact the nearest U.S. Embassy or Consulate. Lost or stolen passports must be reported and replaced immediately using the student’s passport information.

If a student’s onward travel will be delayed for this or other reasons, best efforts should be made for either a program director or assistant to stay behind with the student. If there is no second leader, local staff may be asked to look after the student and accompany him/her to the next travel location. In the rare case of only one faculty member and no on-site staff, or if the faculty member’s absence will compromise the academic experience for the remaining students, the faculty member would have to decide (in consultation with the Provost’s office and IP when possible) to either stay with the student and ensure the rest of the group got on their way to the next destination, or travel with the group and ensure the remaining student is aware of how to reach the next destination. In the latter case a plan for how the student will rejoin the group will be put in writing, signed by the student and faculty director and sent to the IP office.

Berry College will pay for the director’s or on site staff travel costs out of the IP contingency fund; the student will be responsible for his/her own costs.

### Transfer/Transient and Non-degree Students

Students not enrolled in Berry College may participate in Summer International Programs in transfer/transient (if enrolled in another college or university) or non-degree seeking (if not enrolled in a college or university) status. They can select either status when they submit the application at <http://www.berry.edu/admission/transfer/>. Once accepted, these students will pay the program amount, less the credit hour fee. They will, however, be charged the credit hour tuition rate for each hour of enrollment in addition to the program price.

### **April 1 – an important date 1.**

Submit to [segerer@berry.edu](mailto:segerer@berry.edu):

- SIP Director Emergency Information Form
  - a copy of faculty passports
2. Confirm course enrollments with Anne Goss in the Registrar’s office
  3. Notify Diana Haase in Residence Life if your students will need on campus accommodation prior to travel.
  4. Enroll your group or ask students to enroll in the DoS’s Smart Traveler Enrollment Program.

**Feedback & Questions**

This handbook is a work in progress, so please contact Sarah Egerer, International Programs Director, ext. 4065 or [segerer@berry.edu](mailto:segerer@berry.edu), with any comments. Thank you for your generosity in serving Berry College students in this way, and for contributing to their global competence!

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